The Mueller Record

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No. 43

ONE OF YOUR DUTIES

Certain Information Necessary to Insure Good Service to Patrons.

Every salesman on the road has other duties equally important to those of selling goods. Unless he gives strict attention to all of these duties which constitute a part of his work, he will not be a success.

We have in mind one particular instance in which nearly all of our salesmen are derelict, although we have for years drummed them to give this particular duty the most exacting attention. The case in point is that of reporting to us the financial condition of new customers. It is such a simple yet necessary bit of information to us that we should think all salesmen would appreciate this fact and never overlook it. As a seller of goods you want to see prompt deliveries, but how do you expect us to make them when you open a new account and fail to give us any information on the buyer? When you do this it simply means that we must delay shipment until we can make our own investigation, whereas if you would give us this information we could ship at once, as we should do, and thereby make a favorable impression on the customer instead of delaying shipment and giving the customer a bad impression on his first order.

In many instances where these new accounts are opened we fail to find the prospective customer rated in either Dun or Bradstreet. This means that we must get a special rating and this will require from a week to ten days. Then if the customer lives at a far distant point it means another week or ten days before he receives his goods, providing he is financially acceptable to us. Now what kind of an opinion do you suppose a customer has of a firm which is compelled to do business in this way? Not through the fault of the firm but through the negligence of the salesman failing to give us information at the time of placing the order.

We had a case of this kind recently which we wish to cite you. One of our salesmen opened up a new account with a customer and gave us no indication of his financial ability. We endeavored to find the customer's rating in the mercantile books, and found that he was not rated or even named therein. Then we had to write the mercantile companies for a special rating, and in due time we ascertained that this customer's estimated financial strength was from \$5,000 to \$8,000, according to R. G. Dun Co., and this rating is considered very good. We had to hold up his order for more than six days, and as he lived at a distant part of the country, several weeks elapsed between the time the salesman took the order and the time the goods reached him

Now this is a condition which no firm should be compelled to contend with. Here was a man amply able to pay for his goods and entitled to credit, and he was giving us his first order. We in turn were able to give him prompt delivery, and yet the negligence of this salesman compelled us to go through this routine and make a delayed shipment, and create a bad impression on the customer at the very outset of what should be the commencement of long and profitable business relations. It will not be possible for the salesman to go to this customer and tell him that the order was held up because we did not know whether he was financially good. Any man who is financially good for the order he places would be apt to take exceptions to this fact because he feels that knowing himself to be financially good, firms that he deals with should know this also.

This leaves the salesman just about one thing to do and that is to blame the house, and we do not doubt that salesmen would readily do this to save themselves. Naturally a customer will thereby gain the impression that we are running a business on lax methods and he is not apt to have very much confidence in us.

We want every salesman in our employ to remember this particular instance every time he opens up a new account, and to advise us with his order to the best of his ability, the financial condition of the prospect. You must do this without fail. Remember this is just another angle of the question of good service, which we are striving to build up. and concerning which we have written and spoken to you many times. We are confident beyond the shadow of a doubt that the upbuilding of this kind of service will have a far greater influence in increasing and strengthening our business than any other influence which we can now bring to bear on the customer. Do not forget this, and the next time you enter into an account with a customer give your best estimate of his financial ability. In a matter so important as this we feel that a salesman who neglects it should be penalized, and your failure to do this may lead to the adoption of this policy by the company.

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ACKNOWLEDGMENT

R. M. O'Rourke, winner of the second prize in the November contest, writes from Louisville, Ky.

"Wish to acknowledge receipt of check for \$15.00 as second prize in the November contest.

"The pleasure of being second in the contest as well as the check, is greatly appreciated, and wish to thank our firm for the same.

"It comes in mighty handy at this time of the year."

