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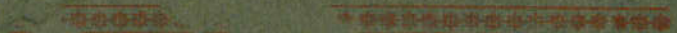
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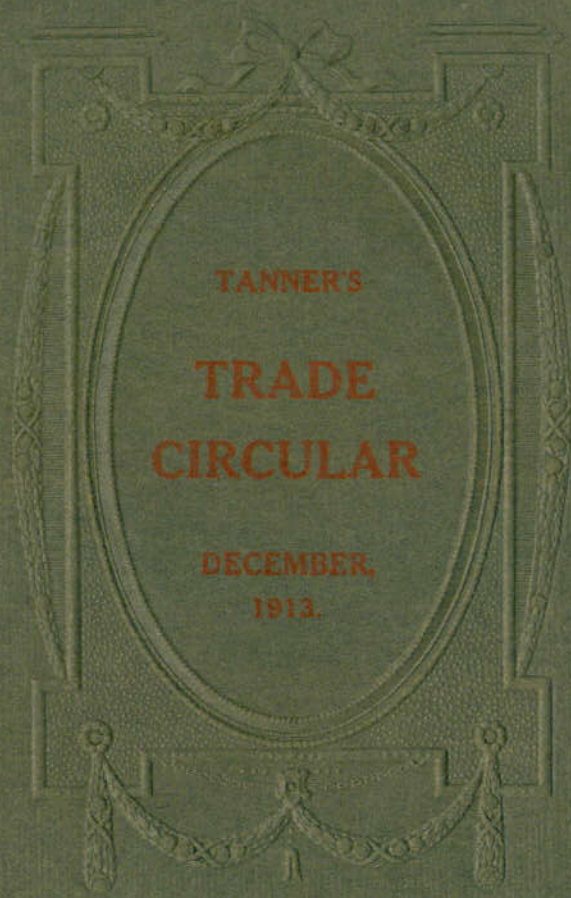
R. T. TANNER & Co., Ltd.,

Dorset Street, Salisbury Square,

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R. T. TANNER & Co., Ltd.,
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Tanner's Trade Circular

FOR PRINTERS & STATIONERS

Published by
R. T. TANNER & Co., Ltd.

Dorset Street, Salisbury Square,
London, E.C. ♦♦♦♦♦
39 & 40 Hutton Street, and
40, 41, 42 Primrose Hill,
Whitefriars, London, E.C. ♦♦

Telephone: 7054 City (3 Lines).
Telegrams: Tanner, Fleet, London.
Cables: A.B.C. 5th Edition, ♦
Western Union and A 1 Code. ♦

Exclusive Trade Circulation.

Vol. VIII., No. 12. DECEMBER, 1913. *Gratis and Post Free.*

NEW AMERICAN TARIFFS.

THESE appears to be a good deal of disapproval, in certain quarters across the water, in connection with the revised American tariffs. It cannot be denied that in many instances very drastic measures have been taken, and generally, the tendency has been to reduce the rates. The members of several industries are already beginning to fear that outside competition will prove too much for them, but whether this will prove the case or not, time alone will tell. According to the new Tariff Bill, which is now law, the rate on printing machines has been reduced from 30 to 15 per cent.; type, from 25 to 15 per cent.; type metal, from 37 1-16 to 15 per cent.; printing paper, valued at less than 2 1/4 cents per lb., has been put on the free list, and paper costing over this amount has been reduced from 15 4-5 to 12 per cent.; bookbinding skins are also on the free list, as well as Bibles; the rate on books of all kinds has been reduced from 25 to 15 per cent. On the other hand, the duty on playing cards has been increased from 20 to 60 per cent. Such are some of the variations so far as they affect the printing trade, from which it will be seen that there is more likelihood of importations being made from this country and Germany than has been the case for many years past.

Valuations.

MR. FRANK G. BOWEN

IS PREPARED TO UNDERTAKE VALUATIONS AND
SUPPLY INVENTORIES FOR ALL PURPOSES—
PROBATE, TRANSFER AND RE-INSTATEMENT.

FOR

FIRE INSURANCE RISKS

IT IS VERY NECESSARY FOR THE ASSURED TO
HAVE A PROPERLY ATTESTED INVENTORY,
WITH A VIEW TO SAVING TROUBLE, LOSS, AND
OFTEN GREAT EXPENSE.

