Course in accounting for plumbing dealers or heating contractors

National Trade Extension Bureau

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A COURSE IN ACCOUNTING
FOR
PLUMBING DEALERS
OR
Heating Contractors

Compiled and published by
The National
Trade Extension Bureau
Of the Plumbing and Heating Industry
Mercantile Bank Building
Evansville, Indiana
March 1923

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Preface

This System of Accounting, devised by the National Trade Extension Bureau, is intended for the Plumbing Dealer or Heating Contractor, and is planned with the view of making each step simple and plain without omitting anything that goes to make the records complete and comprehensive.

The person who merely glances through the forms and books used in this system will doubtlessly become frightened over the numerous columns, and draw the conclusion that it is a complicated system. However, after carefully studying the uses of the various columns he will be delighted with its simplicity, and will readily understand that all of the columns and spaces have been provided in order to make the system so simple that anyone can master it. Yet, with this simplicity the system tells a complete and detailed story of the business.

It will show him how and where profits are made. It will point out how losses occur. It will show every leak. It will tell the existing overhead. It will show errors in estimating, and whether such errors were made in estimating the material or journeyman's time. In fact, it tells everything that the owner should know about his business, and therefore will prove the best asset to any business.

The principles of accounting herein illustrated are practical, and are well adapted to either a large or small plumbing or heating business. Some features of this course are, (1) the method of opening and closing books; (2) special columns in books of original entry; (3) the advantage of controlling accounts; (4) simple and complete method of determining cost on each job, and recording same; (5) method of setting up various funds, reserves and other similar accounts; (6) it permits operating a business on the budget system.
100% LIST PRICE

The 100% List Price is rapidly growing in favor throughout the business world. We do not hesitate to recommend its use by the Plumbing Dealer or Heating Contractor.

By this 100% list price method all materials in the cost books kept by the contractor or dealer, are listed at double the actual wholesale price. For example, if the wholesale price of an article is $1.00, the 100% list price used by the dealer or contractor would be $2.00.

Many manufacturers are adopting this method of pricing in their catalogues. With such a system, the cost book can be shown to the customer, for it automatically becomes a price book with prices from which a discount can be allowed, and still include the Fixed Charges and Profit.

Mechanic’s services and other labor may be figured by this method if so desired. But if it is not desired to use this method for labor and mechanic’s services, such services can be added after the material has been figured without interfering in any way with the 100% list price method.

In this course we have used the 100% list method except in a few transactions.
DESCRIPTION OF BOOKS AND FORMS

The following paragraphs give a brief description of each of the Trade Extension Bureau's forms and books used in this course. We suggest that you study each paragraph carefully, having before you, at the time, the particular form or book that is described by each paragraph, as it is being read.

By making such a study of the forms before attempting to use them, you will be better prepared for the actual transactions which come later in this course of accounting.

JOB RECORD AND WORKMAN ORDER PAD

This pad consists of two index or fly sheets, 50 (white) Job Record Blanks, and 50 (yellow) Workman's Order Blanks.

Index Sheet or Fly Sheet—On this sheet the first record of the job is made by entering in Column 1, the date received. In Column 2, the hour is entered. Column 3 is for job number.

In the fourth column the name and address of the individual or firm for whom the work is to be done is entered.

In the fifth column would be entered the name of the party to whom the invoice should be mailed, while the 6th column gives a description of the work, and the last column the date promised to start the work.

Job Record Sheet—The entries on this sheet are made as follows: The information which has previously been entered on the Index or Fly Sheet is now copied on the Job Record Sheet. Next, enter the name of the workman, also the quantity and kind of material taken out for the job, if such quantity is known at the time. Fill in date of starting, also mark by straight line (—) the hour of beginning in the proper square under heading “Mark Time Starting & Finishing”. This completes the entries on the Job Record Sheet until the journeyman returns the Workman’s Order.

Workman’s Order Sheet—This is an exact carbon copy of the Job Record Sheet so far as entries described in the preceding paragraph are concerned, and is made by inserting a carbon under the Job Record Sheet at the time the latter is made out. This sheet is now torn from the pad, and given to the journeyman who as the work proceeds enters the time of the workman in the column under Labor; fills in date of completion, and marks time of day that the work is completed by placing a cross mark (x) on the hour in the square as explained in preceding paragraph.

The journeyman makes a record of the material returned, and material used in the columns designated for that purpose.

The journeyman also makes a record of any incidental expense under the proper heading on the right hand side of the sheet, by checking off or filling in.
COMPLETING JOB RECORD

The Workman's Order having been completed, as explained in preceding paragraph, is turned in at the office. The bookkeeper now transfers from Workman's Order to the Job Record Sheet all the information which the journeyman listed on the Workman Order. The next step now is to fill in selling prices of material, labor, etc., and make extentions in right hand column headed "Sell".

Next figure the cost of each item, and enter in the column headed "Cost". If the 100% list price is used, all that is necessary in figuring the cost is to take one-half of total selling price. (See special note on 100% list price in front of book.)

After all extensions have been properly made, the next step is to make up Cost Recap, and enter on the left hand side in Column headed "Cost Recap". The items in this column except "Direct Cost", "Total Cost" and "Cost", are posted to the Sales Journal.

SALES JOURNAL SHEETS

The entries on these sheets are posted from the Job Record Sheet as follows: In the first column on the left the Job Number is placed.

The second column is for the date the job was completed.

The third column, which is headed "L. F." (Ledger Folio) shows to what page in the Customers Ledger the amount is to be posted.

The fourth and fifth columns are for the name and address of the person to be charged.

In the sixth column headed "Customers Accounts", is to be entered the amount that is to be charged to the customer, (which is the selling price.) Note that this column is also headed "Debit".

The three remaining columns on this page and all the columns on the first page of cut leaf are for Plumbing Job Accounts. The heading on each of these columns indicate the items to be entered therein. Note that all these columns except the one headed "Loss" are Credit Columns.

All the columns on the second page of cut leaf and first five columns on the next page are for plumbing contracts. The heading of each column shows plainly what items are to be entered in each. Note that all these columns except the one headed "Loss" are Credit Columns. In these columns we enter only items affecting contracts, while on previous page we enter only items affecting jobs.

Other cut leaves may be added for Heating Contracts, Tin-nng, or Electrical Jobs.
The columns under Store Sales are all Credits. Items are entered as designated by the respective headings. In the last column headed “Sales” we enter the total amount of sale which is the sum of all entries in the other Store Sales Columns, and should be the same as the amount entered in “Customers Account” Column.

Note that there are three columns each headed “Not to be Posted”, one for jobs, one for contracts, and one for Store Sales. The objects of these columns are to show the volume of Sales for any period, by taking the total of each column.

PURCHASE AND GENERAL JOURNAL

In this book all purchases are to be entered whether for cash or otherwise.

The first four columns need no explanation. In the fifth column headed “Accounts Payable” we enter the amount of the invoice or purchase price, while in the next column we enter the amount of Freight paid on the shipment by us, but allowed by our creditor. Note that these two columns are headed “Credit.”

The next two columns headed “General Journal”, the first being also headed “Debit” and the second “Credit”, are to be used for the opening entries, also for any other entry that cannot be properly entered in any other book or column.

The first page of cut leaf is for Accounts chargeable to contract and job work. Here we have eight columns, all of which are “Debits”. The heading of each of these columns shows plainly what items are to be entered therein.

The second page of cut leaf as well as all columns on following page are for “Overhead Accounts”, all of which are “Debits”. The heading of each of these columns shows plainly what items are to be entered in each.

In the last column headed “Not to be Posted”, we enter the total amount of overhead. This column is a test of the other columns, as the sum of the items in the Overhead Columns must equal the amount in this column.

CASH BOOK

This book is divided into two sections—the Receipts—being entered on the left hand page, and the disbursements or payments on the right hand page.

CASH RECEIPTS SHEET

On the left hand page there are two wide columns, in the first of which the name, or account is written, while in the next a description or explanation of the entry is made.
On the extreme left of the page are two columns both of which are headed “Debit”. The first of these is also headed “Cash Received”, and the second “Cash Discount”. In the column—“Cash Received”, all cash received must be entered. The “Cash Discount” Column is for amounts allowed as Discount when customers pay promptly.

In the column headed “Deposited in Bank”, the actual amount of each deposit is entered.

The next two columns clearly indicate their use.

On the extreme right of this page are two columns headed “Credit”. The first of these being also headed “Customers Accounts” and the other “General Ledger”.

In the “Customers Account” Column the total amount of the payment made by the customer is to be entered.

The “General Ledger” Column is for entries that do not effect or belong to Customers Accounts.

CASH DISBURSEMENTS SHEET

The first column on the left side of this sheet is headed “Amount of Check”, and in this column we enter the full amount of each check written.

In the second column we enter the amount of discount allowed us for prompt payment of our bills. Note that these two columns are headed “Credit.”

The third column is for amounts that are paid by currency only. We do not advise the use of this column for the reason that all payments should be made by check, except payments for amounts less than one dollar, which should be paid from the Petty Cash Fund. The next two columns need no explanation, other than that they are for the Date and Ledger Folio.

