

Elliott-Fisher machines in Hotels Statler



Hotel Pennsylvania
New York
Statler Operated

Facts

2200 rooms—2200 baths. The largest hotel in the world is the Hotel Pennsylvania in New York, operated by the Statler Company. It is the last word in efficiency as well as size. Service to the guest is the watchword, as in all the Statler Hotels.

The five Statler Hotels—in New York, Detroit, Cleveland, Buffalo, and St. Louis—all use Elliott-Fisher Machines for guest cards and for bookkeeping on city accounts.

They use Elliott-Fisher because it does things no other machine can do. Inside we tell you the details.

Elliott-Fisher

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Posting Guests' Accounts, St. Francis Hotel

Front-Office Bookkeeping with Elliott-Fisher St. Francis Hotel, San Francisco

As soon as a guest has registered at the St. Francis, a ledger card and a guest's bill are headed up with name, room number, date, etc. As charge tags are received during the day they are filed with ledger card and bill. Posting is done during the night, over two thousand postings a night.

When a guest leaves, bill and ledger card are placed in the machine and any final entries made—experience shows that in only about one case out of five is this necessary.

With this installation, when the guest asks for his bill, it is ready for him almost instantly, without the usual annoying delay while bill is made up.

A recap sheet of the controls of the different ledgers shows the day's earnings and the money outstanding. This puts the hotel on a daily audit basis, and enables the Auditor to get a real check on what is charged to the guests' accounts.

Elliott-Fisher can do all this for you



JOHN DOE 5134 10 00
WASH D C 12/25

Other accounts Charged to Guest

Balance Ford from No. No.
Balance Ford No. No.

STATLER OPERATED
HOTEL PENNSYLVANIA
SEVENTH AVE. 32ND AND 33RD STS.
NEW YORK.
No. 1 99999

Date Ford Room Restaurant

JOHN DOE 5134 10 00
WASH D C 12/25

JOHN DOE 5134 10 00
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JOHN DOE 5134 10 00
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JOHN DOE 5134 10 00
WASH D C 12/25

JOHN DOE 5134 10 00
WASH D C 12/25

Telephone Laundry Valet-Servidor Porter Railroad Ticket Taxicab Telegrams Theatre Ticket Newsstand C.O.D. etc. Total Rebates Cash Bal. Ford No. 1 Name Registered date

Memo

This is the Guest Account Card, made out in duplicate on the Elliott-Fisher Machine at one operation with the slips shown below. It gives name, address, room number, rate and date; charges are posted by hand.

This slip is handed to the Guest before he leaves the desk for verification of entries. Only an Elliott-Fisher Machine can handle at one time small slips like these and the larger account cards.

This slip goes to Room Clerk, who places it in its proper place in his rack.

This slip is shot via pneumatic tube to the Floor Clerk concerned so that he knows in advance that the new guest is coming, what room he is going to, etc.

This slip is for Mail Clerk; this insures correct and prompt delivery of mail and other messages.

This slip goes to Information—inquiries are sure of accurate answer; telephone calls go through to the right person without delay.

When the guest signs the register, the clerk reads out name, address, room number assigned, etc., to the Elliott-Fisher operator, who makes out the guest account card and the five slips reproduced above, all at one operation. This is possible only on the Flat-Bed Elliott-Fisher. The carbon back slips must be small, so as not to crowd the racks unduly; too small for use on a cylinder machine. Then they are distributed as indicated, after the guest has verified the data.

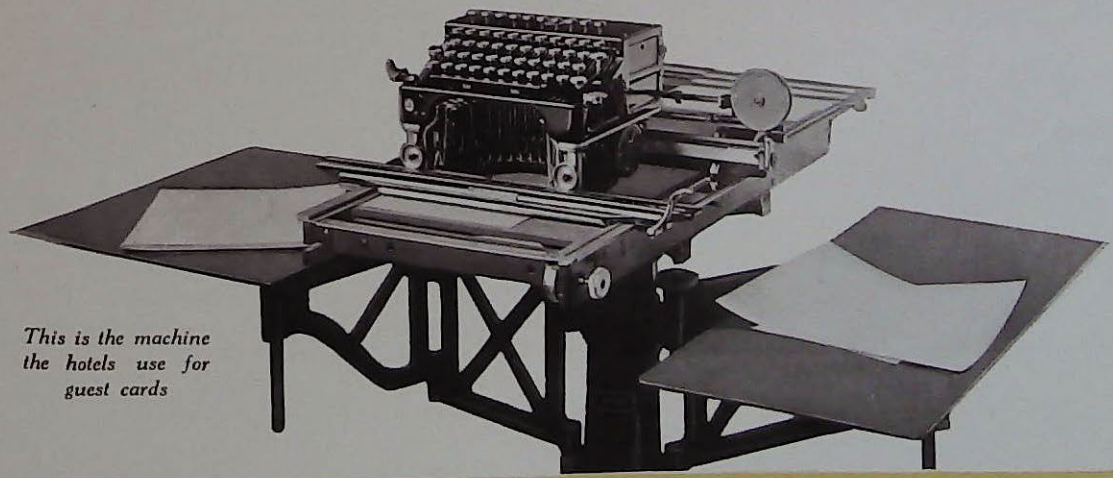
Some of the other hotels that use Elliott-Fisher Machines