AUCTION ROOMS AND OFFICES:
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LONDON, E.C.

TELEPHONE: 1861 CENTRAL.

SPECIAL !!!

No. 789 BROWN.

120 lb. Double Imperial.

Splendid Quality. Exceptionally Strong.

Per Cwt. Free Delivery London. **10/-** Per Cwt. Free Delivery London.

Per Cwt. Free Delivery outside Metropolitan Area. **10/6** Per Cwt. Free Delivery outside Metropolitan Area.

☞ SAMPLES ON APPLICATION. ☞

R. T. TANNER & Co., Ltd.,

DORSET STREET,
SALISBURY SQUARE, LONDON.

OUR MONTHLY REVIEW

Special Clearance Line.

WE have secured a special clearance line of 490 reams of 70 lb. super-calendered quad demy (516 sheets) which is an exceptionally good quality printing paper. We can offer at a greatly reduced price. For orders of not less than 10 reams we are quoting 1½d. per lb. and for smaller quantities 1¾d. per lb. We shall be pleased to forward sample of this paper to any of our readers, but orders should be placed without delay to prevent disappointment in delivery.

Pleated Wrappers.

IT is very satisfactory to be able to report that the demand for our Patented Pleated Wrappers is steadily on the increase. We have had to install an additional machine, making three in all, and these are kept constantly running. Magazine proprietors are becoming alive to the advisability of sending their periodicals through the post in such a way that they are not damaged at the time they are opened; and it is this difficulty which has been entirely overcome by the introduction of our pleated wrappers. We can supply them in any size to suit all requirements, and shall be pleased at any time to submit estimates for quantities. We have no hesitation in stating that once they are adopted they will never be abandoned, and they are now being used, with the most satisfactory results, for the principal magazines published in this country. The patent consists in a pleat which runs across the wrapper, and which, when pulled, divides the wrapper in two. At the same time the pleat does not take away from the strength of the wrapper. It can be adapted to all sizes, and to various papers to suit every individual requirement.

Fancy Cards.

WE would respectfully draw the attention of our readers to our wide range of Fancy Cards, which will be found extremely useful for Christmas invitations, menus, programmes, etc. It is impossible in the space at our disposal to detail the many patterns we manufacture and stock, but our sample book will be sent to any printer who has not received it, on receipt of application.

HAVE YOU RECEIVED
OUR NEW
SAMPLE BOOK
OF
**TYPEWRITING
PAPERS ?**

One of the most comprehensive books of Typewriting Papers yet published ; it will prove a welcome addition to the sample books of :: every modern printer. ::

**80 DISTINCT SAMPLES OF
WHITE AND TINTED PAPERS.**

Suitable for all Commercial Requirements.

If you have not already received a copy of this Sample Book, don't :: fail to write us immediately. ::

R. T. TANNER & Co., Ltd.,

Telephone: Dorset Street, Salisbury Square, Telephone :
7054 City :: LONDON, E.C. :: 7094 City
(3 Lines). (3 Lines).



STRANGE as it may seem, a trade dispute has arisen at the Bradford Technical School, in consequence of costing clerks employed by a firm of printers being admitted to a class connected with the trade. The remaining students have come out on strike by the request of the Lithographic and Typographical Societies, on the ground that the clerks referred to, through their training at the college, might at some future time be used as blackleg labour. The instructor of the class, who is also a member of the Litho. Society, has been requested to hand in his notice. The Bookbinders' Union have likewise resolved to withdraw those members of their organisation who are engaged as teachers in the trade class at the School of Art until the dispute in respect to the admission to the class of other than apprentices and journeymen has been settled.

* * *

Stamp collecting appears to be very popular in the United States of America. It is reported that the actual cash value of ten of the most important American philatelists exceeds a quarter of a million sterling.

* * *

A Council meeting of the Federation of Master Printers was held recently, a report of which is given in the current issue of *The Sales and Wants Advertiser*, from which we learn that the Secretary reported that unrest prevailed in the trade throughout the country, but that the Federation is determined to stand by the agreements which are already in force. Hitherto, both the men and the masters have loyally supported agreements, and it is hoped that the custom may be prolonged. A lengthy discussion followed on the subject of under-cutting, which appears to be rife in the trade.

