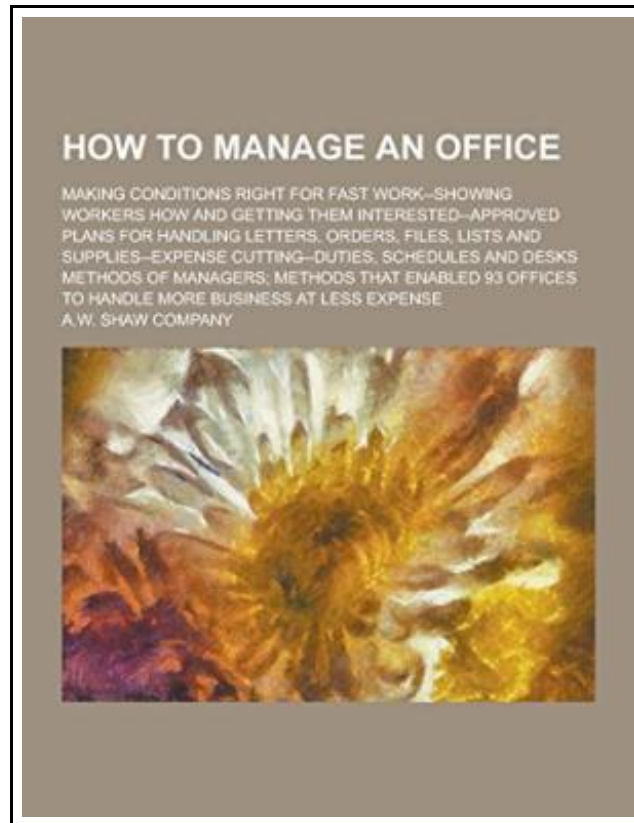


How to Manage an Office; Making Conditions Right for Fast Work--Showing Workers How and Getting Them Interested--Approved Plans for Handling Letters, (Paperback)



Filesize: 6.55 MB

Reviews

This ebook might be worthy of a read, and far better than other. it was writtern really flawlessly and useful. I found out this pdf from my i and dad recommended this ebook to learn.
(Prof. Ruben D'Amore PhD)

HOW TO MANAGE AN OFFICE; MAKING CONDITIONS RIGHT FOR FAST WORK--SHOWING WORKERS HOW AND GETTING THEM INTERESTED--APPROVED PLANS FOR HANDLING LETTERS, (PAPERBACK)



To download **How to Manage an Office; Making Conditions Right for Fast Work--Showing Workers How and Getting Them Interested--Approved Plans for Handling Letters, (Paperback)** eBook, remember to click the link beneath and download the file or gain access to other information which are related to **HOW TO MANAGE AN OFFICE; MAKING CONDITIONS RIGHT FOR FAST WORK--SHOWING WORKERS HOW AND GETTING THEM INTERESTED--APPROVED PLANS FOR HANDLING LETTERS, (PAPERBACK)** ebook.

Theclassics.Us, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1914 edition. Excerpt: .the bulletin board of the department. To illustrate how standards are defined, production FORMS VTT and VTH: Individual records of an addressing clerk s work are kept compactly on the back card (Form VII). Operators receive a bonus for passing an amount fixed as a standaid day s work. Individual daily records are summarized by the week on another card (Form VIII). Different forms are used for the different classes of work. Even with such a system it was found that letters cost ten to twelve cents each, including rent, salaries, stamps, stationery and equipment in the calculation It is said to be almost impossible to reduce the cost of letters in any case beneath six cents records kept and the bonus figured, take the ease of a clerk in the addressing section. A clerk working on listed operations fills in a card (Forms VII and VIII) where the operations are designated by number, leaving columns headed standard and production vacant. She may work on one or more operations during the day, yet one card, approved by the superior, is sufficient. These daily cards are forwarded to the employment and instruction department where they are completed and checked, and where, at the end of the week, the work is summarized for each clerk and the bonus figured. No set standards to cover dictation are made. But accurate record is kept on a form tabulating the amount of work and the time spent for each...



Read How to Manage an Office; Making Conditions Right for Fast Work--Showing Workers How and Getting Them Interested--Approved Plans for Handling Letters, (Paperback) Online



Download PDF How to Manage an Office; Making Conditions Right for Fast Work--Showing Workers How and Getting Them Interested--Approved Plans for Handling Letters, (Paperback)

See Also



[PDF] **Index to the Classified Subject Catalogue of the Buffalo Library; The Whole System Being Adopted from the Classification and Subject Index of Mr. Melvil Dewey, with Some Modifications . (Paperback)**

Click the web link beneath to get "Index to the Classified Subject Catalogue of the Buffalo Library; The Whole System Being Adopted from the Classification and Subject Index of Mr. Melvil Dewey, with Some Modifications . (Paperback)" file.

[Download eBook »](#)



[PDF] **Ohio Court Rules 2013, Practice Procedure (Paperback)**

Click the web link beneath to get "Ohio Court Rules 2013, Practice Procedure (Paperback)" file.

[Download eBook »](#)



[PDF] **A Kindergarten Manual for Jewish Religious Schools; Teacher s Text Book for Use in School and Home (Paperback)**

Click the web link beneath to get "A Kindergarten Manual for Jewish Religious Schools; Teachers Text Book for Use in School and Home (Paperback)" file.

[Download eBook »](#)



[PDF] **A Year Book for Primary Grades; Based on Froebel s Mother Plays (Paperback)**

Click the web link beneath to get "A Year Book for Primary Grades; Based on Froebel s Mother Plays (Paperback)" file.

[Download eBook »](#)



[PDF] **Two Treatises: The Pearle of the Gospell, and the Pilgrims Profession to Which Is Added a Glasse for Gentlewomen to Dresse Themselves By. by Thomas Taylor Preacher of Gods Word to the Towne of Reding. (1624-1625) (Paperback)**

Click the web link beneath to get "Two Treatises: The Pearle of the Gospell, and the Pilgrims Profession to Which Is Added a Glasse for Gentlewomen to Dresse Themselves By. by Thomas Taylor Preacher of Gods Word to the Towne of Reding. (1624-1625) (Paperback)" file.

[Download eBook »](#)



[PDF] **Two Treatises: The Pearle of the Gospell, and the Pilgrims Profession to Which Is Added a Glasse for Gentlewomen to Dresse Themselves By. by Thomas Taylor Preacher of Gods Word to the Towne of Reding. (1625) (Paperback)**

Click the web link beneath to get "Two Treatises: The Pearle of the Gospell, and the Pilgrims Profession to Which Is Added a Glasse for Gentlewomen to Dresse Themselves By. by Thomas Taylor Preacher of Gods Word to the Towne of Reding. (1625) (Paperback)" file.

[Download eBook »](#)