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CHANGES IN SALESMEN

With the beginning of the year there will be a number of changes in salesmen in the Decatur territory, as follows:

C. H. DuBois replaces D. J. Mueller.

L. M. Ross replaces H. F. Clark.

E. F. Kennedy replaces E. G. Ince.

R. L. Moore replaces C. H. DuBois.

Harry Eggleston replaces E. S. Stebbins.

THE ANNUAL MEETING

Sessions Will Open at 8 a. m. December 29th—Outline of Program.

We are giving you herewith brief outline of the Annual Meeting of our salesmen.

The meeting will begin Monday December 29th, at 8:00 a. m. sharp and will close Saturday evening, January 3rd, with the banquet of the '49 Club.

Promptness and strict attention to business will be the motto of this meeting. We want all salesmen to come here imbued with the idea of working and not playing. To accomplish what this firm considers necessary within a week is going to require earnest work. Don't forget that.

A fine of \$1.00 will be assessed against any who are late at roll call during the meeting, and the fine money will be turned into the treasury of the '49 Club. We hope no fines will be necessary.

Luncheon and supper will be served to the salesmen each day in the old Advertising Building.

Each session will be conducted in business-like manner and we will expect salesmen to be ready at any time to answer any questions which may be put to them.

It is our purpose to go through the Catalogue, section by section, and within the next day or two we will notify the salesmen just what subject has been assigned to them. All the Decatur salesmen will come to the school. All of the New York salesmen will come except Messrs. Hennessy, Caldwell and McCarthy. All San Francisco salesmen will come except Haas and Peters.

Salesmen will register at the St. Nicholas hotel, which is now conducted on the European plan.

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THE SELLING IDEA

[•] Assist your customer to buy what he wants. Don't insist.

Don't let your mind wander. Be attentive. Listen to your customer. Let him do some of the talking.

Ask questions. Get his idea of what he wants. The selling idea is assistance and not insistence.

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The man who "lays down" in business deserves to be run over.

PRIZE WINNERS IN

NOVEMBER CONTEST

Miller, O'Rourke and Billy Ford Show Best Under New Plan.

H. G. Miller-First on greatest number of items per order.

R. M. O'Rourke—Second on greatest number of items per order.

W. B. Ford—First on largest number of tapping machines per order.

The summary of the contest follows:

	or the contest	
Decatur-	Average No. of Articles Sold 4.0	No. Tapping Machines
Mueller	4.0	••
Cameron	4.29	••
Clark		••
Scribner		••
Ford		4
Ince		••
Miller		••
Pedlow		ï
	3.2 7.1	1
Moore		••
Rowley Beck		••
Harte		••
Stebbins		2
Hays		-
Whitney		
O'Rourke		••
Cash		••
Thornton		3
Smith		1
Bland	3.5	•:
DuBois	6.3	1
Total	4.51	12
Sarnia		
Heinrichs	3.56	••
Merriam	5.6	••
·		
Total		••
San Francisco)	
Leary	2.33	••
Jett	2.9	••
Haas	4.25	••
Peters	2.35	1
Total	2 05	1
New York-	2.95	1
	2 12	
Caldwell Fairfield		ï
Ford		1
Haggerty	2.36	1
Hastings	5.69	••
Hennessy	1.80	i
McCarthy	3 . 76	
Powers	3.00	••
Sippell	4.43	
Tranter	6.34	
Total	4.13	3
Grand Total	4.04	16

The terms of this contest were explained to you in detail by the General Sales Manager in a letter under date of October 28, 1913. The plan worked out very satisfactorily considering the fact that it was new. The purpose of the new arrangement is to secure a sale of a wider variety of our goods. Too frequently salesmen are satisfied with any order given them, and fail to call attention to other lines of goods, and too frequently men buying goods overlook something which they need and which they would buy if their attention was directed to it. The result is that the next salesman happening along will get the order for these goods, which we might just as well have had. We are running the contest on these lines now and expect all salesmen to line up on this policy in the effort to increase our business. When this record reaches you there will be but little of December left in which to work, but we want you all to dig in for business and help swell the total for the month.

