

Taking Industry  
Out of the Shadow  
of the Pen



UNDERWOOD  
Bookkeeping  
MACHINE

*The*  
UNDERWOOD  
Bookkeeping  
MACHINE

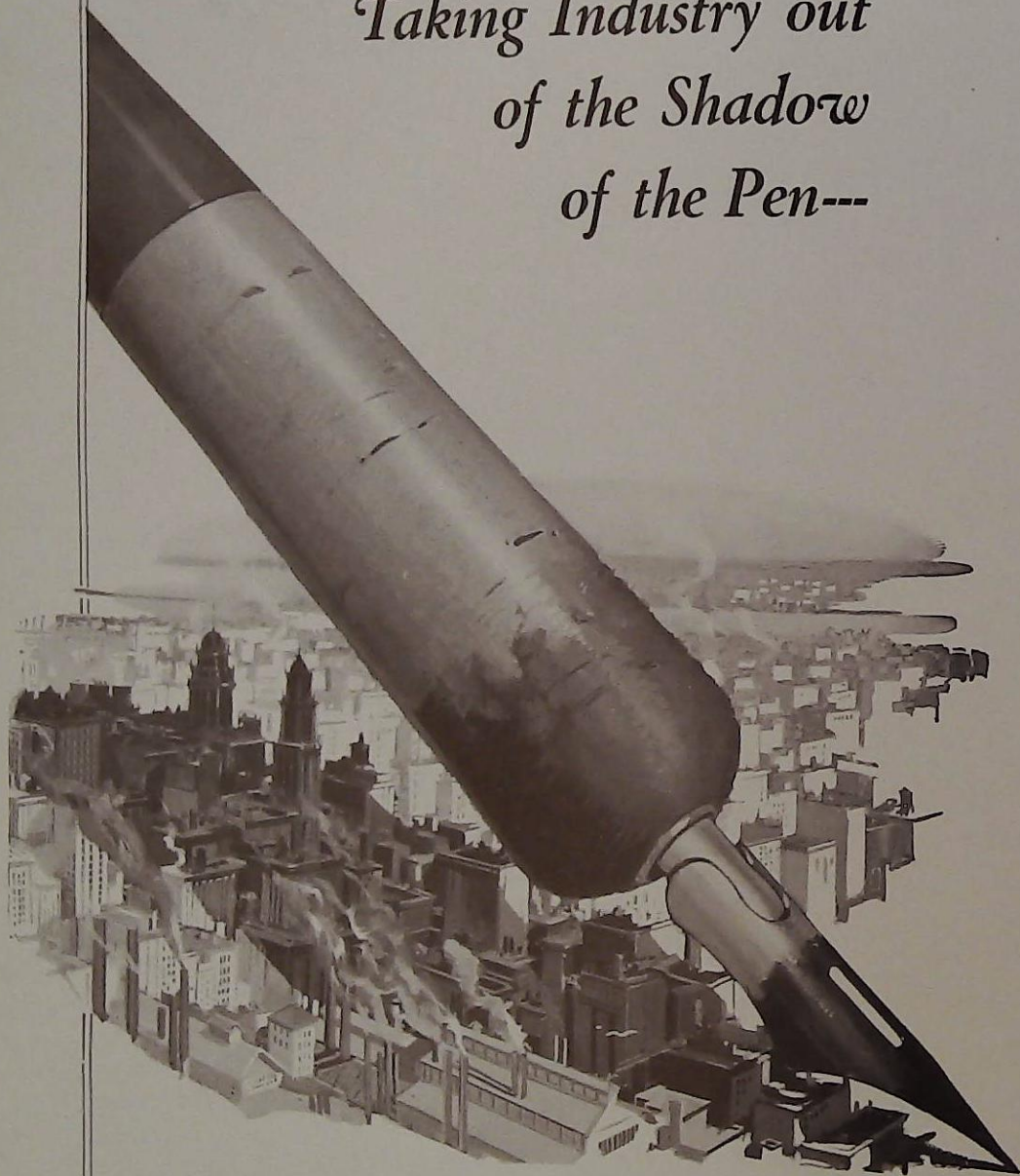


Made and Sold by the  
UNDERWOOD TYPEWRITER CO.  
I N C O R P O R A T E D

*Underwood Building, New York*

··UNDERWOOD··  
*Bookkeeping* MACHINE

*Taking Industry out  
of the Shadow  
of the Pen---*



..UNDERWOOD..  
Bookkeeping MACHINE

**I**N Businesses where the books are still kept by pen, a hindering shadow falls across the day's work.

This is the shadow of the pen, which obscures and confuses all figuring, causing needless waste, error and delay. Every department is seriously handicapped.