In the first wide columns the name of the person or account to whom the payment is being made is written, while in the next wide column an explanation of the payment is made. In the next column the number of the check is written.

On the extreme right are two columns headed “Debit”. The first of these is also headed “Accounts Payable”, the second “General Ledger”.

In the “Accounts Payable Column”, the total amount of the payment to each creditor is entered.

In the column headed “General Ledger”, all items that do not effect or belong to Accounts Payable are to be entered.

LEDGER

The Ledger is the book of complete or final entry. In this course we use three Ledgers: namely, General Ledger, Customers
Ledger, and Accounts Payable Ledger. But for convenience the three are combined in one book.

The first section of this book is the “General Ledger”, which contains all the accounts that affect the Assets, Liabilities, Losses or Gains.

The second section is the Customers Ledger, which contains an account with each individual customer.

A Customers Ledger Controlling Account which is the total of all individual customers accounts is kept in the “General Ledger.”

The last section is the “Accounts Payable Ledger”. This Ledger contains an account with each individual creditor (person owed on account.)

An “Accounts Payable Controlling” Account which is the total of all individual creditors accounts, is kept in the “General Ledger.”
N. T. E. B. ACCOUNTING COURSE

INTRODUCTION

Joseph Graham, 1492 Park Place, has been in business for several years, his volume of business being approximately $20,000 a year.

The only books he has kept being a Cash Book, a Ledger for Customers Accounts, and one for Creditors.

He has never proved the correctness of his accounts, therefore he does not know his financial condition.

Realizing the disadvantages of this condition of his business affairs, he has decided to install a National Trade Extension Bureau Accounting System on January 2, 192—.

Preparatory to installing this system, he takes an inventory of everything connected with his business; lists his Accounts Receivable (Accounts owed to him), and Accounts Payable (Accounts owed by him), has his bank account balanced, and counts the cash in the drawer.

Following is the result of the inventory:

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank</td>
<td>252.21</td>
</tr>
<tr>
<td>Petty Cash Fund (Cash in drawer)</td>
<td>12.95</td>
</tr>
<tr>
<td>Customers Accounts (Accounts Receivable:)</td>
<td></td>
</tr>
<tr>
<td>Franklin Grocery Co., 1624 Park Ave.</td>
<td>19.63</td>
</tr>
<tr>
<td>James Green, 842 W. Jackson St.</td>
<td>10.20</td>
</tr>
<tr>
<td>Edward Jackson, 1224 Arch St.</td>
<td>254.30</td>
</tr>
<tr>
<td>Miller’s Restaurant, 10th and Penn.</td>
<td>135.97</td>
</tr>
<tr>
<td>O’Brien Bros., 1525 North Ave.</td>
<td>3.98</td>
</tr>
<tr>
<td>Mrs. Thos. Snow, Avalon Apts.</td>
<td>15.25</td>
</tr>
<tr>
<td>Sunnyside Garage, 1500 Park Ave.</td>
<td>40.60</td>
</tr>
<tr>
<td>Davis Realty Co., 216 Park Bldg.</td>
<td>2,402.09</td>
</tr>
<tr>
<td>Notes Receivable (Edw. Jackson’s note, 11-12 *2 mos. 6%)</td>
<td>347.79</td>
</tr>
<tr>
<td>Material: In Stock and Show Room</td>
<td>1,831.17</td>
</tr>
<tr>
<td>Material: In unfinished jobs</td>
<td>500.00</td>
</tr>
<tr>
<td>Shop Equipment (benches, racks, bins and large tools)</td>
<td>2,331.17</td>
</tr>
<tr>
<td>Office &amp; Show Room Equipment (desk, safe, office fixtures, show-window, wall case, etc.)</td>
<td>529.60</td>
</tr>
<tr>
<td>Small Tools (shovels, picks, lanterns, furnaces, etc., and wrenches under 24”)</td>
<td>100.00</td>
</tr>
<tr>
<td>Automobiles (small truck and pleasure car)</td>
<td>1,200.00</td>
</tr>
<tr>
<td>John Smith, 322 Park Bldg. (owes on Real Estate)</td>
<td>500.00</td>
</tr>
<tr>
<td>Joseph Graham, Personal (withdrawals on record)</td>
<td>657.37</td>
</tr>
<tr>
<td>Productive Labor (in unfinished jobs)</td>
<td>200.00</td>
</tr>
</tbody>
</table>
LIABILITIES

Accounts Payable (Creditors Accounts): $123.40
   Jacobson Supply Co., 942 L St. 123.40
   National Mfg. Co., 1486 Penn Ave. 96.85
   Sunnyside Garage, 1500 Park Ave. 15.28
   Star Supply Co., 2210 W. 10th St. 1,277.67 1,513.20

Notes Payable (to 1st Nat'l Bank 12-12) **
   30 days 6%) ........................................ 500.00
   James Brown (owed on personal transaction) 194.10

From the foregoing inventory, formulate entries necessary to open the books, and record them in Purchase and General Journal, using General Journal Columns. Debit each "Asset" and Credit each "Liability".

Customers Accounts (Accounts Receivable) are to be entered in one account (the sum of all) the account name being "Customer Ledger Control". Likewise the Accounts Payable (Creditors Accounts) are to be entered in one account, the account name being "Accounts Payable Ledger Control".

Next Credit Joseph Graham, Investment, for the excess of Assets over Liabilities, thereby making the opening entries balance. (Remember that in Double Entry Bookkeeping, the sum of the Debit entries must always equal the sum of the Credit entries.)

After you have made the opening entries as instructed above, enter the "Cash in Bank" on the Cash Receipts Sheet in the "Deposited in Bank" Column. Check this entry against the one in Purchase and General Journal, by writing P. J. in the Folio Column on Cash Receipts Sheet, and C. R. in the Folio Column in Purchase and General Journal. This check means DO NOT POST THIS ITEM. You are instructed to check this item because it is unnecessary to open a "Cash Account" in the General Ledger. In this course the Cash Account is kept in Cash Book.

The next step is to post these entries to the Ledger. Use the following schedule of pages: General Ledger; Assets pages 1-8, Liabilities pages 9-16, Job Accounts pages 17-24, Overhead Accounts pages 25-66, Customers Ledger pages 37-44, Accounts Payable Ledger 45-50. Allow two accounts to the page for accounts in General Ledger, three to the page in Customers Ledger and Accounts Payable Ledger. Of course, in actual business you will only have one account to a page.

Posting means transferring the accounts from the books of original or first entry to the Ledger. This is done by first writing the name of the account to be posted at the top of the page in the Ledger; second, write in the proper column in Ledger the
amount appearing on same line as the account name in book of
original entry, (if the amount is in Debit Column in book of
original entry it must be written in Debit Column of Ledger Ac-
count, or if the amount is in Credit Column in book of original
entry it must be written in Credit Column of Ledger Account).
Third—fill in date in proper column in Ledger. (The date is
same as that appearing in book of original entry.) Fourth—
write in the Ledger Folio Column the page number of Ledger
to which the account is posted, and in the Ledger in proper col-
umn write the abbreviation of the name of the original book,

January 3.
Transaction No. 1.

N. Gross, 346 Main St., Phoned To Send a Plumber To Re-
pair Toilet.

(See *Footnote).

Record this order on “Order Index Sheet”. Next make entry
on “Job Record Sheet”, using carbon paper underneath, so that
you will have a copy of this entry on the yellow “Workman’s
Order”. This will be Job No. 1, and is assigned to Green. Now
tear the Workman’s Order from the pad, and give to the work-
man whose name you have just entered on the Job Record.

After the workman has completed the job he returns the
Workman’s Order with additional information written on it in
proper columns as follows: Began job at 8:15 and finished at
9:15. Used - Brass Thumb Screw, 1 Brass Stem for Tank Ball,
and 1 Brass Wire Rod.

You will now transfer this additional information to the Job
Record. Next fill in the selling price as follows: Brass Thumb
Screw 5c, Brass Stem 10c, Brass Rod 15c, 1 hour services $1.70.
Then insert the cost in Cost Column; Brass Thumb Screw 1c,
Brass Stem 5c, Brass Wire 5c, workman $1.00.

Now make up Cost Recap on left hand side of the Job Record
figuring Overhead at 27% of Selling Price.

You are now ready to post the entries from the Cost Recap
to the Sales Journal, making distribution according to the differ-
ent items of the Recap as follows: In first column on left, place
the number of the job, which is (1) under date write Jan. 3. In
the first wide column write N. Cross. In the next column his
address (346 Main Street.)

In Customers Account Column, place the Selling Price
($2.00) in Material Column 11c, Productive Labor Column $1.00,

‘Note. In each transaction throughout this course you will
perform the duties of journeyman as well as bookkeeper so far
as entries on Workman’s Order are concerned.

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Overhead Column 54c, and Gain Column 35c. Note that the $2.00 in Customers Accounts is a Debit, while all the other amounts are Credits. Also note that all the other amounts added together equals the $2.00. Thus carrying out the principle of double entry; namely, that each entry must have equal amount in both Debits and Credits.