* * *

Attention was drawn in our last issue to the fact that the Institute of Printers are preparing the souvenir for 1913-14. We are asked to remind our readers that the Committee will be pleased to assist, in every possible way, intending contributors to this edition, which, as already stated, is now in preparation.

H. SILVERLOCK

Amalgamated with
Suttley & Silverlock,
Ltd.

**Blackfriars Road,
LONDON, S.E.**

TELEPHONE (3 lines) "3474 HOP."

Electrotyping and Stereotyping

By the most up-to-date plant
and the most efficient staff.

OUR SPECIALITY.

The fullest satisfaction to the customer and prompt delivery. Our Express Cycle Carriers will collect and deliver the work. All classes of work undertaken and personal attention given to all orders.

DON'T FORGET

That our Foundry is at the service of every modern and up-to-date printer.

The winter number of *Printers' Pie*, styled *Winter's Pie*, made its appearance early last month. It is full of good things a number of eminent authors and artists having again contributed to it, and we anticipate that it will prove a phenomenal success.

The annual report of the Postmaster-General again contains some remarkable figures. During the year 33,000,000 letters and postal packets were undelivered, which works out at one per cent. of the total number handled by the Post Office; this number, we should imagine, is the highest on record. Of the above number, close on half a million were posted without any address. The total number of letters, cards, newspapers and parcels handled during the year amounts to the enormous total of 5,608,800,000.

For the first time in its history, a lady will preside at the next annual dinner of the Institute of Journalists, to be held on December 13th, namely, Mrs. G. Carruthers, the present chairman. The American Ambassador and Mrs. Page have promised to be present.

The will of Mr. C. T. Weatherby, of Messrs. Weatherby and Co., publishers, shows an estate of the gross value of £49,062; that of Mr. W. F. Paxton, music publisher, of Oxford Street, W., at £56,743; that of Mr. C. H. Sheard, music publisher, of Shaftesbury Avenue, W., at £3,028; and that of Mr. W. C. Hazlitt, of Richmond, author and editor, at £10,831 gross, with net personalty of £10,484. The residue of his estate is left upon trust for his daughter for life, with remainder to the Trustees of the British Museum, to provide a fund for the purchase of English books printed prior to 1640.

SEND A POSTCARD FOR BLOTTER WHICH WILL BE POSTED TO YOU EVERY MONTH



**LITHO
PRINTING**
FOR THE
TRADE

PHONE
HOLBORN 381

WIRE
"LITHO. LONDON"

Engraving
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UP TO DATE
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TOM BROAD.
76-78, Clerkenwell Rd LONDON E.C.

One of the Best
Equipped Offices in London.
Price 1/6

COLOR & GENERAL PRINTING FOR THE TRADE.

CHROMO ALMANACS.

Cheap, Choice and Charming.

Sample Set to take orders with, 5/- allowed off £5 order or if the Samples be returned in good condition.

CARD CALENDARS

(American style).

Smart, Up-to-date and Attractive. Send for Sample Book.

LITHOGRAPHED POSTERS.

In One Sheet. 62×42ins.

By Experienced Designers and Printers.

LOW PRICES. GOOD WORK. PROMPT DELIVERY.
ESTIMATES FREE.

ADVERTISING FIXTURE SHEETS.

For Cricket and other Clubs.

A Splendid Range of Designs Lithographed in Gold and Colors.
Illustrated List on application.

PICTORIAL POST CARDS.

From your own Photographs.

Low Prices and Quick Delivery.

Send for Samples and state requirements.

AN INDEX to a few of the things in which we can assist you. Your enquiries are invited for samples, estimates and other information for these or similar items.

Designing, Drawing on tone or Aluminium or Zinc Plates, Transfer Writing, etc.; Labels for Canned Fruits and Provisions; General Lithography; Letterpress Posters; Advertising Transparencies (self-adhesive); Line, Half-Tone and Tri-Color Blocks; Three-Color Printing; Photo Lithography; Pocket Calendars; Leaflets and Date Blocks; Perpetual Daily Date Cards with Rims; Award Certificates (floral and ornamental); Zenith Decorative Transparencies (self-adhesive); Pictorial Posters and Window Bills; "In Memoriam" Cards (single folding and framing); Bordered Posters; Bordered Cards; Ruled Blanks for Invoices, Billheads, etc.; Patriotic Posters, Cards and Circulars.

