

nr. 3.3  
307

EXTENSION BULLETIN 307

*Your Home*

# BUSINESS CENTER

UNIVERSITY OF HAWAII  
LIBRARY

JUN 16 66

JUN 20 '66



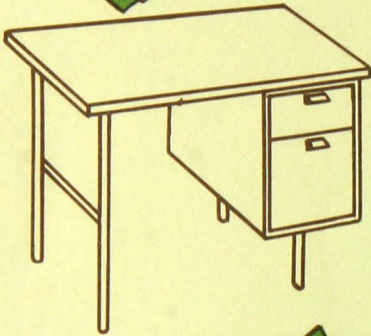
This archival publication may not reflect current scientific knowledge or recommendations.  
Current information available from University of Minnesota Extension: <http://www.extension.umn.edu>.

AGRICULTURAL EXTENSION SERVICE  
UNIVERSITY OF MINNESOTA  
ST. PAUL, MINNESOTA 55101



# YOUR HOME BUSINESS CENTER

## Why Keep Records?

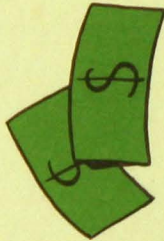
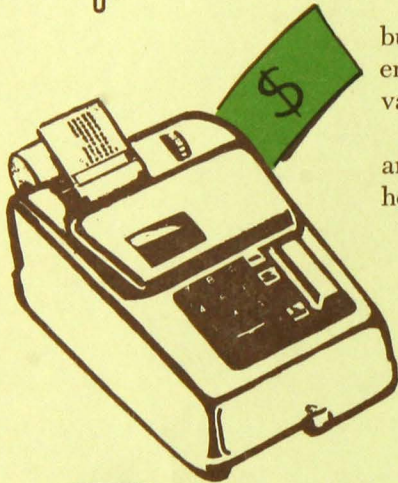


The successful management of any business depends on how well the activities and details are planned, organized, and carried out. This is true for a large corporation, the family business, or your own personal affairs.

When you consider that you will handle between \$100,000 to \$300,000 during your lifetime, it seems only logical to have a special place in your home to conduct your financial affairs.

The home business center is one step toward establishing sound home business methods which can mean better living for any family. Such a place enables household accounting and filing to be handled more promptly. Your valuable papers are easier to keep and find if properly filed and stored.

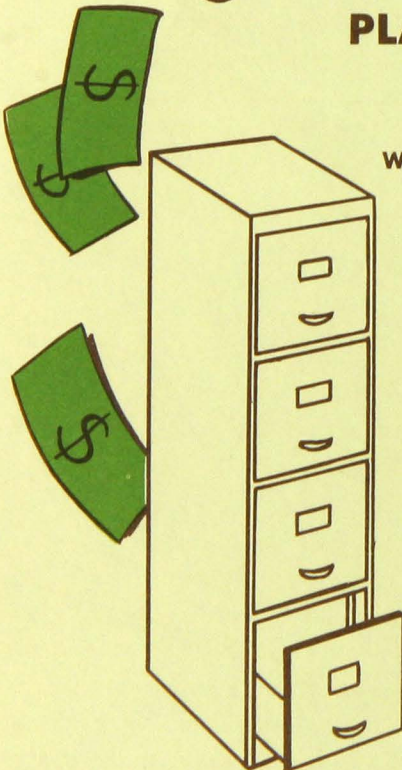
You will have a place that is convenient for writing letters, keeping records, and conducting the business of the home. Using good business methods will help you to:



- Save time
- Answer mail more promptly
- Prevent costly mistakes and money loss
- Avoid legal difficulties

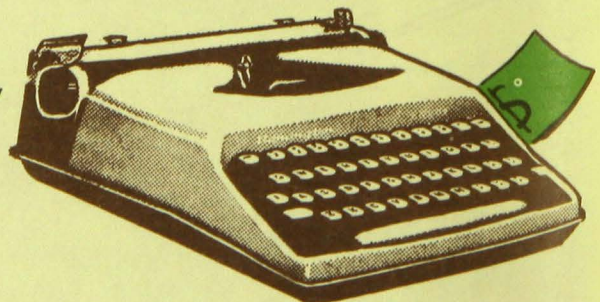
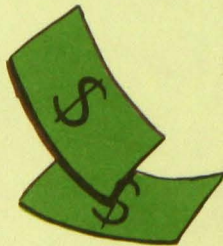
## PLAN YOUR BUSINESS CENTER

WHEN PLANNING YOUR BUSINESS CENTER, ASK YOURSELF . . .



### WHO WILL USE THE BUSINESS CENTER?

Consider the activities of all the family members. Must space be provided for business use only? Do you need a place for committee or community work? Do other family members have adequate business, study, or work centers? You may find a need for two centers—one for business affairs, and a second for personal family affairs.