*The Underwood  
Bookkeeping Machine*

lifts the shadow. It does for accounting what the *Underwood Typewriter* does for business correspondence: it speeds up work; it modernizes; standardizes, and cuts costs.

..UNDERWOOD..  
Bookkeeping MACHINE

## Keeping a Business Under Perfect Control

**W**HERE the antiquated, time-wasting method of pen-bookkeeping has been abandoned, and the books kept on the *Underwood Bookkeeping Machine*, the Executive can have a really comprehensive knowledge of his business—a knowledge that leads to perfect control.

With the Underwood in charge, each day's accounting is finished at the end of that day.

Executives can have on their desks every morning accurate information as to the tendencies of the business as a whole. They can see exact condition of every department. Sales, purchases, stock on hand, collections—all such factors can be constantly watched and intelligently directed.

When the shadow of the pen is lifted, the books are always ready to show dependable facts as they are, not treacherous facts as they were.

### DOLLARS and CENTS

**F**ROM the start, the *Underwood Bookkeeping Machine* brings about a definite saving. Not only can its operator do more work and more accurate work than a pen-bookkeeper, but the work done is in the most legible, most usable form.

..UNDERWOOD..  
Bookkeeping MACHINE

In all dealings between departments and particularly in auditing, standardization of the figures means not only a marked saving in time, but also the all-important assurance of certainty.

In addition to the economies in time and personnel are those further savings assured by the prevention of "leaks" both large and small—prevention resulting from automatic accuracy.

**T**HE *Underwood Bookkeeping Machine* has behind it the years of experience and vast resources of the largest typewriter manufacturer in the world. Its construction, character and service are typically Underwood throughout.



..UNDERWOOD..  
Bookkeeping MACHINE

NEW YORK, N. Y.  
**GENERAL MDSE. CO.**  
 BANK OF UNDERWOOD

PAID TO THE ORDER OF  
 WILLIAM & SON  
 CLARK, CO.

GENERAL MDSE. CO.

DATE	AMOUNT	DESCRIPTION	DEBIT	CREDIT	BALANCE
1	143.80				143.80
2	87.15				56.65
3	177.34				120.31

**UNDERWOOD BOOKKEEPING MACHINES**  
 CHICAGO, ILLINOIS  
 NEW YORK OFFICE

DATE: JAN 4 1921

Bill to: WILLIAM & SON  
 437 BROADWAY  
 NEW YORK CITY

TERMS: 30 DAYS NET

QTY	DESCRIPTION	PRICE	AMOUNT
1	UNDERWOOD BOOKKEEPING MACHINE	150.00	150.00
1	RECORDING ATTACHMENT	10.00	10.00
1	RECORDING CARTRIDGE	10.00	10.00
1	RECORDING PAPER	10.00	10.00
1	RECORDING INK	10.00	10.00
1	RECORDING TONER	10.00	10.00
1	RECORDING CARTRIDGE	10.00	10.00
1	RECORDING PAPER	10.00	10.00
1	RECORDING INK	10.00	10.00
1	RECORDING TONER	10.00	10.00

**VOUCHER AND CHECK INVOICE**

**UNDERWOOD MFG COMPANY**  
 125 BROADWAY  
 NEW YORK CITY

STATEMENT  
 FOR MONTH ENDING  
 OCTOBER 31, 1921

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
1	1 348	240.75		240.75
2		186.75	1,234.10	1,047.35
3		3.25	25.50	1,070.60
4		13,276.53	3,375.00	1,410.07
5	1 348	240.75		1,169.32
6		15,276.50	2,000.00	1,154.07
7		374.50	10,850.42	1,528.57
8		13,328.37	18,221.37	4,899.90
9		33,829.37		18,571.23
10		28,374.73		10,196.50

**CUSTOMER'S LEDGER AND STATEMENT BANK FORM**

**STOCK LEDGER**  
 BALANCES MUST BE SHOWN AFTER EACH ENTRY

DATE	DESCRIPTION	AMOUNT	BALANCE
1	1,000	1,000.00	1,000.00
2	1,000	1,000.00	2,000.00
3	1,000	1,000.00	3,000.00
4	1,000	1,000.00	4,000.00
5	1,000	1,000.00	5,000.00
6	1,000	1,000.00	6,000.00
7	1,000	1,000.00	7,000.00
8	1,000	1,000.00	8,000.00
9	1,000	1,000.00	9,000.00
10	1,000	1,000.00	10,000.00