TAYLOR BROS., LEEDS.

THE TRADE COLOR PRINTERS.

Telegrams: "Almanac, Leeds."

Telephone 461.

PRACTICAL NOTES

A Filing System for a Small Office.

"SYSTEM" is the word used nowadays for everything connected with the office, but yet how many people "practise what they preach" in this all-important matter? By gradually improving a filing system, and allowing it to run easily and smoothly in conjunction with the department work as well as the office work, you can form a system which will always be useful and a labour-saver.

Do not make the great mistake most people make by planning out your system from beginning to end and adhering rigidly to it, swerving neither to the right nor left whether it inconveniences the work or not. "It will gradually work right," is the general phrase, and so in ninety-five per cent. of cases a filing system is an absolute failure. I have heard this from a "commercial" when speaking about a system. A friend had just enlarged his offices and formulated his filing system. "I am absolutely straight now," he said one day, "and, do you know, I could come down here in the dark and find anything I want, my filing system is so complete," etc., etc. "Now, while you are here, I may as well pay your account. Let me see, where did I put your statement? Where did I put it?" And so, after a fruitless search, he reveals the fact that his filing system, that was so complete, is really a failure after all. Card index systems are very good, but they mean an increase in the office staff of about twenty-five per cent., which means more expenditure.

In a small jobbing office, employing some fifty hands, the following system is now being used and is found to be very useful. If you follow me carefully, you will see how completely traceable every part of the work is and how little expense is really incurred.

We have received the order, either verbally or by correspondence. Extract from the customer's letter the order, containing every point about the job and jobs, and note them on one slip of paper (a printed form can be easily prepared to suit), giving every job a separate order number corresponding with the order or day-book order number. Doing this, you can keep all correspondence in the office, order numbered and filed away with the

FANCY CARDS

... SUITABLE FOR ...

*Xmas Invitations, Programmes,
Menus, etc., etc.*

LARGE VARIETY OF DISTINCT PATTERNS.

Manufactured on our own premises.

**A Useful Line for every Modern
Printer.**

SAMPLES ON APPLICATION.

R. T. TANNER & Co., Ltd.,
Dorset Street, Salisbury Square, LONDON, E.C.

ONE OF OUR POPULAR LINES.

SCRIVIA BOND

Stocked in Large Post.

AN EXCEPTIONALLY GOOD QUALITY

15 lbs.

CREAM WOVE WRITING PAPER

(480 Sheets.)

PRICE **6/-** PER REAM.

See that you have a complete sample book of our White and
Tinted Bank Papers, etc.

R. T. TANNER & Co., Ltd.,
DORSET ST., SALISBURY SQUARE, LONDON, E.C.

finished work. Send this first slip, which we will call the printing order, with edited copy, and a sample for style, if possible, to the foreman comp. Make out a duplicate for the machine foreman, containing particulars as to size, ink, position, paper and points necessary for the machine-minder to know. A third and fourth slip should be sent to paper and folding departments with instructions, and a fifth to the despatching department with instructions and labels. It is a great help to make a "tickler" for the machine and despatching departments, working the machine one according to dates wanted and the despatching according to date of effort advertised. These are easily made and very handy and reliable for reference.


Now let us follow a job from its receipt, extracting of copy, editing and entering, and the five slips written out. (For reference in the office, a copy of the order should be kept in a "tickler" and checked every day.) The comp. has finished his work in connection with the job and has marked the order with a cross, the date comp'd and his signature on order slip, and returned the copy ready for reference upon signing the revise, etc. In some cases, the time for composing can, if necessary, be marked on slip. The forme is sent to the machine-room, and the foreman notes the date, refers to his "tickler" for instructions, and proceeds in due course to proof on machine for revises and checking. He obtains his revise, and again checking with his instruction slip, runs the work off. He now marks on his slip the date of working and machine worked on, and returns his slip to be filed. Work has now been sent to folders if necessary, who refer to instruction slip, or to despatching department, who have instructions and labels for forwarding. The work is counted and checked, and date of despatch marked off on despatch note, which is returned, with samples of work as despatched, to be filed with other slips.