## HOW MUCH DO YOU WANT TO SPEND?

Your business center doesn't need to be an elaborate setup. It can be very simple, such as a table with drawers and storage shelves above, or it may be an elaborate room with wall to wall carpeting and a large walnut desk.

## WILL IT BE ATTRACTIVE?

Regardless of where the business center is located, you want it to blend in with other furnishings in the room. A coat of paint or varnish can do wonders when rejuvenating old furniture. Neatly organized desk tops, drawers, and files give an orderly appearance.

## WHERE WILL THE BUSINESS CENTER BE LOCATED?

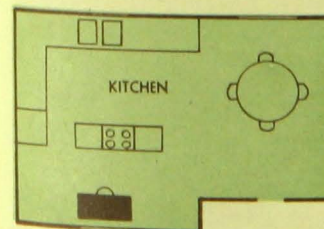
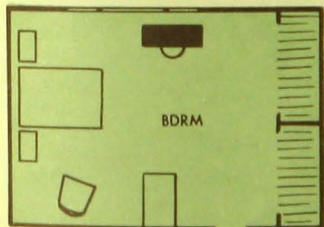
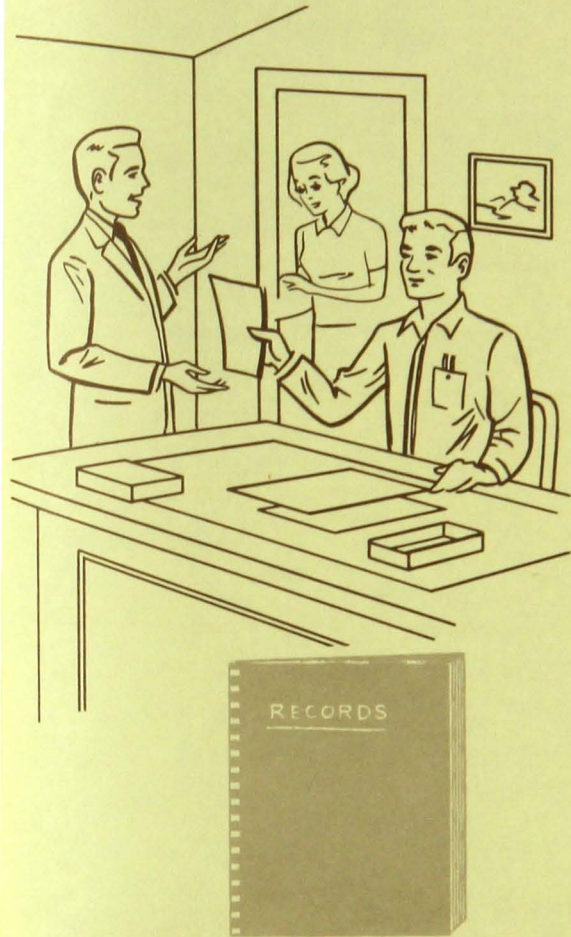
The business center must be convenient for the family members who use it. What is convenient is an individual family decision, and of course depends largely upon your family's habits, activities, and home arrangement.

You need to provide enough space for writing and storing current and routine papers or records. Items that are used infrequently can be kept separately if desired. Finding adequate space may be a problem in some homes. Business centers, however, can be planned for almost any room in the house.

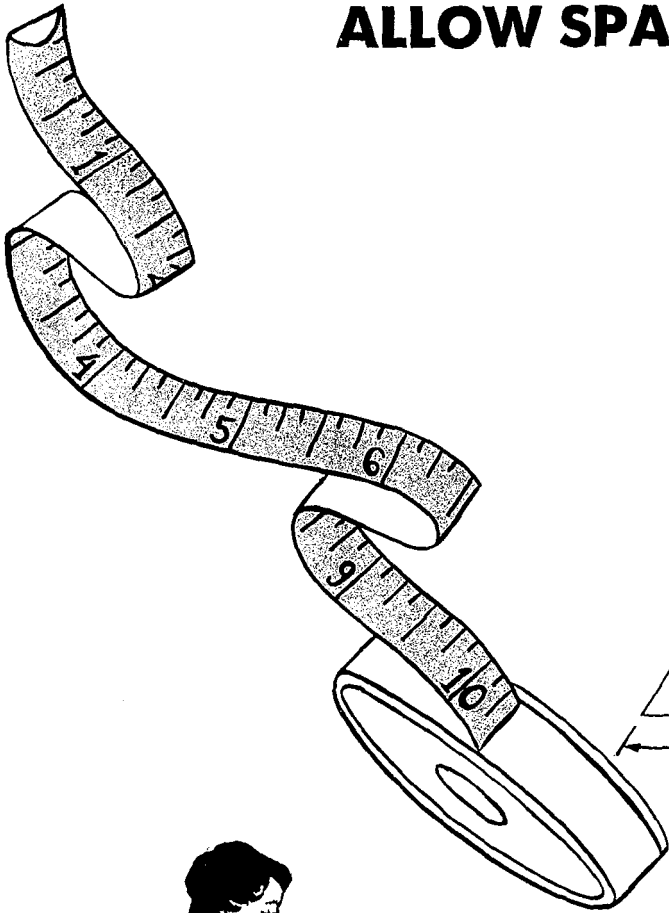
If you do not have a special room, you might consider a spare corner in the living room, dining room, bedroom, kitchen, or family room. If you prefer working in peace and quiet, the bedroom or dining room might be an ideal location. On the other hand, many homemakers prefer their business center near their other work, such as in the kitchen. This way record work can be planned as part of the total operation of the household. If the family business requires the homemaker to take messages and report information accurately for her husband, she needs a business center near the telephone and her other work.