The December contest is being run exactly on the same plan as that in November. The average number of articles per order will determine the winner. Every salesman has an equal chance under this plan. It affords him a wide range of goods to urge on his customers. If the customers in your territory don't use one line of goods they are certain to use others, and under this plan no one salesman can have an advantage over another.

Get busy and see how wide a variety of goods you can sell.

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CHRISTMAS AT THE FACTORY

All plans for Christmas at the factory have been completed. The employes will be given a ham and piece of bacon, or subscriptions to magazines. The women employes who do not care for either of the above will be given handkerchiefs to the value of \$2.00. In previous years many employes have availed themselves of subscriptions to magazines, but this year the majority of our employes selected the ham and slab of bacon for a present.

It will require about 11,000 pounds of meat to go around. This will be handed out the day before Christmas.

BULLETIN CANCELLATIONS

Bulletin SO-242, Section "P," dated 6-13-12.

Bulletin SO-272, Section "P," dated 8-29-12.

Bulletin SO-370, dated 6-6-13, Section "A."

Bulletin SOF-371, dated 6-9-13, Section "A."

Bulletin SOF-435, dated 10-15-13, Section "A."

Bulletin SOF-279, dated 10-4-12, Section "B."

Bulletin SO-447, dated 11-29-13, Section "E."

Bulletin SO-143, dated 5-14-11, Section "F."

Bulletin SOF-195, dated 1-25-12, Section "F."

Bulletin SOF-207, dated 3-13-12, Section "F."

Bulletin SO-380 in Section "R," Subject, "Brass Traps," cancels SO-341 in Section "R," on the same subject.

Bulletin SO-370, dated 6-6-13, Section "A."

Bulletin SOF-371, dated 6-9-13, Section "A."

Bulletin SOF-435, dated 10-15-13, Section "A."

Bulletin SOF-279, dated 10-4-12, Section "B."

Bulletin SO-447, dated 11-29-13, Section "E."

Bulletin SO-143, dated 5-14-11, Section "F."

Bulletin SOF-195, dated 1-25-12, Section "F."

Bulletin SOF-207, dated 3-13-12, Section "F."

Bulletin SO-242, dated 6-13-12, Section "P."

Bulletin SO-272, dated 8-29-12, Section "P."

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DECATUR ORDERS

From L. M. Rumsey Mfg. Co., St. Louis, Mo., for 6 11904 Extra Self-closing Basin Cocks for the Illmo Hotel, East St. Louis, Ill.

From the Board of Education, of Chicago for 1 11903 Self-closing Stop Cock for the Armour School; 1 23421 Pipe End Reamer for the Chicago Technical High High School.

From the G. W. Augstadt Co., for 48 D-8677; 108 1/2" 8183; 18 5%" 8183; 6 Double Bath Cocks 8350 with Supplies, for the Electric Building of Warren, Ohio.

From Carson Payson Co., of Danville., for 2 D-4001, 2 1¼" Curb Cocks for the Havana Bank, at Havana, III.

From Federal-Huber Co., of Chicago, for 11 D-9477 Double Bath Cocks for the Chickasaw Hotel, Memphis, Tenn.

From Carson-Payson Co., of Danville, Ill., for 2 3%" D-6514; 14 $\frac{1}{2}$ " D-6514; 16 $\frac{5}{2}$ " D-6514 for the Millikin job, Indianapolis, Ind.

From Armstrong Plbg. Co., of Springfield, Mo., for 12 D-11902 Basin Cocks for the Colonial Hotel at Springfield, Mo.

From E. J. Raemdonck of St. Louis, Mo., for 135 4" D-25303; 315 2" D-25303 and 350 2" D-25345 for the Warwick Hotel at St. Louis.

From Columbia University of Missouri for 50 3/8" D-15904 to be nickel plated.

From N. O. Nelson, St. Louis, for $2\frac{1}{2}$ " D-9219 for the Rankin School, St. Louis, Mo.