Hotel Astor	New York	Guest Cards
Bellevue Stratford	Philadelphia	Guests' Statements
Biltmore	New York	Guest Cards
Hotel Cleveland	Cleveland	Guest Cards
Fairmont	San Francisco	Guest Accounts and Stock Records
Fort Pitt Hotel	Pittsburgh	Guest Cards
King Edward	Toronto	Guest Cards
Knickerbocker	New York	Guest Cards
Lafayette	Buffalo	Guest Cards
McAlpin	New York	Index Ledger Cards
Monticello	Norfolk	Index Cards
Onondaga	Syracuse	Cards
Palace	San Francisco	Index Room Cards
Penn Harris	Harrisburg	Guest Cards
Prince George	New York	Index Cards
Raleigh	Washington, D. C.	Room Cards
St. Francis	San Francisco	Front-Office Bookkeeping
Taft	New Haven	Cards
Touraine	Boston	Guests' Bills
Traymore	Atlantic City	Cards and Billing
Waldorf Astoria	New York	Cards and Billing
William Penn	Pittsburgh	Cards

These are only a few of the hotels, spread all over the country, using Elliott-Fisher Machines for all sorts of work. It is noteworthy that most of the leading hotels are in this list.

Elliott-Fisher is ideal for front-office bookkeeping wherever it is possible to do the posting at night; it does the work with the greatest speed and accuracy possible, gives a daily balance of accounts receivable, and proves its own work.

The Statler Hotels, so far as bookkeeping is concerned, use Elliott-Fisher Machines only for city accounts. On the following pages are shown a statement and ledger card as made out on this machine. The proof-sheet, or journal (not shown), gives a summary of the entries for each day; this sheet gives a daily statement of the amount due on these accounts, proves itself, and helps the credit man keep a check on slow payers.



This is the machine the hotels use for guest cards

Ledger Card

Actual card, as used in all Statler Hotels, for city accounts.

Statement

This is a fac-simile of the monthly statement sent out to those having accounts with the Statler Hotels. The Elliott-Fisher Machine prints this statement and posts the ledger at one operation, at the same time making out a proof-sheet or continuous journal.

Cash Entries Print in Red

Balances are computed automatically by the machine itself. The adding registers for the various columns—old balance, total charges, credits, and balance—collect the totals for the day's postings, and these totals appear on the journal sheet. These totals must balance, and when they do, prove the correctness of the work.

Hotels having a large number of city accounts will find this saves a great deal of time and vexation, getting out statements promptly and easily.

Elliott-Fisher Company
Harrisburg, Pa.
Offices in 100 Principal Cities

T O. T. S. B. C. Name **F L LLOYD**

Address **15 CHELSEA SQUARE**

Compartment No. **1**

Sheet No. **1**

OLD BALANCE	FOLIO	DAY	ITEMS	CHARGES		CREDITS	BALANCE
				AMOUNT	TOTAL		
	34	1	CIGARS	3 00			8 50*
	57	5	LUNCH	5 50	8 50		14 65*
	27		LUNCH	6 25			18 40*
	517		TAXI.	1 50			
	16	4	FLOWERS	12 00	19 75		
	89	12	BARBER SHOP	3 90			
	182		LUNCH	6 75			
	55	15	DINNER	24 00	36 40		
	73	18	CIGARS	1 75			
	16		CASH	2 00	50 00		
			LUNCH		3 75		
			TURKISH BATH				
							64 65*
							14 65*
							18 40*

AMOUNT ENCLOSED \$

MONTH **DEC 1919**

HOTEL PENNSYLVANIA
NEW YORK

STATEMENT FOR **DEC 1919**

WHEN REMITTING BY CHECK
DETACH AND RETURN THIS STUB
YOUR CANCELLED CHECK WILL BE YOUR RECEIPT

HOTEL PENNSYLVANIA
BALANCE PAY LAST AMOUNT

ST LOUIS

