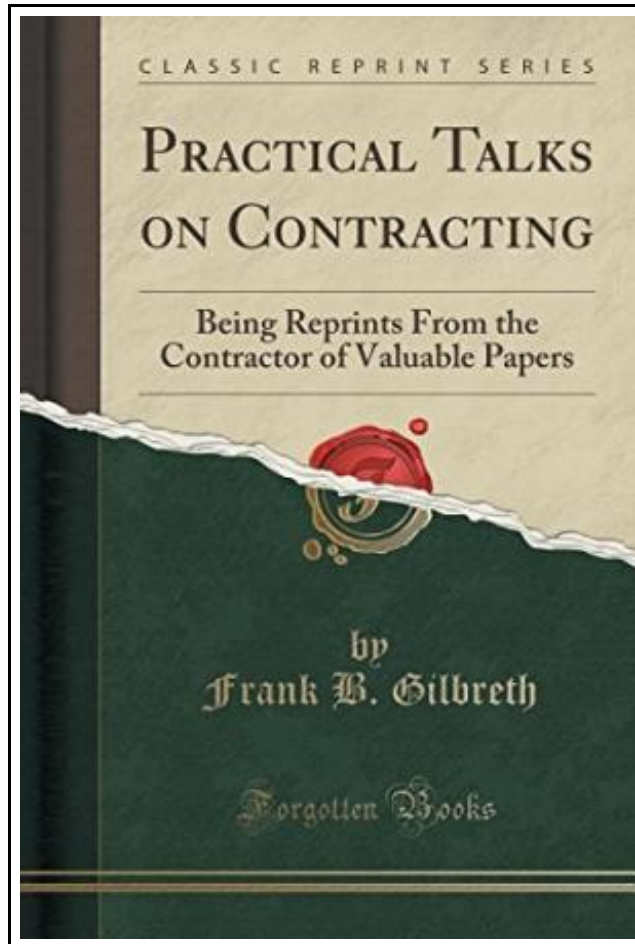


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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from Practical Talks on Contracting: Being Reprints From the Contractor of Valuable Papers In This paper I have endeavored to give a description of the lessons that we learned during the years of evolution of the present system in our office. Systematizing a department, an office, or a business, is accomplished by one, or both, of the two following methods: (1) By efforts of the members of the organization, (2) By efforts of professional systematizers. For the original idea of system in our office, I desire to acknowledge my indebtedness to my friend, the late Wm. H. McElwain, the possessor of one of the master commercial minds of America. The success of his whole tremendous business was, to use the words of his own statement to me, Due to having his entire system in writing. Mr. McElwain s further advice was to carry the systematization of our business as far as possible by our own efforts before calling in the professional systematizer - that is, to use both methods suggested above in the order given. After a system has been put in writing and perfected along simple lines by the men who have built up the business, it is easy for the professional systematizer to understand instantly the methods in use at the time he undertakes his task. He can then suggest changes and improvements, which can be adopted with no shock to the business. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format...

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