From Clow & Co., through M. T. Whitney, for 498 D-11902 to be used in the Ft. Dearborn Hotel, Chicago.

From Jacob C. Weber Co., of Chicago, for 12 D-11902 to be used in the Tower Building.

From Berryman Bros., of Billings, Mont., for 78 D-11902 Self-closing Basin Cocks to be used in the McCormick Hotel at Billings.

From E. J. Raemdonck of St. Louis, Mo., for 360 D-11902 Basin Cocks with supplies; 180 D-11911 drinking faucets with supplies to be used in the Warwick Hotel Building, St. Louis.

From Mason & Dulion of Birmingham, Ala., for 150 D-11909 Basin Cocks and supplies for the Hillman HoteI.

From the Mendall Hdwe. Co., of Bartlesville, Okla., for 16 D-11902, hot and cold, 12 same indexed cold; 24 D-8303 Basin Cocks and 24 $\frac{1}{2}$ " D-8003 Bibbs to be used in the Weaver Bldg. at Bartlesville, Okla.

From Coldren Plbg. & Htg. Co., of Leavenworth, Kansas, 42 D-11902 to be used in the National Hotel of that city.

From C. P. Fillmer Co., Roundup,

Montana, for 44 D-11902 Basin Cocks, and 22 pairs D-25006 3%" I. P. Basin Supplies with 6" wall pipe without slip joint couplings; 22 1*" No. 13 plain P Traps; also 6 D-10279 Fuller Bath Cocks with 9-16" supplies. These goods are to be placed in the Palace Hotel at Roundup, Montana.

From the Brevoort Hotel, Chicago, Ill., for 10 only D-12902 Fin. less body.

From the School for the Deaf, Olathe, Kansas, for 56 Self-closing Bibbs.

From the Board of Education, Chicago, for 4 %" N. P. Nuts for D-11702 and 2%" Rollers for D-11702. These are for the Newberry School.

From Jas. J. Joyce, Tulsa, Okla., for 12 D-8794 Comp. Bath Cocks with Porc. indexes Hot and Cold with 9-16. D-25047 fit small offset supplies with cloth insertion cone packing. 12-13 8 D-25115 combined with 0 conn. 78 D-12907 S. C. Basin Cocks with Primo handles and porc. indexes Hot and Cold with nut but less tail pieces and with friction rings and washers. 2 ditto with porc. indexes marked Cold. 24 $\frac{1}{2}$ I. P. x 9-16". O. D. slip. D-8193 N. P. slip joint stops. 16 $\frac{1}{2}$ I. P. x 11-16 O. D. slip ditto. 78 $\frac{3}{6}$ I. P. x $\frac{1}{2}$ O. D. slip D-8194 N. P. slip stops. These are to be placed in Daniel Bldg. Tulsa, Okla.

From Jas. J. Joyce, Tulsa, Okla., for 38 D-12907 S. C. Basin Cocks with Primo handles and porcelain indexes Hot and Cold with nuts but less tail pieces and with friction rings and washers. 38 $\frac{3}{8}$ I. P. x $\frac{1}{2}$ " O. D. Slip. D-8194 N. P. slip joint stops angle pat. $\frac{4}{2}$ I. P. x 11-16 O. D. slip D-8193 N. P. straight slip joint stop. These are for the Bagby Bldg., Tulsa, Okla.

From the C. C. Hartwell Co., Ltd., New Orleans, La., for 7 pairs D-12902 and 1 pair D-12044 $\frac{1}{2}$ ". These are to be placed in the 5th Ward School of that city.

