

19

WRITTEN BY

*Maggie Mc Kay* CLASS

19

VERE FOSTER'S NEW COPY-BOOKS.

# BOLD WRITING

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1. Large Hand ( $\frac{3}{8}$  inch ruling). Strokes, Short Letters, Easy Words.
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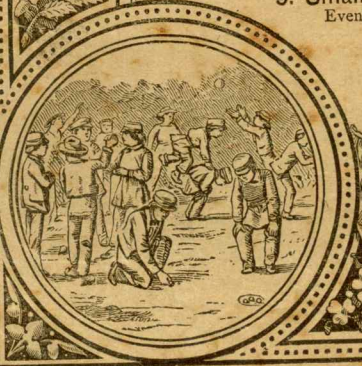
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A NATION'S GREATNESS DEPENDS  
UPON



EDUCATION OF ITS PEOPLE  
THE





VERE FOSTER'S COPY-BOOKS.—BOLD WRITING SERIES.

No. 18.—MODELS FOR BOOK-KEEPING AND FORMS OF ACCOUNT.

As, in order to acquire a thorough knowledge of, or even a slight acquaintance with, the Principles of Book-keeping, it is necessary to have recourse to a properly qualified teacher, the intention of this copy-book is merely to aid the teaching of young pupils, students of the Science of Book-keeping, by showing them the proper method of writing and ciphering in ordinary Mercantile Account Books. At least six different forms of books are needed in any efficient system of Book-keeping, rendering it a matter of too complex nature to be clearly taught in a copy-book. All that has been aimed at, therefore, is not to teach Book-keeping, but merely to familiarize the student with some of the forms most commonly in use in Commercial Houses of the best class. It is constantly

said by Merchants that when lads leave school to enter offices they are found utterly ignorant of how to write in Books, or even of the correct way of making out an Invoice or Account of any kind. This will not be said of a pupil who has made intelligently accurate copies of the following pages. A similar knowledge of how to write in Books and Accounts is essential to success in the Civil Service Examinations.

I take this opportunity to tender to the eminent firm of Messrs. Hill, Vellacott, and Bailey, Chartered Accountants (of 1 Finsbury Circus, London, and 49 Royal Avenue, Belfast), my best thanks for their kind advice and assistance. These gentlemen have also in the kindest manner supplied all the models for the Accounts.

VERE FOSTER.

No. 19.—COMMERCIAL FORMS AND CORRESPONDENCE.

The favourable reception of the "Models for Book-keeping" has led to the preparation of this book, in which will be found specimens of various forms much used in business transactions. The Letters and Bills are such as are in common use in the United Kingdom, and the Invoices are all taken from actual documents supplied by leading merchants in different branches of wholesale trade. The space being limited only a small number of forms for Correspondence could be introduced, but these will be found sufficient to give pupils some knowledge

of how to write ordinary Business Letters, and the proper manner of drawing Bills and making out Invoices. It is too often the case that when boys enter a merchant's office they are quite ignorant of the proper manner of writing such documents. It is hoped that this copy-book may help to remedy this deficiency and in promoting Commercial Education. Thanks are tendered to those Merchants and Bankers who have kindly aided in general advice and in supplying the matter for the various Letters and Forms.

- 1. Order for Goods to a Wholesale House.
- 2. Invoice for those Goods.
- 3. Cash Order for Payment of the Goods.
- 4. Letter inclosing a Promissory Note.
- 5. A Promissory Note.
- 6. Letter to accompany a Receipt.

- 7. A Receipt for Cash.
- 8. Letter sending a Bill for Acceptance.
- 9. An Inland Bill of Exchange.
- 10. Invoice of Goods. (Provision Merchant.)
- 11. Invoice of Goods. (Wholesale Grocer.)
- 12. Invoice of Goods. (Linen Manufacturer.)

- 13. Seven Days' Bill. (Sugar.)
- 14. Order for Wheat to America.
- 15. Invoice of Wheat from America.
- 16. Order for Grain.
- 17. Invoice of Grain.
- 18. Advice of Shipment.



Carlisle, 19<sup>th</sup> Mar. 1890.

Gentlemen,

Please send me the undermentioned goods on the same terms as the last, but that I now expect the carriage to be paid by you,

Yours respectfully,  
James Dolman.

20 Reams B. L. Foolscap, 12 lbs. @ 10/6  
40 " C. L. Note Paper " 5/  
10,000 Envelopes N. 6 " 5/

As per samples herewith.

To Mess<sup>rs</sup> Cowan & Co.,  
Glasgow.