Now all in the envelope, on which is written the order number and particulars of order, just for identification and not for checking, we have correspondence, copy, order, department instruction slips and samples. This also gives us every possible trace of the work right through the establishment. If you have to refer later to this same job, you can find everything to hand without turning over piles of correspondence and upsetting file boxes. This system can be carried on by one clerk, if necessary, and can always be relied upon.


BENJAMIN F. THOM in the *British Printer*.

A copy of this *Trade Circular* will be sent monthly, gratis and post free, to any printer in the country, on receipt of application.

USE
BRITISH MADE DIES



DYER BROS.
DIE-SINKERS & ENGRAVERS
21-27, Hatfield Street,
Golden Lane, LONDON, E.C.



Telephones
JOB CENTRAL
(2 LINES)

Telegrams
DYERBROS
LONDON

WHAT OTHERS ARE DOING

WE have, from time to time, drawn attention to the curious uses for which paper is employed. Amongst recent patents, we note the application of paper for making roofing tiles and water pipes, straw hats, artificial sponges and paper thread, which is said to be specially suitable for sewing footwear.

It is estimated that 100,000 persons are engaged in one way or another in the advertising business in this country, and it is further estimated that the advertising bill for the country reaches one hundred million sterling annually. Such were the figures given recently by Mr. Russell, President of the Incorporated Society of Advertising Consultants. He further stated that less than one per cent. of British manufacturing houses advertised, but seemed firmly of opinion that those who did so were increasing their output. He also stated that the work of advertising was every year attracting men of higher character and education and greater commercial ability.

An interesting case came before the Courts last month. A member of the Amalgamated Society of Dyers brought an action against his Society to restrain the defendants from acting on a resolution passed at the delegate board meeting with the object of investing £250 belonging to the Society in the *Daily Citizen*, and from making any levy, either upon the plaintiff or any other member of the Society. Counsel for the defendant admitted that the payment was contrary to the rules, that the resolution had been rescinded, and that it was not now intended to make any such investment. The motion was treated as the trial of the action, and no order was made, except that the defendants should pay the plaintiff's costs. It will be interesting to see if any attempt is now made to surcharge the delegates with the costs of the case.

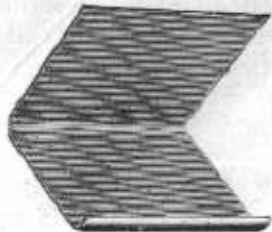
The directors of Amalgamated Press, Ltd., have again declared the usual dividend of 40 per cent., and, in addition, recom-

Money & Time Saving Helps for Stationers.



NEST OF CARD TRAYS.—Enable a whole stock of cards to be displayed and put back again without handling the cards.

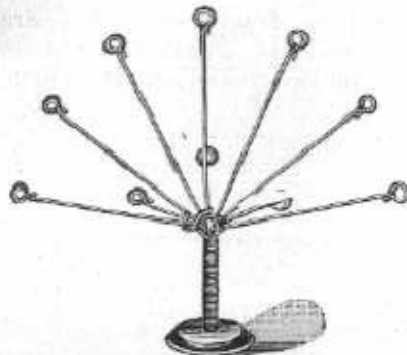
No. 57—6 trays each, 13 x 11 x 1, 8/- per set.
58—4 trays ditto, 5/6.
59—6 trays, 24 x 14 x 2½, 15/-



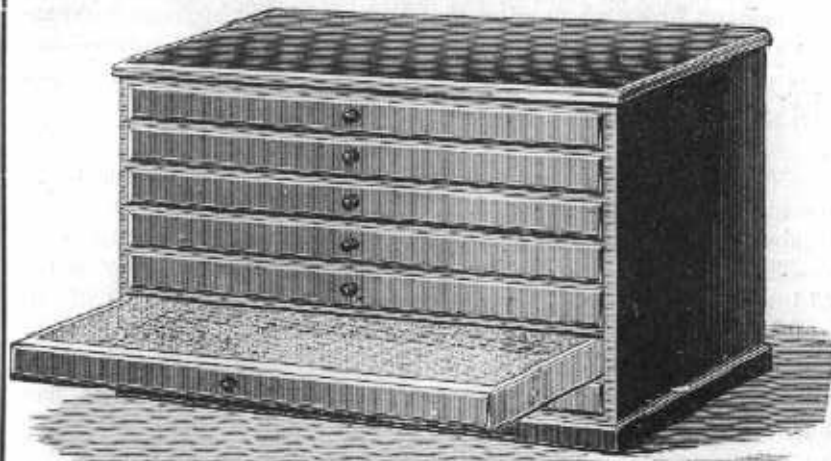
CARD RESTS.—For Window or Counter, give good and varied effects.