From D. H. Budd of Bozeman, Mont., the following nice order for a complete equipment of Mueller Goods to be used in a new Apartment House being built at Bozeman: 36 D-9476 Rapidac Bath Cocks, brass lever handles and $\frac{1}{2}$ " I. P. D-25934 supplies and Waste and Overflows; 60 D-11903 with six arm handles; 36 pairs of $\frac{3}{8}$ " I. P. supplies D-25907 with angle stops; $\frac{56}{2}$ " D-11703 Bibbs; 56 $\frac{1}{2}$ " D-9108 flanges; 30 4" D-25301 SS ferrules; 30 2 x 134 D-25339 SS ferrules; 24 2" D-25314 SS trap screw ferrules; 24 4" D-25314 SS trap screw ferrules; 60 ½" D-8635 N. P. Angle stops with knurled wheel handles; 72 5%" D-6514 S. & W. Cocks; 18 ½" D-10505 N. P. Fuller Bibbs; 36" flanges for same.

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NEW YORK ORDERS

From Jas. McCrea & Son, of Baltimore Md., through C. T. Ford, for 70 D-11902 Self-closing Basin Cocks to be used in the Dormitory, Normal School, Baltimore; 36 D-11901 S. C. Basin Cocks to be used in public school No. 83, Baltimore; 96 D-11901 S. C. Basin Cocks to be installed in the Hospital for the Insane at Cambridge, Md.

From G. A. Caldwell an additional order for goods to be installed in the Telephone Building, Boston, Mass., as follows: 46 D-12902 Basin Cocks; 46 ½" N. P. D-8976 Stops with D-9121 handles; 2 5%" N. P. D-8917 with Tee Handles; 2 5%" N. P. D-8918 same; 3 5%" N. P. D-8893 same; 3 5%" N. P. D-8894 same; 1 5%" Fin. D-8893 same; 1 5%" Fin. D-8894 same.

From the New Bedford Gas and Edison Lt. Co., New Bedford, Mass., through G. A. Caldwell for 2200 Meter Connections, as follows:

1000 pcs. 5-lt. D-17411 Inlet Only.

500 pcs. 5-lt. D-17311 Male Soldering Nipples.

500 pcs. 5-lt. D-17311 with Female Sold. Nipples.

100 pcs. 3-lt. D-17401 Inlet Only.

100 pcs. 3-lt. D-17311 Outlet Only.

From the Standard Engineering Co., through C. T. Ford for 230 D-11902 S. C. Basin Cocks 10 5%" N. P. D-11704 Bibbs. These goods are to be installed in the Harrington Hotel.

Through W. F. Hennessy for 44 3/8" N. P. D-12802 S. C. Stop Cocks to be used in the Washington Irving High School, New York City.

From the Central American Plumbing & Supply Co., Colon, Panama, for the following Self-closing goods:

216 1/2" Fin. D-11702 Plain Bibbs.

72 1/2" Same with Plain Primo Handle. 72 1/2" Fin. D-11803 Stop Cocks with Primo Handles.

216 1/2" Same with Tee Handle.

A THOUGHT FROM TAFT

He Confesses a Truth That Is Applicable to Salesmen.

In a lecture to the law students of Yale College, Professor Taft, ex-president, told the students that in his first judicial position he learned all the law he knew at the expense of the public. A broad application of this statement fits in to any business and, it seems to us, no business in particular more than that of the salesman.

Of course a salesman does not acquire his knowledge of selling goods at the expense of the public, but he does acquire it at the expense of the company employing him, which stands in the same relation to the salesman as the public does to a public officer.

We do not care how good, or how finished, or how smart a salesman may be, when he enters the employ of our company there is an expense attached to his education in our line of goods and our methods of doing business. There is an expense attached to his building up an acquaintance and a trade among the customers in his territory. In the case of a salesman who has had previous experience this is not of course as great as in the case of a young salesman just starting on the road. In the latter case this company, or any other company employing a young man, literally pays for his education as a salesman. And in a large per cent of cases after this education has been completed the salesman capitalizes the knowledge we have paid for and uses it for his personal advancement, even to the extent of quitting our service to enter that of another company or to immediately use his paid for knowledge as a lever to force his salary upward. This is human nature, of course, and companies employing salesmen anticipate these things.

