

Card-Index Record and Filing Systems: For Engineers and Contractors (Classic Reprint)

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✓ Verified Book of Card-Index Record and Filing Systems: For Engineers and Contractors (Classic Reprint)

Summary:

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Excerpt from Card-Index Record and Filing Systems: For Engineers and Contractors

Engineers of all classes have been quick to respond to the advantages gained by having an efficient record system in their offices; The development of better methods in Office practice within the last few years has been phenomenal. 'devices which would save time and promote accuracy have been eagerly purchased and in stalled by the principalsof every kind of business, and no business has received more benefit from an efficient office system than that of engineers and contractors. Busy men, with their energies centered on the outside, and often times with inefficient help in their offices, were greatly handicapped by the methods in vogue up to within recent years, which prevented i;½not alone the utilizing of every individual's' full capacity for work, but'caused much mental wory and financial loss as well. To-day, some of the larger concerns have reached such a point of adaptation of'tmodern office devices to their needs that they are able to instantly get at any required information giving the status or any incomplete work, almost Up to the moment of! Investigation.

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