You will now post the item entered in the Customers Account Column in Sales Journal to the Customers Ledger. Opening an account with N. Gross. Items in the other columns of Sales Journal will be posted by totals at the end of the month, But Customers Accounts should be posted daily.

January 4.

Transaction No. 2.

Received Invoice Dated December 31, From Jacobson Supply Co., 942 L St., For Material Purchased Amounting to $147.38.

You will enter this invoice in the Purchase Journal by writing the date (Jan. 4) in the Date Column, Jacobson Supply Co., in “Account Column”, date and terms of invoice in next column, and amount of invoice in “Accounts Payable” Column. You will also write the amount of invoice in “Material” Column. Thus making Debit and Credit equal.

Transaction No. 3.

Gave Check No. 123 for $25.00 to James Morris in Payment of Rent for January.

Enter this in Purchase Journal, using “General Journal Credit Column. Also enter under “Overhead Accounts” in “Rent” Column. You will also enter this amount on the Cash Disbursements Sheet as follows: Write James Morris in Column headed “Payable To” in the next column headed “For”, explain the purpose of the check—Rent for January. Next enter the number of the check. Enter the amount of the check in General Ledger Column under Debit. Also enter the amount of check in the extreme left hand column headed “Amount Check” under “Credit”. Check entry in Cash Disbursements Sheet against the entry in Purchase Journal in General Journal Column by writing P. J. on Cash Disbursements Sheet, and C. D. in Purchase Journal. (This makes it unnecessary to open an account with James Morris.)

Transaction No. 4.

Edward Jackson Settled His Account Owing on January 1, Amounting to $245.30 by Giving a Note Dated January 3, at Thirty Days for $100 and Cash for the Balance.

Make entry for the note in Purchase Journal, using the General Journal Columns, as this is a General Journal entry. Debit “Notes Receivable” and Credit “Customers Ledger Control”.

11
Write “Edward Jackson” in parenthesis, under “Customers Ledger Control”. Post this to Jackson’s account in Customers Ledger, as well as to Customers Ledger Control. (This is necessary as there are no special columns for customers in the Purchase Journal.)

This being the end of the day, you will post all transactions to the Ledgers, except totals of columns. In other words, you will post individually, each day, all items in each of the following columns: In Sales Journal, the “Customers Accounts”; in Purchase Journal, the “Accounts Payable” and “General Journal” Columns; in Cash Book, the “Customers Accounts”, “Accounts Payable” and “General Ledger” Columns. You will receive instructions later in this course for posting totals of various columns.

January 5th.
Transaction No. 5.

Received Order From Frank Smith, 123 Fourth St., to Install One 30 Gal. Range Boiler. The List of Material to be Used Being Known by the Office, is Entered on the Job Record and Workman’s Order by the Bookkeeper, as Follows 1—30 Gal. Range Boiler, 20'-1” Galv. Pipe 3—1” Ells, 2—1” Tees and 1—1” Coupling. Journeyman Green is Assigned to the Job and Begins at 8 O’clock.

Green completes the job at 12 o’clock, and reports that he returned 6'-1” galv. pipe, 1-1” Ell, and 1-1” tee. He reports one truck trip.

You will complete the Job Record. For price of material; (see price list) Mechanic’s services $2 per hour. Truck trip 50c. By agreement Brown is to get a discount of 6% on material and service charges.

The 100% list price will be used in figuring costs on this job. By that we mean that your cost is to be ½ of list price.

Overhead 27% of selling price.

The cost recap on this job has one more item than N. Gross’ order had; namely, truck.

You are now ready to post from your cost recap to the Sales Journal as in previous job.

Transaction No. 6.

Edward Johnson, 2438 Penn Ave., Phones in Requesting Plumber to Repair Toilet and Sink.

Green was sent out at 1 P. M. He returned the Workman Order at 5 P. M. on which he reported the following: Used 1 Brass Thumb Screw, 1 Brass Stem for Tank Ball, 1 Brass Wire Rod, 1 Brass Cleanout Top for Lead Drum Trap, 1-½” N. P. Index Comp. Sink Bibb.
Mechanic's services $2 per hour.

Using the 100% list price, you will complete this transaction as previously instructed. Service charges $2 per hour. See price list for selling price of material.

Transaction No. 7.

*Drew Check No. 124 Payable to Petty Cash Fund For $2.05 to Bring Balance of Cash in This Fund Up To $15.00.*

(This fund is to be used for payments less than $1, where check is not convenient.)

Enter this check on Cash Disbursement Sheet, using the extreme right and left columns for the amount.

You will now post all transactions for January 5th as previously instructed.

January 6th.

Transaction No. 8.


Journeyman Green is sent out at 10.30 taking the following material: One Brass Cleanout Top for Lead Drum Trap, and one ½" N. P. Index Comp. Sink Bibb. He returns the Workman’s Order at 6 o’clock with the following additional entries on same: 1 Gasket, 1 Stem and Fuller Ball for Bath Cock, 3 Bibb Washers for Basin Cock, and 2 Fuller Balls for Basin Cock.

10% is added to total selling price of material on this job. Workman costs $1 and the services are charged for at $1.70 per hour. One truck trip 75c.

With this information, and after referring to price list you are to make all the necessary entries, using the 100% list price on material in making Cost Recap. Don’t forget to post from your Cost Recap to the Sales Journal.

Transaction No. 9.

*James Green Paid Bill of December 28, Amounting to $10.20; Allowed Him 5% Discount For Payment Within 10 Days.*

Make entry on Cash Receipts Sheet. Debiting Cash for actual amount received, Credit James Green in Customers Account Column for $10.20 and Debit Cash Discount for the difference between the $10.20 and the actual cash received.

Do not deposit this check at this time, as it is a small one. Hold until you get other checks.

You will now post all transactions for this day, as previously instructed.
January 7th.

Transaction No. 10.


Material for this contract being known at the office is entered on Job Record as follows:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 ft. 1&quot; Black Pipe</td>
<td>1</td>
</tr>
<tr>
<td>1—1&quot; x 3/4 Coupling</td>
<td>1</td>
</tr>
<tr>
<td>1—1&quot; Cap</td>
<td>1</td>
</tr>
<tr>
<td>4—1/2&quot; Nipples</td>
<td>1</td>
</tr>
<tr>
<td>1—1/2 x 1/2 1 Tee</td>
<td>1</td>
</tr>
<tr>
<td>1—Joint 5&quot; Stove Pipe</td>
<td>1</td>
</tr>
<tr>
<td>4—1&quot; Ells</td>
<td>1</td>
</tr>
<tr>
<td>5—3/4&quot; Ells</td>
<td>1</td>
</tr>
<tr>
<td>1—1&quot; x 2&quot; Nipple</td>
<td>1</td>
</tr>
<tr>
<td>1—1/2&quot; Check Valve</td>
<td>1</td>
</tr>
<tr>
<td>3—1&quot; Nipples</td>
<td>1</td>
</tr>
<tr>
<td>1—Automatic Gas Heater</td>
<td>1</td>
</tr>
<tr>
<td>1—1&quot; Tee</td>
<td>1</td>
</tr>
<tr>
<td>4—1/2&quot; Ells</td>
<td>1</td>
</tr>
<tr>
<td>6—3/4&quot; Nipples</td>
<td>1</td>
</tr>
<tr>
<td>20' 1/2&quot; Galv. Pipe</td>
<td>1</td>
</tr>
<tr>
<td>1—5&quot; Stove Pipe Ell</td>
<td>1</td>
</tr>
</tbody>
</table>

Journeyman Green begins work at 9 o'clock and returns the Workman Order at 3:30 with the following additional information written thereon: Returned—6' 1/2" Galv. Pipe and 7' 1" Black Pipe. Worked 5 1/2 hours, and made two truck trips.

For prices of material see price list.

Services $2 per hour, 10% to be deducted from total of material and services. Truck trips 75c each.

Using 100% list price, and allowing a cash discount of 5%. You will make all the necessary entries.

Transaction No. 11.

Store Sales Made to Whitman & Co., Items as Follows:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1—B. 439 Pedestal Lavatory</td>
<td>1</td>
<td>$27.25</td>
</tr>
<tr>
<td>1—B. 604 Comb. Fittings</td>
<td>1</td>
<td>7.50</td>
</tr>
<tr>
<td>1—B. 650 N. P. 11/4&quot; &quot;P&quot; Trap</td>
<td>1</td>
<td>3.80</td>
</tr>
<tr>
<td>1—Pr. B. 675 N. P. Wall Supplies</td>
<td>1</td>
<td>2.45</td>
</tr>
<tr>
<td>1—B. 610 Ideal Waste</td>
<td>1</td>
<td>6.50</td>
</tr>
<tr>
<td>1—E. W. Medicine Cabinet</td>
<td>1</td>
<td>14.35</td>
</tr>
</tbody>
</table>

Discount for cash payment 5%.

All store sales to be recorded on Job Record Sheet and Cost Recap. Made up as usual. Store sales are posted from Cost Recap on "Job Record" to "Store Sales" section of Sales Journal.