At the same time it seems to us that the expression of Professor Taft is worthy the serious consideration of every traveling salesman or every employee of the company. We believe that an honest and unbiased recognition of this fact will make every salesman and every employe better in ihs particular line, and more willing to deal fairly with his employers and with his trade. After all, it is nothing but fair play. If a man has gained his education at the ex-

pense of the employing company he ought willingly to admit that fact and weigh it in the balance in making any movement for his personal advancement. If he would always bear in mind the fact that his education was acquired at no expense to himself, but at the expense of the employing company, he certainly would feel that there was something owing from him to the company as well as from the company to him. This admission of a well known fact does not necessarily retard a man in demanding such advancement as his ability seems to justify, but certainly would make him consider the question in a more equable light to both parties and unquestionably instill in his mind, if he is the least bit disposed to be fair minded, a deep-seated loyalty to his employers.

The subject is one which is well worth your earnest thought.

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POSITION WANTED

James E. Corcoran of Joliet, formerly Superintendent of Water, is temporarily out of a position, as a result of a political change. He is a good mechanic, hard worker and capable. At Joliet his friends say he is the best man who ever held the position of Superintendent. Mr. Whitney, who knows him personally also speaks highly of him. Any of our salesmen hearing of a position will please notify us.

D. E. Rowley reports that J. W. Peck of Evansville, Ind., water works will be open for an engagement January 1st. He is competent to handle any position connected with a water works plant. Mr. Rowley says he is undoubtedly a very capable superintendent. If you hear of a position please notify us.

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PERSONAL

Mr. Adolph Mueller has returned home after a ten days' business trip to New York.

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NEW ADDRESSES

Mr. C. H. Peters' new address at Oakland, Cal., is 1734 Nineteenth Ave.

SELLING SAMPLES

An Important Legal Opinion of Interest to All Salesmen.

The following legal opinion of general counsel of the Illinois Manufacturers' Association is of interest to all salesmen:

November 10, 1913.

Mr. John M. Glenn, Secretary American Trust Building, Chicago, Illinois.

Dear Sir:—I have received your letter of November 3, enclosing a copy of a letter received by you from M. Alshuler Company, as follows:

"It has just been brought to our attention that a law was recently passed prohibiting the sale of samples from salesmen's trunk lines that are checked from place to place as baggage, and in order to sell such samples they would need to be returned to headquarters and shipped by express."

This matter has been under consideration lately by the Interstate Commerce Commission in Informal Conference Ruling, October 7, 1913, which runs as follows:

"When carriers' tariffs provide for checking of sample baggage and define sample baggage as that which is carried for display and not for distribution or sale, it is not lawful to distribute or sell articles contained in baggage so checked at any point to which it has been so transported. Such articles may lawfully be distributed or sold at any point to which they are shipped as mail, freight or express, and they may lawfully be so shipped from a point to which they have been checked as baggage for use as samples or for display."

Section 1 of the Interstate Commerce Act makes it the duty of all common carriers subject to the provisions of the Act "to establish, observe, and enforce * * * just and reasonable regulations and practices affecting * * * the carrying of personal, sample and excess baggage." By Section 15 power is given to the Commission to consider and pass upon the fairness and reasonableness of all such regulations and practices. This power is exercised in the Conference Ruling quoted. Salesmen are, therefore, prohibited from selling or distributing samples at any point to which they have been carried as baggage. Yours very truly,

COLIN C. H. FYFFE,

General Counsel.

GETTING IN RIGHT BY BEING WRONG

If you make a mistake, things begin to happen. The Boss comes through the office swinging an axe in each hand, and people begin to duck.

You duck, too, unless you've got nerve. You find a sudden engagement with a man outside. You disappear, literally or figuratively, by keeping quiet. That's the natural way. It's self-preservation.

Maybe, though, you have got nerve. Then you stand up without leaning on anything (or anybody)—and you say, good and loud; so the Boss and everybody else in the office can hear it: "I did it. I made that mistake. It's my fault, and no one's else."

