Business Hints For Men And Women

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Business Hints for Men and Women Business Hints For Everyone is a set of laws for success in enterprise undertakings. The book lays out the laws of business and work as previously unknown to many people. The book was written for very level of worker - laborer and manager- and explores sound practices that can be put in place to achieve harmony at work, and to realize profits and prosperity in business undertakings. A recommended reading for anyone striving at business excellence. CONTENTS CHAPTER I COMMON SENSE FARMING 1. Wealth, Land and Labor. 2. Money. 3. Sources of Wealth. 4. The Farmer, a Producer, and Seller. 5. Business Methods Essential. CHAPTER II DOCUMENTS YOU SHOULD UNDERSTAND 1. Deeds. 2. Abstracts of Title. 3. Parties to a deed. 4. Different deeds. 5. Making a deed. 6. Recording deeds. CHAPTER III FORMS OF DEEDS AND MORTGAGES 1. Trust deeds. 2. As to mortgages. 3. Mortgage forms. 4. Payments. 5. Assignments. 6. Redemption of mortgages. 7. Equity of redemption. CHAPTER IV WILLS 1. Two kinds. 2. Limitations of wills. 3. How to make a will. 4. On executive duties. 5. Administrators. 6. Debts. 7. Final settlement. CHAPTER V LETTER WRITING 1. Business letters. 2. The heading. 3. Forms. 4. The greeting. 5. Body of letter. 6. Ending a letter. 7. Materials. 8. Letters of introduction, etc. CHAPTER VI BILLS, RECEIPTS AND ACCOUNTS 1. Bills for goods. 2. Bills for labor. 3. Discounting bills. 4. Forms of receipts. 5. What is an order? CHAPTER VII WHO SHOULD KEEP ACCOUNTS? 1. An account with crops. 2. Workingman's account. 3. Other records. 4. Copies. CHAPTER VIII AS TO BANKS 1. National banks. 2. Banks as lenders. 3. Interest on deposits. 4. Check and deposit banks. 5. How to draw a check. 6. Certificates of deposit. 7. Use of checks. CHAPTER IX SAVINGS BANKS 1. How business is conducted. 2. How to deposit. 3. How account grows. 4. Limit of deposit. 5. How to draw money. 6. Savings bank revenues. CHAPTER X NOTES--DRAFTS 1. Definition and illustration. 2. Days of grace. 3. Indorsing notes. 4. Negotiable notes. 5. Joint notes. 6. Discounting notes. 7. Interest on notes. 8. Protests. 9. Notices. 10. Accommodations. 11. Lost notes. 12. Notes about notes. CHAPTER XI A DRAFT 1. To make a draft. 2. Forms. 3. For collection. 4. Dishonor. 5. Protests. 6. Buying drafts. 7. A good plan. 8. Good as cash. CHAPTER XII JUST MONEY 1. What is money? 2. United States money. 3. Metal money. 4. Paper

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CONTRACTIONS AND SIGNS 1. An alphabetical arrangement. CHAPTER XXVIII WORDS AND PHRASES USED 1. Defined and alphabetically arranged. Book Excerpts: What is a good business man? "The rich man," you may answer. No, the good business man is the man who knows business. Are you a good business man? "Up to the average," you say. Well, what do you know of business laws and rules, outside your present circle of routine work? Now, this handy little volume is a condensation of the rules and the laws which every man, from the day laborer to the banker, should be familiar with. We have not put in everything about business, for that would require a library, instead of a book that can be read in a short day, and be consulted for its special information at any time. It isn't a question of the price of the book to you, or of the profit to the publisher. Is it good? Many a man has failed because he did not know the rules and laws herein given. Never a man has won honestly who did not carry out these rules and laws.

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