You will note there has been a loss incurred in this sale. As there is no "Loss" Column in the Sales Journal under Store Sales, you will enter the amount of loss in the "Gain" Column in RED INK, and deduct it from the total of the Gain Column when you post totals. (This will be explained later in this course.)
Transaction No. 12.

Issued Check No. 125 To James Green, $25.20 for 28 Hours Time at 90c an Hours Work on Jobs As Indicated On Job Records, and 8 Hours Work Around the Shop.

Issued Check No. 126 to Anna Brown, $15.00 for One Week's Salary as Bookkeeper.

Total of Pay Roll $40.20.

Make proper entry of each check on Cash Disbursement Sheet, writing “Pay Roll” in Account Column, and in the next column the name of each person to whom check is drawn, explaining purpose of check. Use General Ledger Column for Debit and “Amount Check” Column for Credit.

Now make entry on Purchase Journal sheet, writing “Pay Roll” in the “Account” Column. Next, enter the total amount of Pay Roll ($40.20) in “Credit” Column under “General Journal”. You will next make distribution of Pay Roll in proper columns: Bookkeeper's salary to be entered in column headed “Office Salaries”, 20 hours of James Green’s time to be entered in “Productive Labor” Column and 8 hours time in “Non-Productive Labor” Column and 8 hours time in “Non-Productive Labor”.

Check entry in General Journal Column in Purchase Journal against entry in Cash Disbursements by writing C. D. in Folio Column of Purchase Journal, and P. J. in the Folio Column of the Cash Disbursements Sheet. This makes a Pay Roll Account in the Ledger unnecessary.

Transaction No. 13.

Issued Check No. 127 To Joseph Graham For $25.00 For Personal Use.

Make entry on Cash Disbursements Sheet, charging Joseph Graham, Personal Account, use General Ledger Column.

Transaction No. 14.

Allowed Joseph Graham, Proprietor, $50.00 For One Week's Salary.

As there was no check written to Graham, you will make entry in “Purchase Journal” only. Crediting Joseph Graham Personal in the “General Journal” Column, and Debiting “Office Salaries” in the Overhead Accounts Section.

You will now post all transactions for this day to the Ledgers as previously instructed.

January 9th.

Transaction No. 15.

Received Check From Davis Realty Co., For $902.09 To Apply On Account.
Enter on “Cash Receipts” Sheet. Deposit this check and the one received on the 6th. Enter the amount of the deposit, in the column headed “Deposited in Bank.”

Transaction No. 16.

*Secured Contract For Plumbing in John Smith’s Residence, 123 Main St., as Estimated $925.00; Architect. E. V. Johnson, 12.24 Willard Bldg., This is Contract No. 2.*

Make entry on the Order Index Sheet, also “Job Record” and “Workman’s Order” to do Roughing In. Green and Jones are the workmen, and Thos. Duffy helper. They began work at 8 o’clock. The following material is entered on “Job Record” and sent out:

<table>
<thead>
<tr>
<th>Material</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>54”-4” Soil Pipe</td>
<td>1</td>
</tr>
<tr>
<td>25’-2” D. H. Soil Pipe</td>
<td>1</td>
</tr>
<tr>
<td>7-4” S. P. Tees</td>
<td>1</td>
</tr>
<tr>
<td>1-4 x 6 Increaser</td>
<td>1</td>
</tr>
<tr>
<td>2-Solder Nipples</td>
<td>2</td>
</tr>
<tr>
<td>16 lbs. Oakum</td>
<td>2</td>
</tr>
<tr>
<td>20’-4” D. H. Soil Pipe</td>
<td>145</td>
</tr>
<tr>
<td>2-4” Closet Bends</td>
<td>17</td>
</tr>
<tr>
<td>5-4 x 2 S. P. Tees</td>
<td>2</td>
</tr>
</tbody>
</table>

No further entry is made until the journeyman returns the Workman Order.

Transaction No. 17.

*Issued Check No. 128 to Jacobson Supply Co., Paying Bill of $123.40, Less Cash Discount of 2%.*

Enter on Cash Disbursement sheet, Debiting Jacobson Sup. Co., in “Accounts Payable” Column for total amount of bill. Credit Cash for actual amount of check, and Credit “Discount Earned” for the difference between the amount of the bill and the amount of the check.

Transaction No. 18.

*Give Check No. 129 to National Mfg. Co., for $96.85 in Payment of Their Bill.*

This transaction is entered in the same way as No. 17 except that there is no Discount to be considered.

Transaction No. 19.

*Issued Check No. 130 to James Phillips, City Clerk, $5.00 for Permit for John Smith Job.*

Enter check on Cash Disbursements Sheet, Debiting James Phillips, City Clerk through the General Ledger Column, and Crediting Cash.
Now enter in the Purchase Journal, writing “Permit” (John Smith Job) in the wide “Account” Column. In the next column write the name that appears on check (James Phillips, City Clerk). The amount ($5.00) is written in the General Journal Column, Credit. The amount is also written in the “Permits” Column.

Check entry in Cash Disbursements and Purchase Journal as instructed in transaction No. 12. By doing this you will not need an account with the City Clerk in the Ledger.

You will now post all transactions for this day.

January 10th.
Transaction No. 20.

Balanced Petty Cash Fund, and Find That There is $4.45 in the Drawer, and Tickets as Follows: Postage Stamps $2.00, Pencils and Carbon Paper 80c, Ad in Church Program $2.00, Washing Store Windows $1.00, Gasoline For Auto $2.50, Gasoline for Truck $1.25, Express on Material 65c, Car Fare 35c—Total $10.55.

Make entry in the Purchase Journal, writing “Petty Cash Fund” in “Account” Column. State in the next column that this is “Petty Disbursements to Date”. The amount ($10.55) is entered in the “General Journal” Column. Credit. Next make proper distribution of the various items, remembering that Postage, Pencils and Carbon Paper are “Miscellaneous Office Expenses”, and are to be entered in the “Miscellaneous Office Expense” Column. Washing windows is a “Miscellaneous Store Expense”, and is to be entered in the “Miscellaneous Store Expense” Column. Carfare is an “Incidental Expense”, to be entered in the “Inc. Expense” Column. There are special columns for each of the other items.

Transaction No. 21.

Issued Check No. 131 Payable to Petty Cash Fund For $10.55 Which Was Cashed at Bank, and the Money Put in the Petty Cash Drawer.

Enter on Cash Disbursements Sheet using General Ledger Column. Check this entry against the Purchase Journal entry of $10.55. After Petty Cash Account has once been opened in the Ledger, it remains the same until discontinued. Therefore, instead of posting the $10.55 to Petty Cash Account we check it against the entry in Cash Book.

Transaction No. 22.

Received Credit Memo From Jacobson Supply Co., Covering Error in Addition on Invoice of December 31, $10.00.

Make this entry in RED INK in the Purchase Journal, writing the amount in “Accounts Payable” Column, also in the “Ma-
terial” Column. As explained in transaction No. 11, when totals of Columns containing red ink amounts are posted you will deduct the amount of such red ink entries.

Transaction No. 23.

**Allowed Credit of $5.50 to Mrs. H. Hymes for Material Returned on Job December 4. Cost of Material $3.00, Overhead 27% on Selling Price. ($5.50 Represents Selling Price of Material Returned.)**

Make entry in the Sales Journal in RED INK, placing the total amount in the “Customers Account” Column. Material cost in “Material Column”. Figure the Overhead, and place the amount in the “Overhead” Column. The remainder or difference between the $5.50 and the sum of the material and overhead is entered in the “Gain” Column, it being in red ink has the same effect as black would have in the “Loss” Column.

Transaction No. 24.

**Mrs. T. Snow Complained of Amount of Our Bill Rendered Last April for $15.25, Claiming That the Time Charged Was Excessive. Our Records Show That We Only Charged For Actual Time of Journeyman. In Order To Settle An Old Account, We Made a “Policy” Allowance of $1.50.**

Make this entry in the Purchase Journal, writing “Customers Account Control” in the “Account” Column, and just below write (Mrs. T. Snow, Cr.) Place the amount under Credit in the General Journal Column. Also enter in “Allowance to Customers” Column.

When posting this transaction you will post to “Mrs. T. Snow” Account in Customers Ledger, as well as to Customers Ledger Control Account in the General Ledger. This is necessary since there is no column for customers in the Purchase Journal.

Post all transactions for this day.

January 11th.

Transaction No. 25.

**Paid Our Note Due Today at First National Bank, $500.00 With Interest On Same $2.50.**

Make entry on Cash Disbursements Sheet. Amount of check $502.50: Debit Notes Payable for amount of note, and Debit “Interest” for amount of interest, using General Ledger Column. Credit “Cash” for amount of check.

Transaction No. 26.

**Gave Our Note To Bank $400 For 30 Days at 6%. The Bank Deducted Interest in Advance, Giving Us Credit For Balance.**
Enter on Cash Receipts Sheet, Debiting Cash for $398.00 in “Cash Received” Column. Also enter this amount in “Deposited in Bank” Column. Credit Notes Payable in General Ledger Column for $400.00. Enter the amount of interest in the “General Ledger” Column in RED INK. (When you post this RED INK ENTRY to the Ledger you will place it on the Debit side in BLACK INK as it is really a Debit.) Remember that RED INK entries in the Credit Columns mean that they are Debits: Also that RED INK entries in the Debit Columns mean that they are Credits.