**STOCK LEDGER**

**UNDERWOOD BOOKKEEPING MACHINES**  
 234 BRAD STREET  
 PHILADELPHIA, PENNA.

DATE: JAN 1921

DATE	DESCRIPTION	AMOUNT	BALANCE
1	1 578	154.44	154.44
2	1 578	154.44	308.88
3	1 578	154.44	463.32
4	1 578	154.44	617.76
5	1 578	154.44	772.20
6	1 578	154.44	926.64
7	1 578	154.44	1,081.08
8	1 578	154.44	1,235.52
9	1 578	154.44	1,390.00
10	1 578	154.44	1,544.44
11	1 578	154.44	1,698.88
12	1 578	154.44	1,853.32
13	1 578	154.44	2,007.76
14	1 578	154.44	2,162.20

**LEDGER AND STATEMENT COMBINED PLAN**

(Ledger and statement written at one operation)

**UNDERWOOD BOOKKEEPING MACHINES**  
 UNDERWOOD BUILDING  
 11 WEST 17TH STREET, NEW YORK CITY

DATE: JAN 1921

DATE	DESCRIPTION	AMOUNT	BALANCE
1	1 845	12.50	12.50
2	1 845	12.50	25.00
3	1 845	12.50	37.50
4	1 845	12.50	50.00
5	1 845	12.50	62.50
6	1 845	12.50	75.00
7	1 845	12.50	87.50
8	1 845	12.50	100.00
9	1 845	12.50	112.50
10	1 845	12.50	125.00
11	1 845	12.50	137.50
12	1 845	12.50	150.00
13	1 845	12.50	162.50
14	1 845	12.50	175.00
15	1 845	12.50	187.50
16	1 845	12.50	200.00
17	1 845	12.50	212.50
18	1 845	12.50	225.00
19	1 845	12.50	237.50
20	1 845	12.50	250.00

**LEDGER AND STATEMENT DUAL PLAN**

(Ledger and statement written separately)

