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Frisco-
Man

THE FRISCO-MAN

RAILROAD PAINTS

FOR ALL PURPOSES

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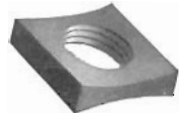
WRITE IT RIGHT!

"BOSS" Lock Nuts

WHEN YOU SPECIFY DON'T SAY "LOCK NUTS"—
BUT WRITE IT RIGHT—PUT IT DOWN THIS WAY:—



"BOSS" LOCK
NUTS



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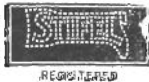


Stifel's Indigo Cloth

DATES BACK TO THE FIRST RAILROADS
 ASK FOR **OVERALLS, JUMPERS, UNIFORMS OF**
Stifel's Indigo
 STANDARD FOR OVER 75 YEARS



STIFEL'S INDIGO

is the "fabric in-
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 and iron. Look for this
 trade mark  on
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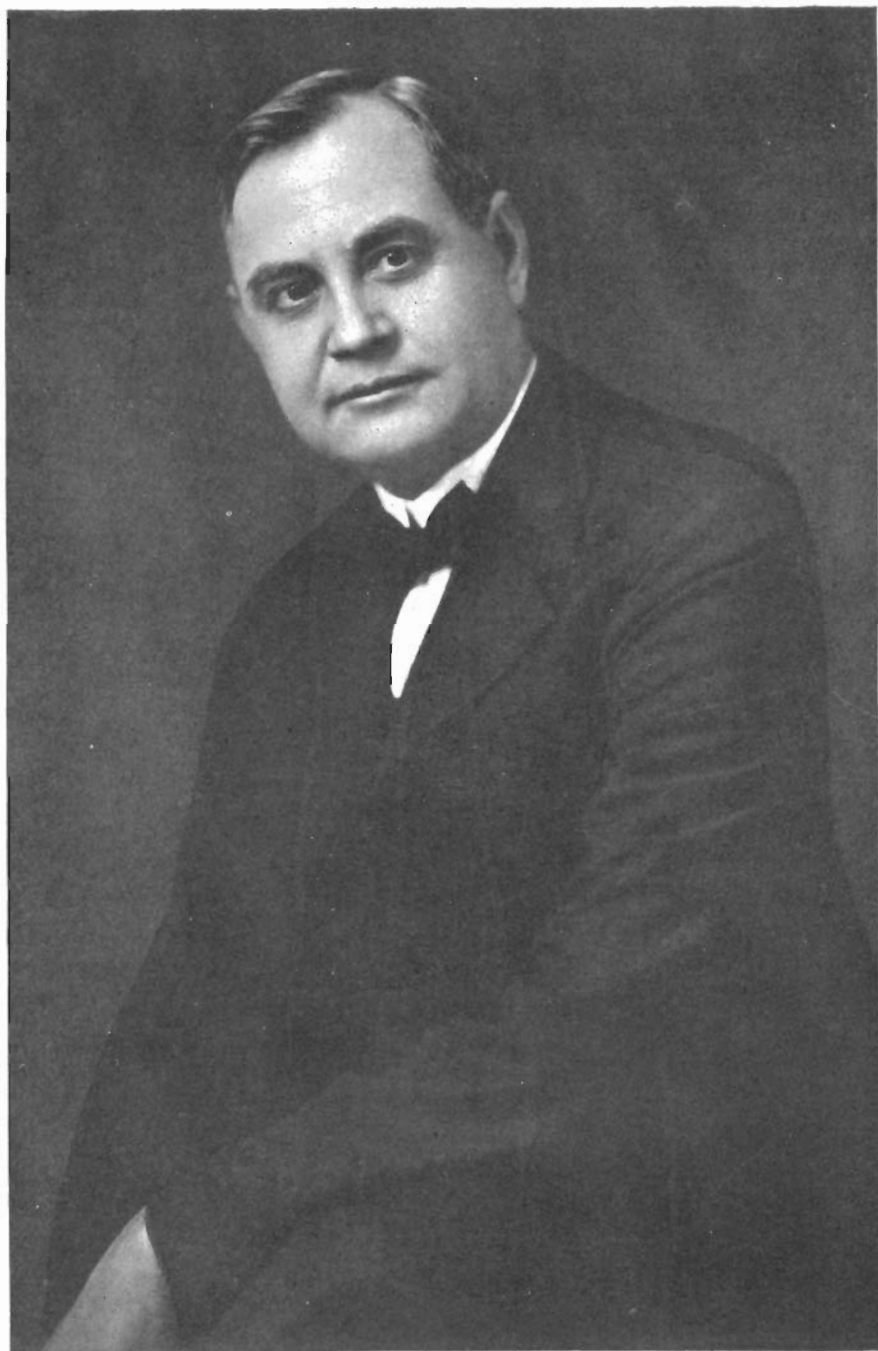
Cloth manufactured by

J. L. Stifel & Sons

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KNOW HIM WHEN YOU MEET HIM.
Charles Pickney Lloyd, Superintendent Water Service.



VOL. X, No. 1

SAINT LOUIS, MO.

JANUARY, 1916

ANSWER PROMPTLY—WRITE BRIEFLY

Under heading of "Get the Habit—Avoid Unnecessary Correspondence," G. E. Whitlam, superintendent freight loss and damage claims, gives some interesting figures regarding ten days' letter writing in his office, in which he shows that a total of 728 letters could have been avoided if replies had been prompt to original letters.

This is a matter well worthy of consideration, and, when it is realized that out of one office alone more than 700 unnecessary letters have been written, it does seem as if reforms along this line were in order.

Getting back to general principles, it might be a good idea for a few of the offices before writing their letters to bear two things in mind:

First: Is a letter necessary.

Second: If it is make it short.

Unquestionably a large number of letters written are unnecessary, and, more to the point, many of the letters which are necessary are too voluminous. A long letter clogs correspondence almost as much as unnecessary letters.

The habit of using the wire as little as possible has become pretty well fixed with Frisco men. A step further in this would be the reduction in the number and quantity of letters.

It is an easy matter to decide quickly whether a letter is necessary or not and a little practice will enable everyone to write all they desire to say on one sheet at most.