Transaction No. 27.

Issued Check No. 133 To Mutual Life Ins. Co. For $35.60 in Payment of Premium On Joseph Graham’s Policy.

Charge “Joseph Graham Personal Account” for this on the Cash Disbursement Sheet.

Transaction No. 28.

Gave Check No. 134 To City Electric Co. For $4.65 Light Bill.

Enter check on Cash Disbursements Sheet, also make entry in Purchase Journal, charging “Miscellaneous Store Expense” in proper column. You also make entry in the General Journal Column Credit. Check this entry as instructed in transaction No. 21.

Transaction No. 29.

Issued Check No. 135 to Bell Tel. Co., For Telephone Rent and Telegrams as Per Bill Received Today.

This entry is made similar to No. 28, except that it is charged to “Miscellaneous Office Expense.”

Post all transactions for this day.

January 12th.

Transaction No. 30.

Edward Jackson Paid His Note Due Today, $347.79; Interest $3.48.

Make entry on “Cash Receipts Sheet”, Debiting cash for the total amount. Credit Notes Receivable for face of note, also Credit Interest for the amount of same, using the General Ledger Column for the Credits.

Transaction No. 31.

Worth on January 2nd, When These Books Were Opened. The Name of the Firm is to be Changed to the Reliable Plumbing and Heating Co. Black is to Receive the Same Salary as Joseph Graham. This Additional Capital and Help Will Enable the New Firm To Do a Larger Volume of Business.

Make entry on Cash Receipts Sheet, Debiting Cash in “Cash Received” Column, and Crediting John Black Investment Account” in the General Ledger Column. Deposit this check and the one received from Jackson. Enter the amount of the deposit in the column headed “Deposited in Bank.”

Post transactions for this day.

January 13th.

Transaction No. 32.

Received Invoice From National Heating Supplies Co., Dated January 11, For Bill of Goods Amounting To $1,163.50 On Which Freight Amounting To $132.50 Is Allowed. The Tools Purchased On This Invoice Amounts To $1.50.

Make entry in the Purchase Journal. The $1.50 for tools is Debited in the “Tools” Column. The remainder of the bill is Debited in the “Material” Account. There is a special column for the freight allowed. Make proper entry for the balance.

Transaction No. 33.

Journeyman Turned in “Workman’s Order” For Job No. 7. (See Transaction No. 16) With the Following Additional Information On Same:

Material Returned—

5'-4" D. H. Soil Pipe
1-4" 1/8 Bend
13 lbs. Solder

10'-2" D. H. Soil Pipe
45 lbs. Pig Lead
3-2" S. P. Tees

Carfare 35c, 2 Truck Trips, Labor on 9th, Plumber 8 Hours, Helper 8 Hours, Laborer 7 Hours; on 10th, 11th, 12 and 13 Plumber and Helper 8 Hours Each.

You will now transfer this information to the “Job Record” which you began in transaction No. 16. Complete “Job Record” by filling in Selling Price, and making up the Cost Recap, referring to price list for prices of material.

Plumber $2 per hour, helper $1 per hour and laborer $1.40 per hour. 17% is deducted from total list price of material and labor in arriving at selling price of this job.

As this “Job Record” does not complete Smith’s Contract, you will make up “Tabulation of Contract” in upper left hand corner of “Job Record.”
Post from Cost Recap to Sales Journal.
Post all transactions for this day.

January 14th.
Transaction No. 34.

Mrs. T. Snow Mailed Check in Settlement of Her Account $13.75. The Original Amount of Her Account Was $15.25, But On January 10 When She Complained About the Amount of Bill We Made a Policy Allowance of $1.50.

Make proper entry of this check on Cash Receipts Sheet, do not make deposit at this time.

Transaction No. 35.

Make Up Weekly Pay Roll and Issue Individual Checks as 40 Hours at Follows: James Green 44 Hours at 90c, Wm. Jones 50c, Thos. Duffy 7 Hours at 70c, Anna Brown $15.00, Joseph Graham $50.00, John Black $50.00 (Green Worked 40 Hours Around the Shop.)

Make proper entries on Purchase Journal and Cash Disbursements, following instruction for previous Pay Roll.

Transaction No. 36.

Issued Check No. 142 To City Transfer Co. For Freight and Hauling On Shipment From National Heating Supplies Co. Freight $132.50, Hauling $10.00.

Make proper entry on Cash Disbursements Sheet.
Post today's transactions to Ledgers.

January 16th.
Transaction No. 37.

Issued Check No. 143 To Chamber of Commerce For $25.00 in Payment of One Year's Dues for the Firm.

Make proper entries in Cash Disbursements and Purchase Journal. Dues are an Overhead Expense, and are to be entered in "Dues" Column in the Overhead Section.

Transaction No. 38.

Issued Check No. 144 To Master Plumbers Association For $15.00 For One Year's Dues To the State and National Association.

Enter as instructed in transaction No. 37.

Transaction No. 39.

Received Order From E. B. Harris, 4380 Indiana Ave., Through J. H. Johnson, Architect, 460 Illinois St., To Install No. 4 Heater. Contract No. 3 For $400.00.
Make out “Job Record” and “Workman’s Order”. Green and Jones are the workmen. They begin at 2 o’clock.

No further entry is made at this time.

January 17th.
Transaction No. 40.

Issued Check No. 145 To Edward Gray, Attorney, in the Amount of $15 For Drawing Up New Partnership Agreement Between Joseph Graham and John Black.

Make proper entries in Cash Disbursement also in Purchase Journal using “Legal Expense” Column in Overhead Accounts Section and “General Journal Credit” Column. Check as in transaction No. 21.

January 18th.
Transaction No. 41.

Received From Standard Insurance & Realty Co., a Fire Insurance Policy On Stock and Fixtures For $4,000.00, Premium $24.00, Also a Policy On Automobile and Truck Covering Loss By Fire, Theft and Liability; Premium $75.00 To Be Appor­tioned Equally Between Automobile and Truck.

Make entry in Purchase Journal, Crediting Standard Insurance & Realty Co. in “Accounts Payable” Column. Insurance is an Overhead Expense, but as the policies are for one year, it is desirable to make an equal monthly charge to Overhead. Therefore, at this time you will “Debit” Insurance in the “General Journal” Column, for the sum of the premiums on the two policies. Later you will make a monthly charge to Overhead.

Transaction No. 42.

Received Invoice From National Machine Co., For Pipe Cutting and Threading Machine, $1,000, Terms 2-10 N-30 (2%-10 Days Net 30 Days).


Post entries for this day.

January 19th.
Transaction No. 43.

Issued Check No. 146 To City Typewriter Exchange For $50.00 For One Rebuilt Typewriter.

Make entry on Cash Disbursement Sheet charging “Office & Show Room Equipment” in “General Ledger” Column.
Transaction No. 44.

Received Invoice From Jacobson Supply Co., For Fixtures To Be Used On Smith Job; Amount $257.64; Terms 2%, 10th of the Following Month; Date of Invoice January 17th.

Make proper entry on Purchase Journal, Debiting Material, Crediting Jacobson Supply Co. (Make notation of term of discount when posting.)

Transaction No. 45.

Issued Check No. 147 To Petty Cash Fund For Following Payments: Typewriter Ribbon 75c, Adding Machine Paper 25c, Subscription To Trade Paper $2.00, Extra Help Cleaning Shop $1.50, Light Globe For Show Window $1.25, John Black, Partner, Cash $5.00—Total $10.75.

Make necessary entries following instructions for similar transaction No. 20, on January 10th.

Post all transactions for this day.

January 20th.

Transaction No. 46.


Make necessary entries on Cash Receipts Sheet. Deposit these checks and the one received January 4th from Mrs. Snow. Post today's transactions to the Ledger.

January 21st.

Transaction No. 47.

F. J. Hoffman Paid For Job No. 5, Charged On January 7th: Amount of Bill $225.00 Less 5% Discount.

Make proper entries on the "Cash Receipts" Sheet.

Transaction No. 48.

Mrs. H. Hymes Paid Balance Due $11.80.

Verify this amount by looking in the Ledger. Make proper entry and deposit check.

Transaction No. 49.

Make Out Job Record and Workman Order To Complete John Smith Job Contract No. 2, Run Water Service and Set Fixtures. Green and Jones Worker 6½ Hours On This Job Today.
Do not fill in the hours as indicated above, as this information can be secured from the Workman Order when the job is completed, (information given in transaction necessary, however, to figure Pay Roll for the week.)