Carlisle, 19<sup>th</sup> Mar. 1890.

Gentlemen,

Please send me the undermentioned goods on the same terms as the last, but that I now expect the carriage to be paid by you,

Yours respectfully,  
James Dolman.

20 Reams B. L. Foolscap, 12 lbs @ 10/6  
40 " C. L. Note Paper " 5/  
10,000 Envelopes N. 6 " 5/

As per samples here.

To Mess<sup>rs</sup> Cowan & Co.,  
Glasgow.

4 3.02

Glasgow, 21<sup>st</sup> March, 1890.

Mr James Dolman, Carlisle,

Bought of Cowan & Co.

20 Reams B.L. Foolscap, 12 lbs.	@	10/6	10	10
40 " C.L. Note Paper	"	5/	10	.
10,000 Envelopes, N. 6 Adhesive	"	5/	2	10
2 Packing Cases	"	2/	.	4
		£	23	4

Carriage paid. Terms: 5% or 3 Mos. Net

Glasgow, 21<sup>st</sup> March, 1890.

Mr James Dolman, Carlisle,

Bought of Cowan & Co.

20 Reams B.L. Foolscap, 12 lbs @	10/6	10	10
40 " C.L. Note Paper "	5/	10	.
10,000 Envelopes, N. 6 Adhesive 5/	5/	2	10
2 Packing Cases "	2/-	.	4
	£	23	4

Carriage paid. Terms: 5% or 3

10-3-02



£23.4.0

Glasgow, 1<sup>st</sup> July, 1890.

On Demand pay to our order the sum of  
Twenty three pounds four shillings Sterling, being  
amount due us, as advised,

To Mr. James Dolman,  
Carlisle.

Cowan & Co.

£23.4.0

Glasgow, 1<sup>st</sup> July, 1890.

On Demand pay to our order the sum of  
Twenty three pounds four shillings Sterling, being  
amount due us, as advised,

To Mr. James Dolman,  
Carlisle.

Cowan & Co.

14<sup>3</sup>.02

Bristol, 16<sup>th</sup> April, 1889.

Gentlemen,

I enclose my Pro. Note  
for £29.2.6 @ Three Months,  
which I hope will be quite  
satisfactory as settlement of  
the balance of my account  
due you,

Yours truly,

Richard Watson.

To Mess<sup>rs</sup>

Tho<sup>s</sup> Cooper & Sons,

London.

Bristol, 16<sup>th</sup> April, 1889.

Gentlemen,

I enclose my Pro. Note  
for £29.2.6 @ Three Months,  
which I hope will be quite  
satisfactory as settlement of  
the balance of my account  
due you,

Yours truly,

Richard Watson.

To Mess<sup>rs</sup>

Tho<sup>s</sup> Cooper & Sons,

London.

19.3.02

£29.2.6

Bristol, 16<sup>th</sup> April, 1889.

Three Months after date, I promise to pay  
Mess<sup>rs</sup> Tho<sup>s</sup> Cooper & Sons, or their order, the sum of  
Twenty nine pounds two shillings and six pence,  
for value received,

Richard Watson.

---

£29.2.6

Bristol, 16<sup>th</sup> April, 1889.

Three Months after date, I promise to pay  
Mess<sup>rs</sup> Tho<sup>s</sup> Cooper & Sons, or their order, the sum  
of Twenty nine pounds two shillings and six pence,  
for value received,

Richard Watson.



London, 6<sup>th</sup> Jan<sup>r</sup>. 1891.

Gentlemen,

We are in receipt  
of your esteemed remittance of  
the 4<sup>th</sup> inst., and now enclose  
discharged Account,

Soliciting your further  
commands, we are,

Yours faithfully,

John Spencer & Co.

Mess<sup>rs</sup> Richmond & Co.,  
York.

London, 6<sup>th</sup> Jan<sup>r</sup>. 1891.

Gentlemen,

We are in receipt  
of your esteemed remittance  
of the 4<sup>th</sup> inst., and now en-  
close discharged Account,

Soliciting your further  
commands, we are,

Yours faithfully,

John Spencer & Co.

Mess<sup>rs</sup> Richmond & Co.,  
York.

21.4.02



London, 6<sup>th</sup> January, 1891.

Received from Mess<sup>rs</sup> Richmond & Co., York,  
the sum of One hundred and sixty pounds fifteen shillings  
and nine pence, being amount due us for Goods supplied,  
as p. a/c. rendered 1<sup>st</sup> December, 1890.

£160. 15. 9

John Spencer & Co.