Size A.—Black Metal, 8/- gross.

Size B.—Larger and stronger, with support at back for books, framed goods, &c., 11/- gross.



FAN-WIRE CARD STANDS.—9½ ins. high. 1/3 each, 6 for 6/6. Make an attractive show. Easily changed position. Other Sizes.



STOCK CABINET (No. 4) for Purses, Prayer Books, &c. Dark stained and polished wood.

Seven drawers lined with fleecy wool to prevent rubbing. 20½ x 12 x 15, 19/6 each.

Illustrated Lists on Application.

MARLBOROUGH, GOULD & Co., Limited,
15 Dorset St., Salisbury Square, Fleet St., E.C.

mend for the approval of the shareholders a bonus issue of £1 ordinary shares in the proportion of three new ordinary shares to ten old ordinary shares, free of all cost to the shareholders. At an extraordinary meeting of Pioneer Press, Ltd., the proprietors of the *Pioneer*, a Woolwich Labour newspaper, it was announced that the total losses to the end of 1912 exceeded £6,000. It was suggested that the 4,438 shares taken up should be written down from £1 to one shilling.

* * *

It is satisfactory to be able to report that the number of trade classes throughout the country shows an increase upon the record number of last session.

* * *

A Liverpool chemist is said to have discovered a means of making an acid-proof, non-inflammable packing paper from seaweed, and that it can be used for packing tea, cotton, etc., which require lead or tin wrappers.

* * *

It is suggested that the collection of Christmas cards and Valentines made by the late Mr. J. King, of Islington, should be placed in some public museum for the use of printers, etc. The collection runs to 2,000 volumes, and Mr. King made it his hobby for fifty years.

* * *

The Chamber of Deputies have voted a sum of 480,000 francs towards the French section of the Book Industries Exhibition, to be held at Leipzig next year.

* * *

Discouraging reports, says the *British Printer*, continue to be received concerning the state of labour in the printing industries in Australia and New Zealand, and compositors are warned from emigrating unless they have some definite proposals beforehand.

ENVELOPES

Of special sizes, shapes and qualities made in a few hours.

**Black Bordering. Relief Stamping.
Edge and Receipt Gumming.**

Send for quotations and Samples.

Telephone:
Holborn 762.

T. J. PARKINS, 45 & 46 St. John Street,
West Smithfield.

Miscellaneous Advertisements

Including Situations Vacant and Wanted; Businesses and Goods for Sale and Wanted to Purchase; Partnerships; Premises to Let and Wanted, etc.

Announcements from our customers to appear in this column are inserted free of charge, but they must be received by the 15th of the month to appear in the following month's issue. Such announcements will only be inserted once, unless a request is received to repeat same. Replies may be addressed to R. T. TANNER & Co., Ltd. (under Box numbers), when they will be forwarded to Advertisers.

TO PROGRESSIVE PRINTERS.—Manager, with unique practical and administrative experience, desires change, and invites inquiries from firms of repute. Thorough knowledge of all grades of work, costs, etc. Unquestionable references and proved records. At present in South Wales.—Box 332.

A CITY FIRM wish to recommend a competent Stationery Assistant, with a thorough knowledge of the trade, for a berth in the country.—Box 331.

ARTISTIC COMP. (S.), seeks per manency, display, jobbing, illus. cat., posters, adverts., etc.—Box 329.

PRINTING AND STATIONERY.—Partnership Required, small capital available, London or suburbs.—Box 328.

OVERSEER, Case and Machine Departments, with thorough experience in general printing office doing a good class of colour work, especially in letterpress map printing. Also a knowledge of litho. printing and in preparing transfers from type, etc. Box 334.