**Transaction No. 50.**

_Journeyman Turned In Workman Order For E. B. Harris Job, Contract No. 3. With the Following Additional Information Listed Thereon:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No. 3 Radiator Boiler, 4-3 col. 38 sec. Radiators</td>
</tr>
<tr>
<td>2</td>
<td>3—Lengths 6” Stove Pipe. 1—6” Collar 1—6” Flange 1 lb. Gold Bronze</td>
</tr>
<tr>
<td>3</td>
<td>6—1” N. P. Ceiling Plates 5—2” N. P. Ceiling Plates 8—2” C. I. Ells 1—2 x 1½ x 1½ C. I. Tee 2—1½ x 1¼ x 1 C. I. Tees 1—2 x 1½ x 1 C. I. Tees</td>
</tr>
</tbody>
</table>

Returned the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
3—1-3" 45 D. Ells
1—1½" C. I. Ell
7—¾" C. I. Ells
15—½" Galv. Pipe
2—2" Grobbler Hangers

½ Gal. Bronzing Fluid
7—1¼" Asstd. Block Nipples
10—1½" Black Pipe
4—1½" Grobbler Hangers

Time worked as follows: the 16th—plumber 3 hrs., helper 2 hours; 17th—plumber 7 hours; helper 8 hours; 18th—plumber 10 hours, helper 9 hours; 19th—plumber 4 hours, helper 8 hours; 20th—plumber 8 hour, helper 7½ hours; 21st—plumber 2½ hours, helper 2½ hours. Plumber's time to be charged at $1 an hour, helper 60c. You will now transfer this information to the Job Record, filling in costs, and making up the Cost Recap, consulting price list for cost of the material. We do not use the 100% list method on this contract. After making up Cost Recap, you will post to Sales Journal.

Transaction No. 51.

Make Up Pay Roll For the Week As Follows: James Green 44 Hours at 90c, $39.60, Wm. Jones 43½ Hours at 50c, $21.75, Anna Brown, Bookkeeper $15.00—Total $75.35.

Pay Roll is to be paid in cash instead of by check. You will therefore issue Check No. 48 for $76.36. Take it to the bank and secure cash. Make the proper entry on Cash Disbursements for this check.

Wm. Jones drew $5 in advance, which was given to him out of the Petty Cash Fund, the ticket being put in the drawer to represent it. This amount is taken out of his pay, and put in the Petty Cash Drawer, and the ticket is put in his envelope.

Instead of going on the Pay Roll—as last week, each partner has agreed to have salary of $50.00 Credited to his personal account. This entry will be made on the Purchase Journal, Debiting “Office Salaries” in proper column, and Crediting each partner in the General Journal Column.

Post transactions for this day.

January 23rd.

Transaction No. 52.

Store Sale To Miller's Restaurant Consisting of the Following Items:

2—½" G. I. Tees .........................@ $ .35 Selling Price $ .70
1—½" Plain Bibb .........................@ 2.10 Selling Price 4.20
1—30 gal. Range Boiler .................@ 6.75 Selling Price 15.00
Also a store cash sale of 1—½" G. I. Ell .........................@ .17 Selling Price .35
Make entry on the Job Record. Head the sheet "Store Sales". Then in the column for "Items" make heading on first line "Charge Sales", and half way down the page make heading "Cash Sales". Then enter the items as listed above. Do not complete calculations until so instructed.

January 24th.
Transaction No. 53.

Journeyman Returns Workman Order For John Smith Job with the Following Material Listed Thereon:

1—5' 6" Enamel Iron Bath Tub on feet, complete with bibbs, waste and overflow.
1—Syphon Jet Water Closet with 8 gal. china tank, white saddle seat trimmings.
1—48" Enamel Iron Comb. Kitchen Sink and Range Boiler on legs, N. P. Fittings.
1—N. P. Copper lined china closet sink with N. P. Bibbs, waste and trap.
1—40 gal. 5 x 14 37 lb. Galv. Iron A Range Boiler on G. I. Stand.
2—1" Sell Cocks.
22—ft. 1½" Iron Size N. P. Brass Pipe.
1—27" x 27" China Lavatory with N. P. Bibbs, Supply pipes and traps.

1—Wash down water closet oak seat and copper lined tank, pull and chain and brass flush pipe.
1—24" 2 part. laundry tray on iron legs, special laundry bibbs.
1—18" x 9" W. I. Range Boiler Back.
1—3½" Comb. Cock.
11'—1½" G. I. Pipe
1—1½" Ell.
12—3½" x 1½" G. I. Ell.
45 lbs. Pig Lead.
2—3¼" G. I. Plugs.
1—1½" Union.
22—3¼" G. I. Tees.
14—3¼" G. I. Ells.
21' Lead Pipe.
160'—3½" G. I. Pipe.

Returned the following material:

5'—1½" Iron Size N. P. Brass Pipe.
4'—3¼" G. I. Tees.
14—lbs. Pig Lead.

Time on the 21st—plumber and helper 6½ hours each; 23rd—8 hours each; 24th—8 hours each. 2 truck trips. Permit $5.00.

You will now transfer this information to the Job Record, filling in the selling price. (See Price List) Selling price of services for journeyman $2 per hour, helper $1 per hour. You will next figure the cost and Cost Recap, using 100% list price, also tabulation of contract. After that you will post from Cost Recap to the Sales Journal.
Transaction No. 54.

Made a Store Sale To O'Brien Bros., 1 N. P. Towel Bar Cost $2.35, Selling Price $4.70, Also a Cash Sale: 1 Sec. ½" G. I. Pipe. 5' Long, Cost 50c, Selling Price $1.00.

Follow instructions for similar transaction No. 52, recording on the same Job Record under the proper heading.

Transaction No. 55.

Received Order From C. E. Watson, 1420 Euclid Ave., To Complete Job at 2260 Liberty Ave., Contracted For By Edward West, Deceased. Material All On Location.

Make out Job Record and Workman Order, listing material as follows: 20 lbs. Pig Lead, Dope Candles, etc. Journeyman Green is the workman. No further entry is necessary until Workman Order is returned.

Transaction No. 56.

Made Cash Sale Of One Fuller Ball, Cost 5c, Selling Price 10c.

Enter this on the same Job Record as transaction No. 52 and No. 54.

Then post all transactions for this day.

January 26th.

Transaction No. 57.

John Smith Paid Amount Due On Real Estate Transaction $500.00.

Make proper entry in Cash Receipts.

Transaction No. 58.

Made Cash Sale One Tank Ball For Closet, Cost 50c, Selling Price $1.

Enter on Job Record as previously instructed in transaction No. 56. You will now complete Cost Recap for these sales, and make proper entry in Sales Journal. You will also enter the cash sales on Cash Receipts sheet, as well as in the Sales Journal, transactions of this date.

January 27th.

Transaction No. 59.

Sunnyside Garage Sent in Their Check For $25.32 in Payment of Amount Due Us, $40.60, Less Amount We Owe Them $15.28.
Make entry in Purchase Journal, using General Journal Columns, Debiting Accounts Payable Control, and Crediting Customers Ledger Control for $15.28, thereby transferring Credit of one Ledger account to another. The Debit must be posted not only to the Control Account, but also to the Sunnyside Garage Account in the Accounts Payable Ledger, in order to close this account out; likewise the Credit should be posted to the Sunnyside Garage Account in the Customers Ledger. Enter check on Cash Receipts Sheet, Crediting Sunnyside Garage.

Transaction No. 60.

Received Check From E. V. Johnson, Architect, For $256.25 the 85% of Roughing in Estimate On the John Smith Job.

Make proper entry on Cash Receipts Sheet, and deposit checks on hand.

Transaction No. 61.

Paid National Machine Companys’ Invoice of January 17th For $1,000 Less 2% Cash Discount.

Make proper entry then post all transactions for this date.

January 28th.

Transaction No. 62.

Journeyman Green Returns Workman’s Order For C. V. Watson Job with the Following Information Thereon:

Returned 3 lbs. Pig Lead, used 5 gal. gasoline, spent 40c for carfare, made one truck trip. Services as follows: On the 25th—plumber and helper 6 hours each, laborers 5 hours, on the 26th—plumber and helper 8 hours each, laborer 3 hours, on the 27th—plumber and helper 8 hours each, and on the 28th—plumber and helper 3 hours each.

You will transfer this information to the Job Record, filing selling price as follows: Dope, candles, etc., $3.00, Pig Lead 14c a pound. Gasoline $2.50, Plumber’s services $2 per hour, helper $1 per hour, laborer $1.40 per hour, truck trip 75c. Fill in cost and make up Cost Recap, using 100% list price for material and labor. Make proper entry in Sales Journal.

Transaction No. 63.

Make Up Pay Roll For the Week, James Green 41 Hours at 90c, William Jones 41 Hours at 50c, Thomas Duffy 8 Hours at 70c, Anna Brown, Bookkeeper $15.00.

Issue check for total amount of Pay Roll, cash same at bank, pay in currency. Credit each partner’s personal account for $50 same as Pay Roll for last week. You will also issue check to Mr. Graham for personal use $40.00 and one to Mr. Black for personal use $45.00.
Make all necessary entries, then post today’s transactions to Ledger.

January 30th.

Transaction No. 64.

Mr. Black's Estimate of Last Week On Job in Connection with the Remodeling of Hotel Hamilton, 5th Ave. at Maryland was Accepted By W. H. Watson, Architect, 340 Union Bank Bldg. Contract Price $1,500.

Make out Job Record and Workman Order, material will be recorded by journeyman on Workman Order. No other entry necessary at this time.