**HARRIS MFG CO**  
 432 EAST 108TH ST  
 NEW YORK CITY

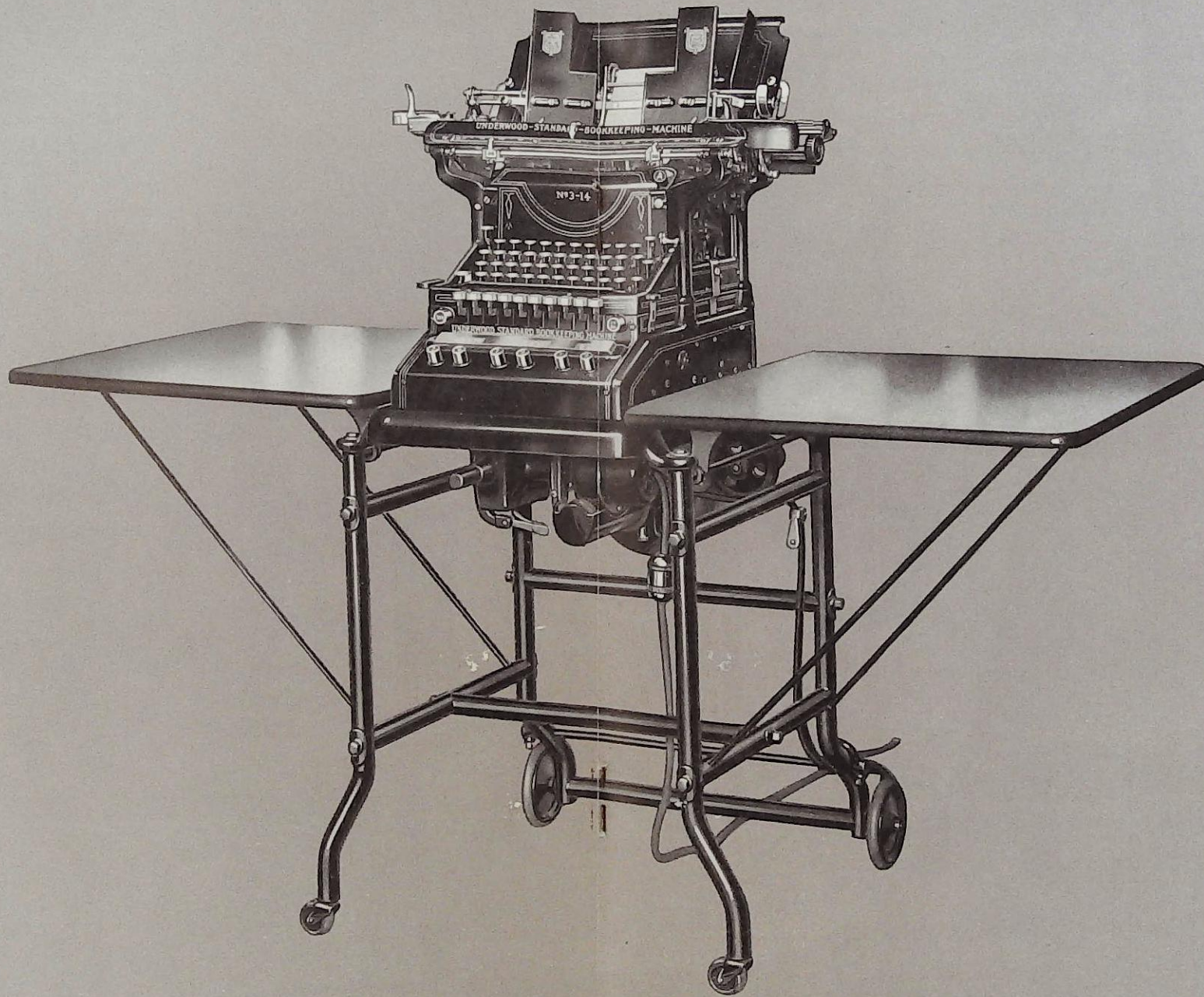
DATE: JAN 1921

DATE	DESCRIPTION	AMOUNT	BALANCE
1	1 100	100.00	100.00
2	1 100	100.00	200.00
3	1 100	100.00	300.00
4	1 100	100.00	400.00
5	1 100	100.00	500.00
6	1 100	100.00	600.00
7	1 100	100.00	700.00
8	1 100	100.00	800.00
9	1 100	100.00	900.00
10	1 100	100.00	1,000.00