London, 6<sup>th</sup> January, 1891.

Received from Mess<sup>rs</sup> Richmond & Co.,  
York, the sum of One hundred and sixty pounds  
fifteen shillings and nine pence being amount due  
us for Goods supplied as p. a/c. rendered 1<sup>st</sup> December, 1890.

£160. 15. 9

John Spencer & Co.

22. H. 02

Liverpool, 18<sup>th</sup> June, 1890.

Dear Sir,

We have drawn upon you at 3 Months for the amount of last quarter's A/c. as arranged, and shall be obliged by your returning the Bill accepted at your earliest convenience,

Yours faithfully,  
Wm. Pearce & Son.

Mr. Henry Smith,  
Manchester.

Liverpool 18<sup>th</sup> June, 1890.

Dear Sir,

We have drawn upon you at 3 Months for the amount of last quarter's A/c as arranged and shall be obliged by your returning the Bill accepted at your earliest,

Yours faithfully,  
Wm. Pearce & Son.

Mr. Henry Smith  
Manchester.

29.6.90



£262.11.6

Liverpool, 18<sup>th</sup> June, 1890.

Three Months after date, pay to our order  
the sum of Two hundred and sixty two pounds  
eleven shillings and six pence, for value received,

To Mr. Henry Smith,  
Manchester.

William Pearce & Son.

---

£262.11.6

Liverpool, 18<sup>th</sup> June, 1890.

Three Months after date, pay to our order  
the sum of Two hundred and sixty two pounds  
eleven shillings and six pence, for value received,

To Mr. Henry Smith,  
Manchester

William Pearce & Son.

Londonderry, 9<sup>th</sup> December, 1889.Mess<sup>rs</sup> Johnson & Sons, Glasgow.Bought of Campbell & Co.,  
Provision Merchants.

[C]A # 17/18 Two Casks Prime Hams

c. q. lbs.

17 50 Hams 7 . 1 . 23

18 50 " 7 . 1 . 19

14 . 3 . 14 @ 84/

62 9 6

50 Prime Long Middles x Salt

c. q. lbs.

wg. 20 . 0 . 10 @ 56/ per cwt.

56 5 .

£ 118 14 6

Net Cash in One Month.

E. &amp; O. E.



Londonderry, 9<sup>th</sup> December, 1889.

Mess<sup>rs</sup> Johnson & Sons, Glasgow,

Bought of Campbell & Co.,  
Provision Merchants.

[C] A # 17/18 Two Casks Prime  
c. q. lbs.

17 50 Hams 7. 1. . 23

18 50 " 7. 1. 19

14. 3. 14 @ 84/ 6 2 9 6

50 Prime Long Middles + Salt  
c. q. lbs.

wg 20. 0. 10 @ 56/ per cut 56 5 .

£ 118 14 6

Net Cash in One Month

E. & U. E.

5. 5. 02

Liverpool, 1<sup>st</sup> January, 1890.

Mr. Henry Brown, Dublin,

Bought of Thomson & Sons,  
Wholesale Grocers.

Terms: One Month Net.

6 Chests Tea, Broken Pekoe, ex "City of London."

	C.	q.	lbs.	
\$ 770	1	0	25	43 lbs. Fare
1	1	0	23	41 "
2	1	0	23	41 "
3	1	0	24	42 "
4	1	0	23	41 "
775	1	0	24	42 "
	7	1	2	250 lbs.
Less Fare 250 lbs. =	2	0	26	is 5.0.4 or 564
				C. q. lbs.
50 Bags Sugar (N <sup>o</sup> 1 Crystals)	100	0	0	
	18/9	93	15	
	£	164	5	



Liverpool, 1<sup>st</sup> January, 1890.

Mr. Henry Brown, Dublin,

Bought of Thompson & Sons,  
Wholesale Grocers.

Terms: One month net.

6 Chests Tea, Broken Pekoe, ex "City of London."

# 770      1. 0. 25      43 lbs Tare

1      1. 0. 23      41      "

2      1. 0. 23      41      "

3      1. 0. 24      42      "

4      1. 0. 23      41      "

775      1. 0. 24      42      "

7. 1. 2      250 lbs

Less Tare 250 lbs = 2. 0. 26 is 5. 0. 4 or 5. 64      2/6      70      10.

c. q. lbs.