Transaction No. 65.

Received Check From Davis Realty Co. For $500 To Apply On Account; and Check From Frank Brown For $31.12 in Full For Job No. 2. Mrs. N. Gross Paid $2 in Cash in Settlement of Her Husband's Account, Job No. 1.

Make all necessary entries and deposit checks.

Transaction No. 66.

Issued Check To Master Plumbers' Association For $6.00 which is 3% of the Monthly Volume. This is Paid For the Purpose of Defraying the Expenses of the Local Association, Such As Co-operative Advertising, Sec'y Salary, Etc.

Make proper entry of this check, then post all transactions.

January 31st.

AS THIS IS THE LAST DAY OF THE MONTH YOU WILL MAKE THE NECESSARY MONTHLY ADJUSTMENT ENTRIES AS FOLLOWS:

(A) Depreciation.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Year Value</th>
<th>Depreciation Rate</th>
<th>Depreciation for Year</th>
<th>Final Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop Equipment</td>
<td>$1,300.00</td>
<td>15%</td>
<td>$195.00</td>
<td>$1,105.00</td>
</tr>
<tr>
<td>Office and Show Room Equip</td>
<td>579.60</td>
<td>15%</td>
<td>86.94</td>
<td>492.66</td>
</tr>
<tr>
<td>Auto and Truck</td>
<td>1,200.00</td>
<td>25%</td>
<td>300.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Small Tools</td>
<td>100.00</td>
<td>10%</td>
<td>10.00</td>
<td>90.00</td>
</tr>
<tr>
<td><strong>Total Yearly Depreciation</strong></td>
<td></td>
<td></td>
<td><strong>$591.94</strong></td>
<td></td>
</tr>
<tr>
<td>Monthly Charge of One-twelfth</td>
<td></td>
<td></td>
<td><strong>49.33</strong></td>
<td></td>
</tr>
</tbody>
</table>

Enter in Purchase Journal as follows:

Charge Depreciation on Auto $12.50 to "Auto Expense" in Overhead Accounts.

Charge Depreciation on Truck $12.50 to "Truck Expense" in Overhead Accounts.
Charge Remainder of Depreciation to "Depreciation Expense" in Overhead Section.

Credit "Depreciation Reserve" in "General Journal Column."

(B) Insurance.
Annual Premium on Fire Insurance.....$24.00 one month $2.00
Annual Premium on Auto and Truck.... 75.00 one month 6.25

Enter in the Purchase Journal as follows:
Charge Auto $3.12, Truck $3.15 and Insurance Expense $2.00 in proper column in Overhead Section.
Credit Insurance Account in General Journal Column for $8.25.

(C) Taxes.
Make entry in Purchase Journal for estimated amount of monthly proportion of City, County and State Taxes ($12.50).
Debit "Tax Expense" in Overhead Section, and Credit "Tax Reserve" in General Journal Column.

Post all entries to date.

You will now add all columns in Purchase Journal, Sales Journal and Cash Book. Remember that RED INK amounts are to be deducted from the sum of the amounts appearing in BLACK INK. Write with pencil the total of each column on the first line below the last amount. Now add together the totals of all columns headed Debit, also add together the totals of all columns headed Credit. If the two sums are the same, your entries and additions are correct. You then write the footings in ink.

You will now post the footings of all columns, except the General Journal Columns in Purchase Journal and General Ledger Column in Cash Book to their proper account in the General Ledger. The names of the accounts will be the same as the heading of each column.

After you have made all the postings, you will add each column in each account in the General Ledger, placing the total in small pencil figures close under the last amount in each column. Next find difference between these pencil totals and write the difference in pencil figures in the column headed "Balance", placing the figures on a line with the pencil totals. Designate whether it is a Debit or a Credit balance by placing "Dr." or "Cr." in the column provided for that purpose.