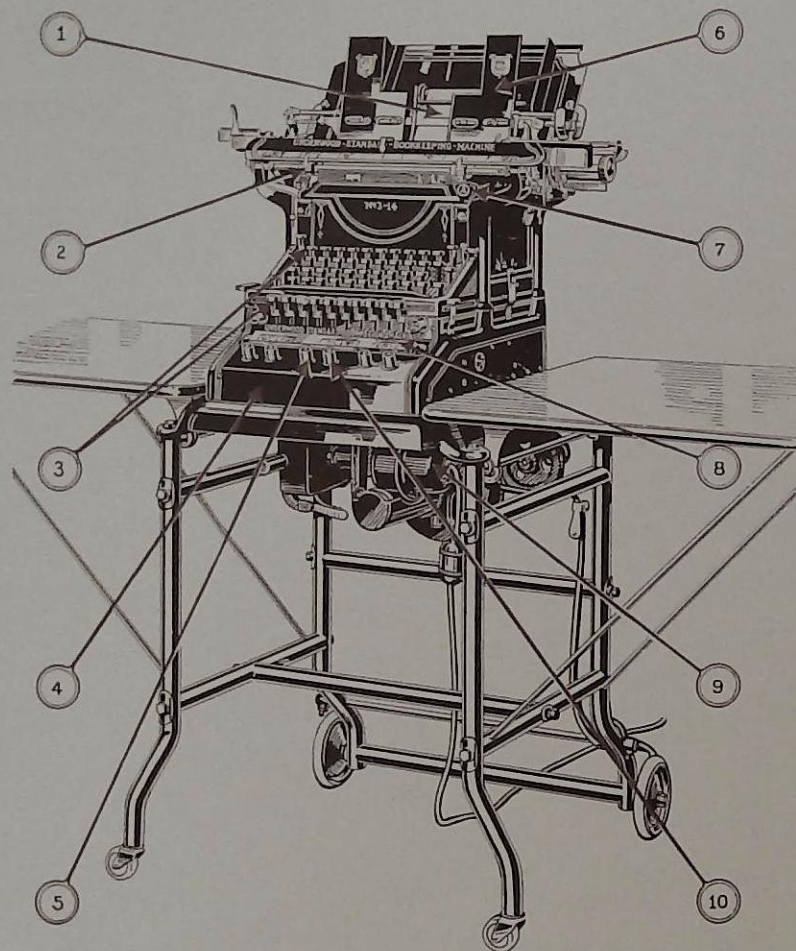
**LEDGER WITH PROOF SHEET**

**UNDERWOOD**  
*Bookkeeping* MACHINE

**UNDERWOOD**  
*Bookkeeping* MACHINE



··UNDERWOOD··  
Bookkeeping MACHINE



*These ten points combine to make a machine unexcelled for speed, accuracy, versatility and durability.*

1. The Proof Sheet--for checking entries and proving totals.

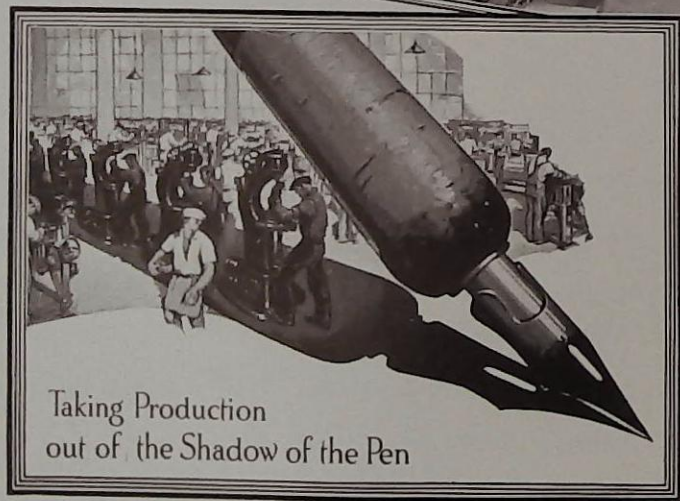
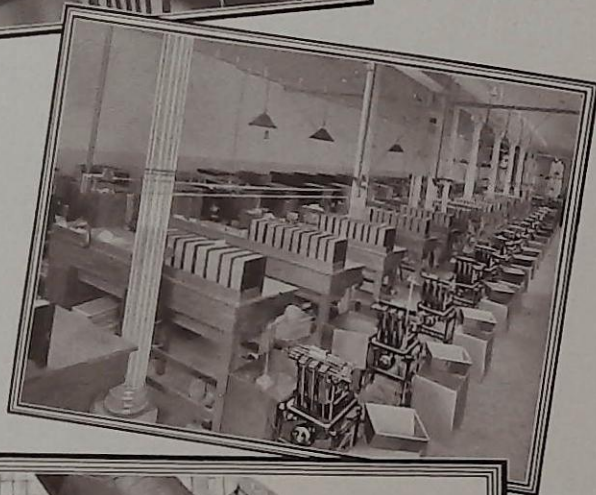
**..UNDERWOOD..**  
**Bookkeeping MACHINE**

2. Automatic carriage return and line spacer.
3. Only 20 keys--10 adding, 10 tabulating--make for ease of operation.
4. The calculating mechanism is strong and practical--an integral part of the machine--not an addition to a standard typewriter.
5. Elimination Keys--make correction of errors simple, quick and positive.
6. The Aligning Plate--insures perfect registration, no matter how often the sheet is removed and reinserted.
7. The Indicator--shows at a glance that the machine is set for correct operation.
8. All totals are visible at all times.
9. Electrically operated--preventing fatigue and the consequent error and inefficiency.
10. Star of proof and clearance.

So simple to operate that anyone can use it--so elastic as to be adaptable to the bookkeeping needs of any business.

