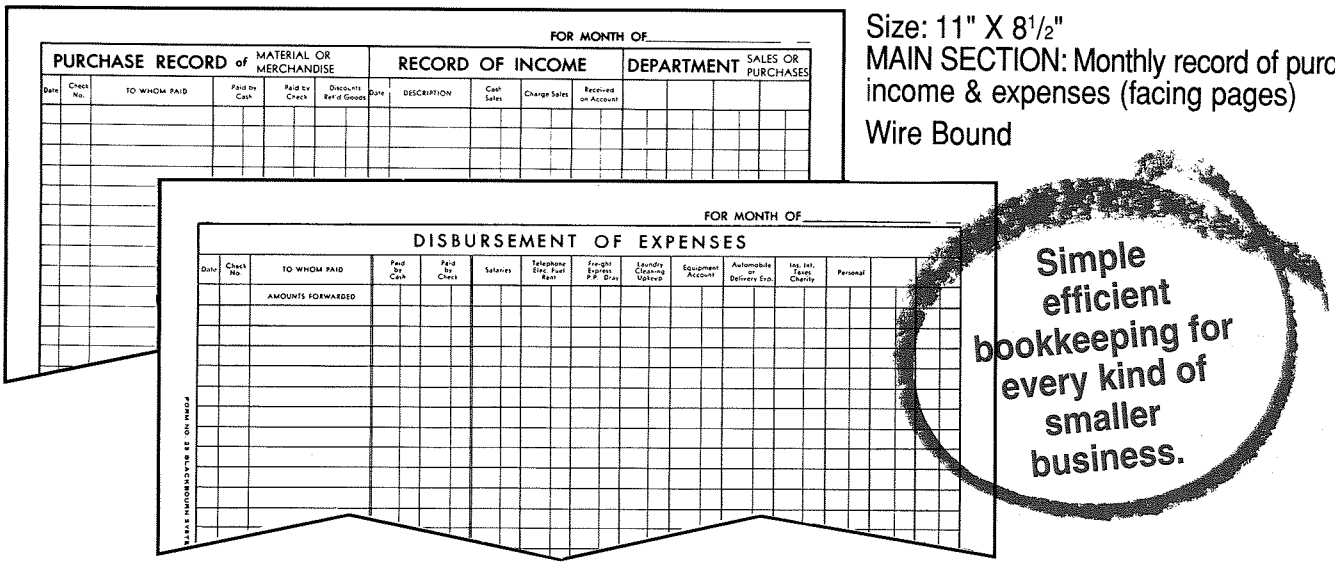
NO. 19P - GENERAL BUSINESS BOOKKEEPING



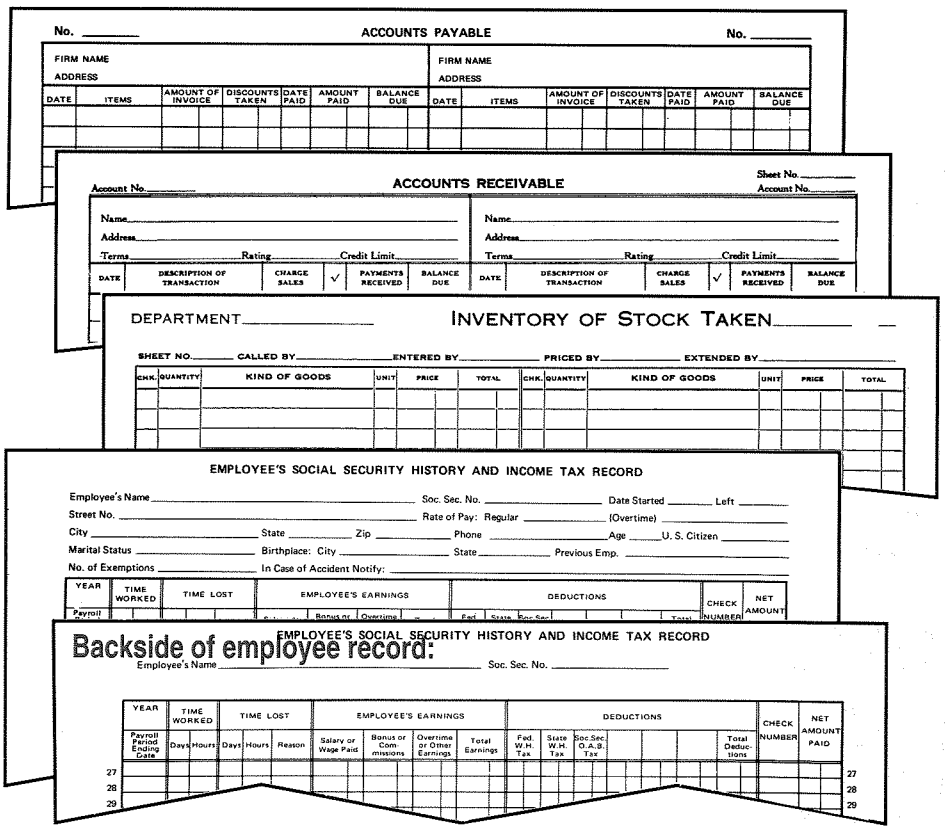
Size: 11" X 8½"
MAIN SECTION: Monthly record of purchases, income & expenses (facing pages)
Wire Bound

Space to enter your complete monthly purchase record, the amount of daily income and sales or purchases by departments. The right hand sheet holds your complete monthly paid-outs: headings cover salaries, phone, rent, freight, etc. the disbursements every smaller business must make. Toward the back of the book are sheets for other necessary information - monthly balances carried through for an entire year, statements of cash owed and amounts due you, accounts payable and receivable records, and inventory of stock.

Your employee records are in this book, too. Social security and withholding tax records are complete: time worked, salaries, deductions and exemption information. You'll find in addition, a page of items that must be included as gross income, as well as two pages of suggested allowable deductions for the smaller business.

All this, plus an investment record, bad debt charge-off record, depreciation schedule and net worth section. You really get a lot in a Blackbourn bookkeeping system, designed for the smaller business after years of research and development.

SUB SECTIONS:



Accounts Payable
Accounts Receivable
Inventory of Stock
Employee Social Security History and Income Tax Record