50 Bags Sugar (N. 1 Crystals) 100. 0. 0.

18/9      93      15

£ 164 5

9. 5. 00

Belfast, 27<sup>th</sup> January, 1890.Mess<sup>rs</sup> James Watson & Son, New Orleans,Bought of Fenton, Connor & Co.,  
Linen Manufacturers & Bleachers.Terms: 2½ % Disc<sup>t</sup> for Cash in 3 Mos. from date of Invoice.

4047

#78

	N <sup>o</sup>	Pcs.	Yds.	Price			
4/4 Medium Linen.	852	10	367½	13¼	20	5	9
4/4 Fine Fronting Do.	518	5	361	18¼	27	9	.
4/4 Patent Power Loom Do.	205	4	137½	14½	8	6	2
8/4 x 10/4 Damask Cloths	536	10	dos.	15/ p. Set	7	10	.
7/8 x 7/8 " Napkins <sup>10 Sets</sup>	536	10	doz.				
19 inch Linen Hkfs.	216	15	"	4/6	3	7	6
5/8 Cambric Do.	301	10	"	7/6	3	15	.
					70	13	5
					1	15	4
					£ 68 18 1		

Discount 2½ %



Belfast, 27<sup>th</sup> January, 1890.

Mess<sup>rs</sup> James Watson & Son, New Orleans,  
Bought of Fenton, Connor & Co.,  
Linen Manufacturers & Bleachers.

Terms: 2 1/2 % Disc<sup>t</sup> for Cash in 3 mos from date of

4047  
#48

	N <sup>o</sup>	Pcs	Yds	Price				
4/4 Medium Linen	852	10	367 1/2	13 7/8	20	5	9	
4/4 Fine Fronting Do	518	5	361	18 1/2	27	9	.	
4/4 Patent Power Loom Do	205	4	137 1/2	11 1/2	8	6	2	
8) 4 x 10/4 Damask Clothes (19 sets)	536	10	clo					
7/8 x 7/8 " Napkins	536	10	doz	15 1/2	7	10	.	
19 inch Linen Shfs	216	15	"	4/6	3	7	6	
5/8 Cambric Do	301	10	"	7/6	3	15	.	
					70	13	5	
Discount 2 1/2 %					1	15	4	
					£68 18			1/10

1/10

£216.10.0Dublin, 16<sup>th</sup> January, 1889.

Seven days after sight, pay to our order  
Two hundred and sixteen pounds ten shillings Sterling,  
for value received in Sugar,

To Mr. Peter Campbell,  
Drogheda.

Joshua Pim & Son.

£216.10.0Dublin, 16<sup>th</sup> January, 1889.

Seven days after sight, pay to our order  
Two hundred and sixteen pounds ten shillings Sterling,  
for value received in Sugar,

To Mr. Peter Campbell,  
Drogheda.

Joshua Pim & Son.

19.5.02



Glasgow, 20<sup>th</sup> Nov. 1890.

Mess<sup>rs</sup>. Franklin & Co.,  
Baltimore, U. S. A.

Dear Sirs,

We will thank you to ship to us per first Steamer for Glasgow, 2000 quarters N<sup>o</sup>. 2 Red Winter Wheat, at lowest possible price, and we rely upon your only shipping best quality of Wheat of the grade indicated,

We are Dear Sirs,  
Your O<sup>b</sup>t. Servants,  
Muirhead & Co.

Glasgow, 20<sup>th</sup> Nov. 1890.

Mess<sup>rs</sup>. Franklin & Co.,  
Baltimore, U. S. A.

Dear Sirs,

We will thank you to ship to us per first Steamer for Glasgow, 2000 quarters N<sup>o</sup>. 2 Red Winter Wheat, at lowest possible price, and we rely upon your only shipping best quality of Wheat of the grade indicated,

We are Dear Sirs,  
Your O<sup>b</sup>t. Servants,  
Muirhead & Co.

Invoice of Wheat shipped at Baltimore, per Steamer "Lord Lansdowne," Captain Fulton, bound for Glasgow, for a/c. and risk of Mess<sup>rs</sup>. Muirhead & Co., in fulfilment of Contract, dated 20<sup>th</sup> November, 1890.

2000 qrs. N<sup>o</sup>. 2 Red Winter Wheat (Kansas)  
In bulk, In hold # 4

@ 34/3 p. qr. Cost Freight & Insurance to Glasgow	3425	.	.
Less Freight @ 4/3 per quarter	425	.	.
	£ 3000	.	.

Insured for \$16336 in the  
United States Lloyd Insurance Co.

E. & O. E.

Baltimore, December 4<sup>th</sup> 1890.  
Franklin & Co.