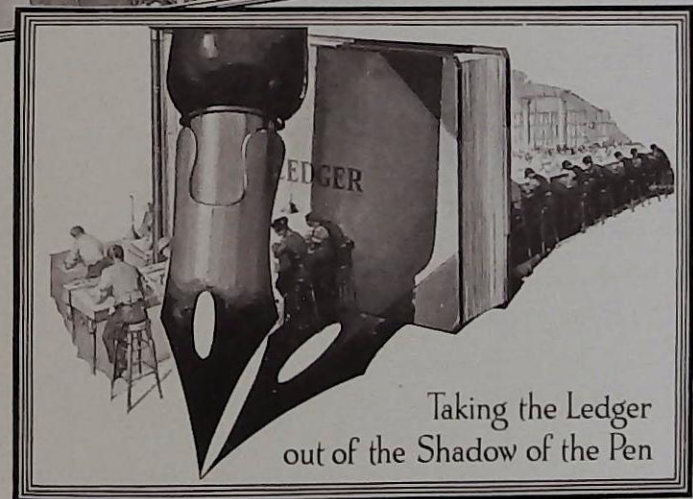
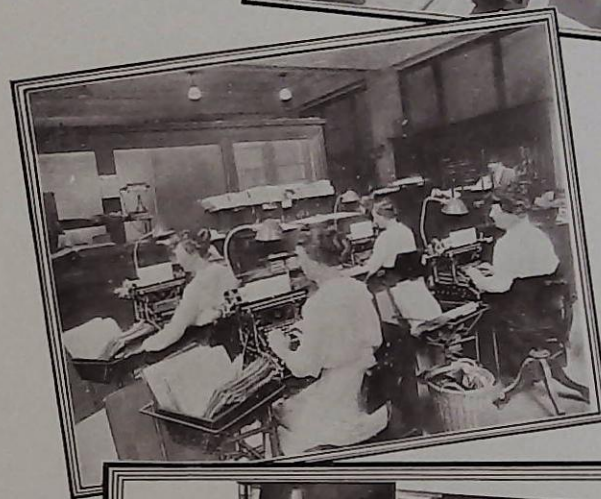
Its speed and light touch expedite all accounting work.

**..UNDERWOOD..**  
**Bookkeeping MACHINE**



Taking Production  
out of the Shadow of the Pen

..UNDERWOOD..  
Bookkeeping MACHINE



Taking the Ledger  
out of the Shadow of the Pen

..UNDERWOOD..  
Bookkeeping MACHINE



## How the Underwood Bookkeeping Machine is Installed

—with a minimum adjustment of the  
existing system.

1.

An Underwood expert makes a thorough analysis of your accounting methods.

2.

A plan is carefully prepared, suggesting new forms and advising other changes *only if necessary*.

3.

The accounts are transferred, and a new set of books opened under the supervision of the Underwood Typewriter Company.

4.

An Underwood Instructor is sent to your office to train your bookkeepers in the use of the machine.

If desired, an operator trained in the Underwood school can be supplied.

..UNDERWOOD..  
Bookkeeping MACHINE

## UNDERWOOD BRANCH OFFICES

ALBANY, N. Y.	MILWAUKEE, WIS.
ATLANTA, GA.	MINNEAPOLIS, MINN.
BALTIMORE, MD.	NASHVILLE, TENN.
BIRMINGHAM, ALA.	NEW HAVEN, CONN.
BOSTON, MASS.	NEW ORLEANS, LA.
BUFFALO, N. Y.	NORFOLK, VA.
BUTTE, MONT.	OKLAHOMA CITY, OKLA.
CHARLOTTE, N. C.	OMAHA, NEBR.
CHICAGO, ILL.	PHILADELPHIA, PA.
CINCINNATI, OHIO	PITTSBURGH, PA.
CLEVELAND, OHIO	PORTLAND, ME.
COLUMBUS, OHIO	PORTLAND, ORE.
DALLAS, TEXAS	PROVIDENCE, R. I.
DAVENPORT, IOWA	RICHMOND, VA.
DENVER, COLO.	ROCHESTER, N. Y.
DES MOINES, IOWA	ST. LOUIS, MO.
DETROIT, MICH.	ST. PAUL, MINN.
DULUTH, MINN.	SACRAMENTO, CAL.
EL PASO, TEX.	SALT LAKE CITY, UTAH
HARTFORD, CONN.	SAN FRANCISCO, CAL.
HOUSTON, TEXAS	SCRANTON, PA.
INDIANAPOLIS, IND.	SEATTLE, WASH.
JACKSONVILLE, FLA.	SPOKANE, WASH.
KANSAS CITY, MO.	SPRINGFIELD, MASS.
LITTLE ROCK, ARK.	TOLEDO, OHIO
LOS ANGELES, CAL.	WASHINGTON, D. C.
LOUISVILLE, KY.	WHEELING, W. VA.
MEMPHIS, TENN.	WICHITA, KANSAS

UNDERWOOD TYPEWRITER CO., Inc.  
UNDERWOOD BUILDING, NEW YORK

..UNDERWOOD..  
Bookkeeping MACHINE

