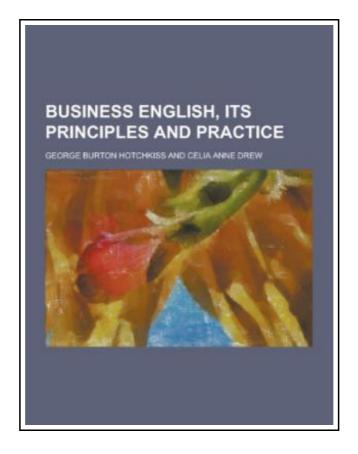
Business English, Its Principles and Practice (Paperback)



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Reviews

Complete guideline! Its such a excellent read. This really is for all who statte there had not been a worth studying. It is extremely difficult to leave it before concluding, once you begin to read the book. (Timothy Lynch)

BUSINESS ENGLISH, ITS PRINCIPLES AND PRACTICE (PAPERBACK)



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Theclassics.Us, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1916 edition. Excerpt: . CHAPTER VII BUSINESS NARRATIVE September i 1 I, John Patten, have this day purchased from 1A Peter Frost his grocery business on 12 Front IB Street, Belville, 111., giving him in payment, cash, my farm of 160 acres, and a note for the remainder, \$5000, for twelve months at 6 . I have assumed all liabilities of the business, and have agreed to collect all outstanding accounts. An inventory of the business disclosed the following assets and liabilities: Cash at First National Bank \$3000 Goods on hand 5500 Book accounts that are considered good 5000 Book accounts that are considered doubtful 500 Equipment of delivery wagons, horses, etc 1000 Total assets \$15000 Bills payable Book accounts payable, falling due September, 1916 \$4000 Three months note in favor of E. R. Lennon, dated August 21, 1916, with interest at 5 1200 Total liabilities \$5200 September 2 2-2A I have advertised for a clerk, a delivery boy, 2B and a bookkeeper. I have sent out a form letter to customers giving notice of the change in store management, and asking for the settlement of all outstanding accounts. 2C I have ordered by letter from Reid, Murdock and Company, Chicago, 111., the following: 2D 100 lbs. of Monarch coffee at 33 cents; 3 cases canned peas, Monarch brand, at \$2.60 a case; 1 case of Yacht Club salad dressing, \$3.35; 1 case of Monarch canned salmon, \$2.85. 3B I have inserted an advertisement in the Belville...

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