MANAGER OR WORKS MANAGER (N.S., 43), seeks change. Practical Printer, with all-round experience such department. Good estimator and buyer. Keen on production and costs. London and country references.—Box 326.

MACHINE MINDER (23), N.S., desires Situation; Wharves and Platens; Book and General Jobbing work.—Box 321.

PRINTERS' CLERK seeks position as estimator, cutter, and manager's assistant. Sound practical knowledge, first-class education, highest testimonials, age 21.—Box 320.

VELLUM BINDER AND CUTTER, young, seeks situation; *et. refs.*, 5 years present berth, reliable workman wishing to better himself, abstainer.—Box 322.

ENVELOPE AND NOTEPAPER CUTTER: 20 years' experience with last employer.—F. Austin, 24 Charleston Street, London Street, Waltham, S.K.

MACHINE MINDER, disengaged, seeks Sit., Wharves, Platens and press; general jobbing all round man.—Box 330.

YOUNG LADY (22), desires Post, Printer's Office; 3 years' experience accounts, card indexing, cost keeping, wages and general office routine.—Apply M.C., 11 St. Stephen's Avenue, Walthamstow, N.

DISPLAY COMP. (S.), seeks sit., jobbing, illus. cat., posters, adverts., artistic headings, etc.—Apply Box 327.

A SITUATION WANTED by a Man who has been employed by a large printing firm as general handy man—care of machinery, repairs in premises, etc.; highest references. Box 333.

WAREHOUSEMAN AND CUTTER, aged 24, seeks employment. Eight years last situation. Excellent character. N.S. Now disengaged.—Apply Charles Campbell, 19 Gillespie Road, Highbury, N.

YOUTH, 20, seeks better situation as Improver on wharves or deboys, or would look after platens. Good references. Good wages. Camberwell or local preferred.—Box 336.

WAREHOUSE OVERSEER, N.S., 30, abstainer, requires sit. Buying, estimating. Good disciplinarian. Ten years overseer in present capacity. Control staff 4-5. London or provinces. Experience both.—W., 48 Cragton Road, Eltham, London, S.E.

DICTAPHONE OUTFIT, electrically-driven, comprising dictating, transcribing, and cylinder shaving machines, complete, with all accessories, for sale, cheap.—Box 337.

PRINTERS AND STATIONERS.—White Paper Warehouseman seeks Sit. 20 years' experience, used to all classes of paper. First-class references. Age 37.—Box A 1.

WORKS MANAGER desires change. Over ten years' experience with high-class work. Estimates, costs, buying, organization, resource, tact. Excellent testimonials. London or country.—Box A 2.

PRINTERS' ORDER CLERK seeks Change. Age 27. Has had good experience of general stationery, printing, and estimating, or manager's assistant.—Apply, Box 47.

MANAGER OF PRINTING WORKS (litho., letterpress, etc.), leaving (owing to reorganisation) after 25 years' service, desires similar appointment. Would represent first-class house in London; thorough experience, estimating all classes of work. Highest credentials.—Address, "Ebor," 33 Yale Court, West Hampstead, N.W.

BUSINESS WANTED.—Printing and Stationery Business Wanted, in any good class locality, town or country; must bear strict investigation.—Write, Box A 3.

WANTED, Double Deny Wharfedale, in good condition; must be cheap.—Apply, Box A 4, or "The Elite," Havant.

"CHICHESTER"

Royal Boards

is

Neutral Tints of Browns, Greys, Greens, etc.

Attractive and Artistic.

Suitable for Mounts for all purposes, High Class Covers, and Art Work of every description.

Stocked in the following 15 Tints

Ivory,	Chocolate,	Elephant,	Earth,
Laurel,	Fawn,	Black,	Coffee,
French Grey,	Dun Grey,	Cloud Grey,	Dove,
Cafe au Lait,	Moth Brown,	Slate Grey,	

Supplied in three Textures—

Antique	11/3 per gross
Linen Faced	12/6 " "
Frieze Finish	12/6 " "

Samples on application.

A Distinctive Line for the Modern Printer.

R. T. TANNER & Co., Ltd.,
Dorset Street, Salisbury Square, LONDON, E.C.