

memo: to Ralph Con, Lucy Ford
outgoing Banker, and General Record keeping,

Contracts. 1) I will sign no contracts unless they are brought to me already signed by the Customer.

2) All contracts ~~will~~ and purchase checks will be Xeroxed for file at my Gallery.

Banking - To Avoid Confusion

1) Each Friday is Banking Day for the week.

2) All final deposits for the week will be made on this day, and all of the week's prior deposits and contracts will be reviewed.

3) I will sign all deposits slips from now on.

4) I want all contracts and book payment checks to be Xeroxed and a file kept at my Gallery.

5) There will be no co-signatures on checks. I will sign everything.

6) All balances are to be brought up to date each Friday.

7) A master ledger to be kept on book numbers and payments.

8) Each deposits slip will have the following information. (1) Ralph's name and particular amount. (2) Number of checks.

How did Ralph pay Blanken Engineering?

Has Ralph ^{checked} any of the contract checks for payment reasons.

9) A Xeroxed copy of the contract with book number is to be sent to each customer.

Deposits

I will endorse all deposit slips

I will review all contracts

All deposits are to be