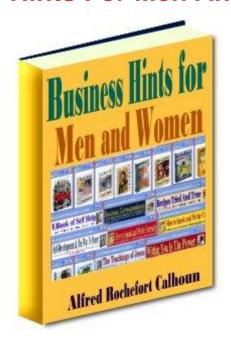
Business Hints For Men And Women



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Business Hints for Men and Women Business Hints For Everyone is a set of laws for success in enterprise undertakings. The book lays out the laws of business and work as previously unknown to many people. The book was written for very level of worker - laborer and manager- and explores sound practices that can be put in place to achieve harmony at work, and to realize profits and prosperity in business undertakings. A recommended reading for anyone striving at business excellence. CONTENTS CHAPTER I COMMON SENSE FARMING 1. Wealth, Land and Labor. 2. Money. 3. Sources of Wealth. 4. The Farmer, a Producer, and Seller. 5. Business Methods Essential. CHAPTER II DOCUMENTS YOU SHOULD UNDERSTAND 1. Deeds. 2. Abstracts of Title. 3. Parties to a deed. 4. Different deeds. 5. Making a deed. 6. Recording deeds. CHAPTER III FORMS OF DEEDS AND MORTGAGES 1. Trust deeds. 2. As to mortgages. 3. Mortgage forms. 4. Payments. 5. Assignments. 6. Redemption of mortgages. 7. Equity of redemption. CHAPTER IV WILLS 1. Two kinds. 2. Limitations of wills. 3. How to make a will. 4. On executive duties. 5. Administrators. 6. Debts. 7. Final settlement. CHAPTER V LETTER WRITING 1. Business letters. 2. The heading. 3. Forms. 4. The greeting. 5. Body of letter. 6. Ending a letter. 7. Materials. 8. Letters of introduction, etc. CHAPTER VI BILLS, RECEIPTS AND ACCOUNTS 1. Bills for goods. 2. Bills for labor. 3. Discounting bills. 4. Forms of receipts. 5. What is an

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