Invoice of Wheat shipped at Baltimore, per Steamer  
 "Lord Lansdowne," Captain Fulton, bound for Glasgow,  
 for a/c and risk of Mess<sup>rs</sup>. Muirhead & Co., in fulfilment  
 of Contract, dated 20<sup>th</sup> November, 1890.

2000 qrs. N<sup>o</sup> 21 Red Winter Wheat (Kansas)  
 In bulk, In hold # 4

@ 34/3 ps qrs. Cost Freight & Insurance to  
 Less Freight @ 4/3 per quarter

342.5

42.5

£ 3000

Insured for \$ 1633.6 in the  
 United States Lloyd Insurance Co

E. &amp; O. C.

Baltimore, December 4<sup>th</sup> 1890  
 Franklin & Co.

26.5.01

*Enclosure*  
Baltimore, 4<sup>th</sup> December, 1890.

Mess<sup>rs</sup> Muirhead & Co.,

Glasgow,

Dear Sirs,

We duly received your esteemed favor of 20<sup>th</sup> ultimo, ordering 2000 quarters N<sup>o</sup>. 2 Red Winter Wheat for shipment per Steamer to Glasgow.

We have now pleasure to advise execution of your order, and enclosed you have Invoice for the parcel.

We will thank you to accept on presentation our Drafts @ 60 days sight, in favor of Mess<sup>rs</sup> Brown, Shipley & Co., London, for Invoice amount, say £3000.0.0

We are Dear Sirs,

Your O<sup>bl</sup>. Servants,

Franklin & Co.



*Enclosures*

Baltimore, 4<sup>th</sup> December, 1890.

Mess<sup>rs</sup> Muirhead & Co.,

Glasgow,

Dear Sirs,

We duly received your esteemed favor of 20<sup>th</sup> ultimo, ordering 2000 quarters N<sup>o</sup> 1 Red Winter Wheat for shipment per Steamer to Glasgow.

We have now pleasure to advise execution of your order and enclosed you have Invoice for the parcel.

We will thank you to accept on presentation our Drafts @ 60 days sight, in favor of Mess<sup>rs</sup> Brown, Shipley & Co., London for Invoice amount, say £3000.0.0.

We are Dear Sirs,

Your Obedt. Servants,

Franklin & Co.,

Invoice of parcel of Oats shipped at Riga, per Steamer  
 "White Head," Captain Purdon, to Liverpool, for account  
 and risk of Mess<sup>rs</sup>. Morrison & Co., Liverpool, in fulfilment  
 of Contract, dated 1<sup>st</sup> November, 1890.

100 tons Oats @ 2240 lbs. each  
 = 224,000 lbs. @ 14/9 p. 304 lbs. Cost Freight  
 and Insurance to Liverpool  
 Less Freight, 2/ per 320 lbs.

Less Discount 1 $\frac{1}{4}$  %

543 8 4

70 . .

473 8 4

5 18 4

£ 467 10 .

Riga, 20<sup>th</sup> November, 1890.

Julius Nolde.

E. & O. E.



Invoice of parcel of Oats shipped at Riga, per Steamer  
 "White Head," Captain Purdon, to Liverpool, for ac-  
 count and risk of Mess<sup>rs</sup> Morrison & Co., Liverpool, in  
 fulfilment of Contract, dated 1<sup>st</sup> November, 1890.

100 tons Oats @ 2240 lbs. each			
= 224,000 lbs. @ 14/9 p. 304 lbs. Cost Freight and Insurance to Liverpool			
Less Freight, 2/ per 320 lbs.		543	8 4
		70	.
		473	8 4
Less Discount 1/4 %		518	4
		£ 467	10 .

Riga, 20<sup>th</sup> November 1890

Julius Nolde.

E. & O. E.

Liverpool, 1<sup>st</sup> Nov. 1890.

Julius Nolde, Esq.,  
Riga,

Dear Sir,

We will thank you to ship to us per first Steamer to Liverpool, 100 tons of Oats.

We wish you to be most careful in the selection of quality, and we rely upon your invoicing the Oats at the lowest market price.

We are Dear Sir,

Your Obt. Servants,

Morrison & Co.

Liverpool, 1<sup>st</sup> Nov. 1890.

Julius Nolde, Esq.,  
Riga,

Dear Sir,

We will thank you to ship to us per first Steamer to Liverpool, 100 tons of Oats. We wish you to be most careful in the selection of quality, and we rely upon your invoicing the Oats at the lowest market price.

We are Dear Sir,

Your Obt. Servants,

Morrison & Co.

2/10/02

9/10/02



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*Historical Society*

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