

General Suggestions

FOR MUTUALLY FACILITATING THE TRANSACTION OF BUSINESS.

1. When ordering goods, it is merely necessary to give the name and number of the article desired. **Do not mutilate this book by sending us clippings therefrom.**
2. Write your name, and that of your Town, County and State distinctly.
3. When ordering an article of which different sizes are made, state which size is desired, or give measurements.
4. Avoid reference to former correspondence as much as possible.
5. State how goods are to be sent—by mail, express or otherwise.
6. Our terms are Cash. Parties not known to us and ordering for the first time, **should remit with their order**, or give us satisfactory references, and thereby save time necessary for us to make the needed inquiries.
7. All our goods are packed with utmost care by competent hands. After having received a receipt from transportation companies for a case or package in good order, our responsibilities cease. We are not liable for goods lost in transit when ordered to be sent by mail.
8. Claims for overcharges, etc., must be made within ten days after receipt of bill.
9. Should there be any misapprehension or error on our part in putting up an order, it will afford us pleasure to correct the same, as it is our desire to give entire satisfaction in every transaction.
10. Remittances are most safely made by Post-Office Orders, Drafts, or by Express. Money in ordinary or registered letters is sent at the sender's risk.
11. When a different catalogue from ours is used in ordering from us, care should be taken to designate, by date or otherwise, its editions. Articles not in our catalogue will be furnished at lowest market rates.

REGARDING PACKAGES SENT TO US.

12. We are, at all times, more or less in receipt of packages whose owners remain temporarily or forever unknown to us. This would not be so were every package marked with name of its sender.
13. In addition, advice should be sent with every package by letter or postal outside of same.
14. Postage must be fully prepaid on mail packages, at the rate of one cent per ounce or fractional part thereof. Limit of weight, four pounds.
15. All packages must be so wrapped that the contents may be readily examined by postmasters without destroying the wrapper. **Please do not seal, sew, or paste up with or without adhesive plaster** any package sent to us by mail.