

A Successful Store Controls Expense

By Being Careful with Supplies

Letter Number 24

“SUPPLIES” embraces a great many different items and each item has its own problem. Each one has its own uses, necessary and economical. Each one has its abuses, expensive and wasteful.

Too much cannot be said about using bags, paper and string properly. Each size bag or paper is more expensive than the one smaller. Only one size fits. Use it. Use just enough string to secure the package. Our customers are entitled to a neat package. Care in choosing the bag or tying the package will give it.

Office supplies should be strictly limited to their proper function. Use of printed forms for memo pads is expensive and wasteful. There should be enough of each form on hand at all times but too much invites waste just as do over-stocks in anything else.

To keep the expenses for supplies within creditable limits, constant watchfulness and care are essential.

Allow no waste.