You are now ready to take off Trial Balance as follows: Transfer the balance (the pencil balance explained above) of each account to the account on the Trial Balance sheet bearing the same name, being careful to place Debit balance in Debit Column, and Credit balance in Credit Column. After you have transferred all balances from General Ledger to Trial Balance sheet you will add each column on Trial Balance, and if you have made no mistake the totals will be the same, thus completing the Trial Balance.
<table>
<thead>
<tr>
<th>Job No.</th>
<th>Item Description</th>
<th>Cost Price</th>
<th>Selling Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Bath tub enam. iron, on feet complete with bibbs, waste and overflow</td>
<td>$0.01</td>
<td>$113.78</td>
</tr>
<tr>
<td>7</td>
<td>Bends, 4&quot; 1/8</td>
<td>1.24</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bibb washer for basin cock</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bolts—Stove, 1/4 x 3/4</td>
<td>0.01</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bronze—Aluminum</td>
<td>0.90</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bronzing Fluid</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Cap, 1&quot;</td>
<td>0.16</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ceiling Plate, N. P. 1&quot;</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ceiling Plate, N. P. 1 3/4&quot;</td>
<td>0.14</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ceiling Plate, N. P. 2&quot;</td>
<td>0.17</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ceiling Plate, N. P. 3/4&quot;</td>
<td>0.11</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Check Valve, 1/2&quot;</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Cleanout—brass top for lead drum trap</td>
<td>2.40</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Cleanout 4'</td>
<td>2.14</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Closet Sink, N. P. copper lined with N. P. bibbs, waste and trap</td>
<td>47.60</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Close T—Bends 4&quot;</td>
<td>2.62</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Cock—Comp. 3/4&quot;</td>
<td>4.46</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Cock—Sell, male end loose key 3/4&quot;</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Collar—6&quot;</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Coupling, 1&quot;</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Coupling, 1&quot; x 3/4</td>
<td>0.27</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Rough Brass 1/2&quot;</td>
<td>0.90</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Dope, candles</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Drum Trap 4&quot;</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Ell, 1 1/2&quot;</td>
<td>0.96</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ell, 1&quot;</td>
<td>0.29</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ell, 1&quot;</td>
<td>0.32</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ell, 3/4&quot;</td>
<td>0.30</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ell, 1 1/2&quot;</td>
<td>0.18</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, C. I. 2&quot;</td>
<td>0.21</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, C. I. 1 1/2&quot;</td>
<td>0.15</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, C. I. 1 1/4&quot;</td>
<td>0.12</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, C. I. 1&quot;</td>
<td>0.08</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, C. I. 3/4&quot;</td>
<td>0.06</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, Galv. 1/2&quot;</td>
<td>0.09</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, 45 D. 3/4&quot;</td>
<td>0.0712</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, 45 D. 1&quot;</td>
<td>0.08</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, Radiator, 1 1/4&quot;</td>
<td>0.76</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, Radiator, 1&quot;</td>
<td>0.60</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ell, Stove Pipe 5&quot;</td>
<td>0.30</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ell, Stove Pipe 6&quot;</td>
<td>0.2212</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Ell, G. I. 3/4&quot;</td>
<td>0.30</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Ell, G. I. 3/4 x 1/2&quot;</td>
<td>0.29</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
<td>Description</td>
<td>Price</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------</td>
<td>------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Enamel—Jet, pint</td>
<td>8</td>
<td></td>
<td>.17</td>
</tr>
<tr>
<td>Flange 6&quot;</td>
<td>8</td>
<td></td>
<td>.05</td>
</tr>
<tr>
<td>Fuller Balls for Bath Cock</td>
<td>3</td>
<td></td>
<td>.10</td>
</tr>
<tr>
<td>Gas Heater—automatic</td>
<td></td>
<td></td>
<td>$217.88</td>
</tr>
<tr>
<td>Gasket</td>
<td>3</td>
<td></td>
<td>.05</td>
</tr>
<tr>
<td>Gasoline @ gal.</td>
<td>11</td>
<td></td>
<td>.50</td>
</tr>
<tr>
<td>Hangers—Grobbler 1½&quot;</td>
<td>8</td>
<td></td>
<td>.05</td>
</tr>
<tr>
<td>Hangers—Ring 2&quot;</td>
<td>8</td>
<td></td>
<td>.05½</td>
</tr>
<tr>
<td>Hangers—Ring 1½&quot;</td>
<td>8</td>
<td></td>
<td>.05</td>
</tr>
<tr>
<td>Hanger Iron</td>
<td></td>
<td></td>
<td>.02</td>
</tr>
<tr>
<td>Increaser—4 x 6</td>
<td>7</td>
<td></td>
<td>3.90</td>
</tr>
<tr>
<td>Kitchen—Sink, 48&quot; iron comb. enam. drain board on adjustable legs, N. P. Fittings</td>
<td>9</td>
<td></td>
<td>77.60</td>
</tr>
<tr>
<td>Laundry Tray, 24&quot; 2 part. on iron legs spec. laundry bibbs</td>
<td>9</td>
<td></td>
<td>72.50</td>
</tr>
<tr>
<td>Lavatory, china 27&quot; x 22&quot; with N. P. Bibbs supply pipes and trap</td>
<td>9</td>
<td></td>
<td>63.80</td>
</tr>
<tr>
<td>Nipple, asstd. block ½&quot;</td>
<td>8</td>
<td></td>
<td>.05</td>
</tr>
<tr>
<td>Nipple asstd. block 1&quot;</td>
<td>8</td>
<td></td>
<td>.05</td>
</tr>
<tr>
<td>Nipple asstd. block ½&quot;</td>
<td>8</td>
<td></td>
<td>.05</td>
</tr>
<tr>
<td>Nipple Close 1½&quot;</td>
<td></td>
<td></td>
<td>.05</td>
</tr>
<tr>
<td>Nipple 1&quot; x 2&quot;</td>
<td>5</td>
<td></td>
<td>.35</td>
</tr>
<tr>
<td>Nipple 3/4&quot;</td>
<td>5</td>
<td></td>
<td>.15</td>
</tr>
<tr>
<td>Nipple 1½&quot;</td>
<td>5</td>
<td></td>
<td>.13</td>
</tr>
<tr>
<td>Nipple 1&quot;</td>
<td></td>
<td></td>
<td>.20</td>
</tr>
<tr>
<td>Oakum—@ lb.</td>
<td>7</td>
<td></td>
<td>.17</td>
</tr>
<tr>
<td>7-9 &amp; 11 Pig Lead</td>
<td></td>
<td></td>
<td>.14</td>
</tr>
<tr>
<td>Pipe—black 1&quot;</td>
<td>5</td>
<td></td>
<td>.18</td>
</tr>
<tr>
<td>Pipe—black 1&quot;</td>
<td>8</td>
<td></td>
<td>.07½</td>
</tr>
<tr>
<td>Pipe—black 1¼&quot;</td>
<td>8</td>
<td></td>
<td>.10</td>
</tr>
<tr>
<td>Pipe—black 2&quot;</td>
<td>8</td>
<td></td>
<td>.16</td>
</tr>
<tr>
<td>Pipe—black ¾&quot;</td>
<td>8</td>
<td></td>
<td>.05½</td>
</tr>
<tr>
<td>Pipe—black 1½&quot;</td>
<td></td>
<td></td>
<td>.12</td>
</tr>
<tr>
<td>Pipe—brass ½&quot; iron size N. P.</td>
<td>9</td>
<td></td>
<td>1.30</td>
</tr>
<tr>
<td>Pipe—galv. ½&quot;</td>
<td>5</td>
<td></td>
<td>.12</td>
</tr>
<tr>
<td>Pipe—galv. 1½&quot;</td>
<td>8</td>
<td></td>
<td>.05½</td>
</tr>
<tr>
<td>Pipe—galv. ¾&quot; x ¾ x ½&quot;</td>
<td>8</td>
<td></td>
<td>.13</td>
</tr>
<tr>
<td>Pipe—galv. 1&quot;</td>
<td>2</td>
<td></td>
<td>.24</td>
</tr>
<tr>
<td>Pipe—G. I. ½&quot;</td>
<td>9</td>
<td></td>
<td>.58</td>
</tr>
<tr>
<td>Pipe—G. I. ¾&quot;</td>
<td>9</td>
<td></td>
<td>.25</td>
</tr>
<tr>
<td>Pipe—Lead</td>
<td>9</td>
<td></td>
<td>.64</td>
</tr>
<tr>
<td>Plugs ¾&quot; G. I.</td>
<td>9</td>
<td></td>
<td>.22</td>
</tr>
<tr>
<td>Radiator Boiler 4—3 col. 38 sec. rad.</td>
<td>8</td>
<td></td>
<td>154.50</td>
</tr>
<tr>
<td>Range Boiler—30 gal.</td>
<td></td>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td>Range Boiler—40 gal. 5' x 14' 37 lb. Galv Iron on G. I. Stand</td>
<td>9</td>
<td></td>
<td>42.10</td>
</tr>
<tr>
<td>Range Water Back, 18&quot; x 9&quot; x 5&quot; W. I.</td>
<td>9</td>
<td></td>
<td>7.00</td>
</tr>
<tr>
<td>Roof Plate</td>
<td>7</td>
<td></td>
<td>3.50</td>
</tr>
<tr>
<td>3-4 Sink bibb, ½&quot; N. P. Index Comb. Brass</td>
<td></td>
<td></td>
<td>3.90</td>
</tr>
<tr>
<td>Item Description</td>
<td>Quantity</td>
<td>Unit Cost</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>----------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>Soil Pipe, 4&quot;</td>
<td>7</td>
<td>1.16</td>
<td></td>
</tr>
<tr>
<td>Soil Pipe 2&quot;</td>
<td>7</td>
<td>0.56</td>
<td></td>
</tr>
<tr>
<td>Soil Pipe D. H. 4&quot;</td>
<td>7</td>
<td>1.22</td>
<td></td>
</tr>
<tr>
<td>Soil Pipe D. H. 2&quot;</td>
<td>7</td>
<td>0.58</td>
<td></td>
</tr>
<tr>
<td>Solder @ lb.</td>
<td>7</td>
<td>0.65</td>
<td></td>
</tr>
<tr>
<td>Solder Nipple</td>
<td>7</td>
<td>0.64</td>
<td></td>
</tr>
<tr>
<td>Steam and Fuller Ball for bath cock</td>
<td>3</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>Stem for tank ball, each</td>
<td>1</td>
<td>0.05</td>
<td></td>
</tr>
<tr>
<td>Stove Pipe Joints 5&quot;</td>
<td>5</td>
<td>0.42</td>
<td></td>
</tr>
<tr>
<td>Stove Pipe 6&quot; length</td>
<td>8</td>
<td>0.26</td>
<td></td>
</tr>
<tr>
<td>Stove Pipe 6&quot; pc. 53½ center to center of elbows</td>
<td>8</td>
<td>0.52</td>
<td></td>
</tr>
<tr>
<td>Stove Pipe 6&quot; pc. 21&quot; end to end</td>
<td>8</td>
<td>0.26</td>
<td></td>
</tr>
<tr>
<td>Tee, 1&quot;</td>
<td>2</td>
<td>0.38</td>
<td></td>
</tr>
<tr>
<td>Tee, 1&quot;</td>
<td>5</td>
<td>0.42</td>
<td></td>
</tr>
<tr>
<td>Tee, ½&quot; x ½ x 1</td>
<td>5</td>
<td>0.35</td>
<td></td>
</tr>
<tr>
<td>Tee, C. I. 2 x ¾ x 2</td>
<td>8</td>
<td>0.35</td>
<td></td>
</tr>
<tr>
<td>Tee, C. I. 2 x 1 ½ x 1 ½</td>
<td>8</td>
<td>0.24</td>
<td></td>
</tr>
<tr>
<td>Tee, C. I. 1 ½ x 1 ¼ x 1</td>
<td>8</td>
<td>0.35</td>
<td></td>
</tr>
<tr>
<td>Tee, C. I. 2 x 1 ½ x 1</td>
<td>8</td>
<td>0.35</td>
<td></td>
</tr>
<tr>
<td>Tee, Galv. ½&quot;</td>
<td>8</td>
<td>0.10</td>
<td></td>
</tr>
<tr>
<td>Tee, G. I. ¾&quot;</td>
<td>9</td>
<td>0.32</td>
<td></td>
</tr>
<tr>
<td>Tee, S. P. 4&quot;</td>
<td>7</td>
<td>2.40</td>
<td></td>
</tr>
<tr>
<td>Tee, S. P. 4&quot; x 2</td>
<td>7</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td>Tee, S. P. 2&quot;</td>
<td>7</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>Thumb Screw—brass</td>
<td>1</td>
<td>0.01</td>
<td></td>
</tr>
<tr>
<td>Trap, C. I. 1 ½&quot;</td>
<td>8</td>
<td>1.88</td>
<td></td>
</tr>
<tr>
<td>Union, C. I. 2&quot;</td>
<td>8</td>
<td>0.38</td>
<td></td>
</tr>
<tr>
<td>Union, Galv. ½&quot;</td>
<td>8</td>
<td>0.17</td>
<td></td>
</tr>
<tr>
<td>Union, Galv. 2&quot;</td>
<td>8</td>
<td>0.59</td>
<td></td>
</tr>
<tr>
<td>Union, M. I. 1&quot;</td>
<td>8</td>
<td>0.17</td>
<td></td>
</tr>
<tr>
<td>Union 1 ½&quot;</td>
<td>9</td>
<td>0.70</td>
<td></td>
</tr>
<tr>
<td>Water Closet, syphon jet with 8 gal. china tank, white saddle seat and trimming</td>
<td>9</td>
<td>94.00</td>
<td></td>
</tr>
<tr>
<td>Water Closet, wash down, oak seat and copper lined tank, pull and chain and brass flush pipe</td>
<td>9</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>Wire Rod, each</td>
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The management of the NATIONAL TRADE EXTENSION BUREAU earnestly invites criticism on any part or statement of this booklet, and solicits suggestions. We will gladly furnish any additional information or detailed explanations that may be asked for by members of the industries. We are here to serve you, and we can serve you best, if you will cooperate to the extent outlined here.

Yours for Bigger and Better Business,

THE NATIONAL TRADE EXTENSION BUREAU