If you think you are going to lose your job by saying that, so much the more credit to you. If your knees shake as the axe swings, so much a bigger man are you. Napoleon saw a man falter and turn pale in battle, and then rush into the midst of it. And he said, "There goes a brave man."

The chap who doesn't care, the reckless fellow, he doesn't deserve so much credit when he owns up. He is driven by a sort of careless, defiant spirit, perhaps he's doing it to show other people he's got courage.

Ninety per cent of humanity is histrionic, busy acting, busy wondering what other people will think of their actions, and many things they do are governed by the presence of an audience.

On a desert island they wouldn't know themselves. This sort of chap, then, we wou't give him full credit.

But if you think you're going to lose your job, and you want to keep it. If they haven't "got it on you" until you speak. If then you get up on your hind legs and say, "I did it."

Well, perhaps you will lose your job, and receive about four thousand dollars' worth of self-respect for the loss.

But more likely the Boss will throw the axe out of the window, and raise your salary. For years he's been seeking the men who have the nerve to say, "I'm wrong."

They're rare and almighty precions.— Co-Education.

ARE YOU SATISFIED?

Russell Sage, who left one hundred million dollars, was once asked: "Why are you amassing so much money? You can't eat it; what good will it do you?" Sage thought for a moment, and then replied, "Ever play marbles?"

"Yes," came the reply, "when I was a boy."

"Did you ever stop when you were winning? Of course you didn't! You played on and on and on! One bag filled was the incentive to win another! And why did you keep playing on? You couldn't eat them; you couldn't drink them; what good did they do you?"

And the moral lies here:

To be successful is to be never satisfied; you must not stop, hesitate, look around, but keep going on!

Life consists in gathering marbles, and success does not stop when one bag is filled.

Caesar Augustus said, "Rome is great enough," and Fate, as though to prove his words, took the matter in hand, and Rome declined!

The man who says a thing is good enough is good for nothing.

In life you either get ahead or get a foot, and it's usually a "foot" for the man who says "good enough."

Don't rest on your laurels, or laurels will soon rest on you.

No matter WHO you are, or WHAT you are, your position isn't as good as it SHOULD be, nor as good as it CAN be!

If you're satisfied, it's likely that your boss isn't. Remember that!

And everyone has a "boss"; if it be not the man who employs you, it is your Other Self.

Are you satisfied?-The Golden Rule.

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HE WAS "FIRED" BECAUSE-

He always came to the office a few minutes late; he always left a few minutes early.

He gave his first attention to the friend who called him up by telephone; the business of the firm was made a secondary matter. He took every opportunity to steal a few minutes of his employer's time; it did not occur to him that he had sold his services, and that his time was not his own.

He always worked leisurely; if there happened to be a special rush, it was no concern of his.

He did not try to learn the "ins and outs" of the business; he considered that he was hired to do a certain amount of clerical work, and not to fit himself for a more responsible place in the office.

He never tried to earn more than he was being paid for; he was always howling, however, because he did not get paid for more than he was earning.

He snicked, drank, played cards, danced, and stayed up late at night; he considered that it was none of his employer's business whether he was in physical condition to do a day's work or not.

He never said a good word for the business or for the firm outside of office hours; he thought he was not hired as advertising agent.

He never hesitated to permit his personal affairs to interfere with his business duties; it was his policy to get as much as possible and give as little as possible.

He never failed to credit himself with being the mainstay of the business; he forgot that everything went on right merrily before he identified himself with the concern.

He wondered why he was "let out" at the earliest opportunity; he is now wondering why everybody else is able to secure employment and no one seems to want him.— By B. F. Williams in the Stenotypist.

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It was reported lately that— Willie found some dynamite, Didn't understand it quite; Curiosity never pays— It rained Willie seven days.

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When one loses faith in himself he sets an example which others quickly follow. Never enter an office with a feeling of doubt in your mind or a conviction of failure in your heart.

You are worth no more than you are able to prove.