Locating the business center near an outside door is important in case of fire—your files contain valuable papers and irreplaceable items.

Be sure the location has a good light source, near the writing surface as well as throughout the room. Arrange your desk so the light from the window is at your left if you are a right handed person, vice versa if you are left handed. Pick a spot with good ventilation and a comfortable year around temperature. You are more likely to use the center if it is pleasant and inviting.



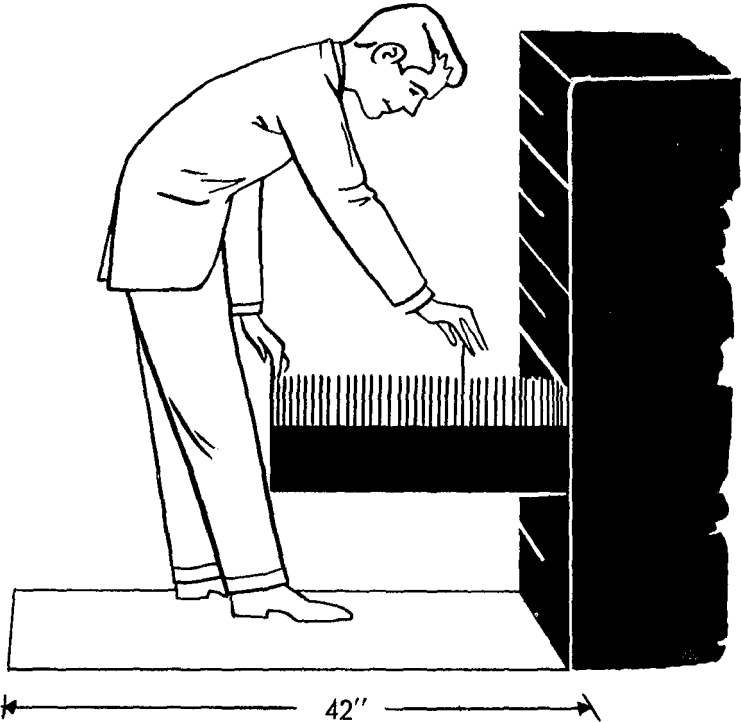
# ALLOW SPACE FOR . . .



Using office desk



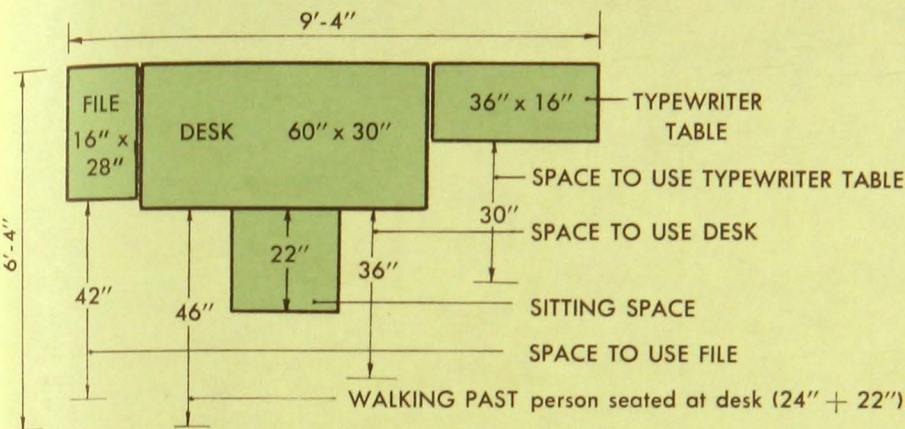
Using and arising from a typewriter



Using file

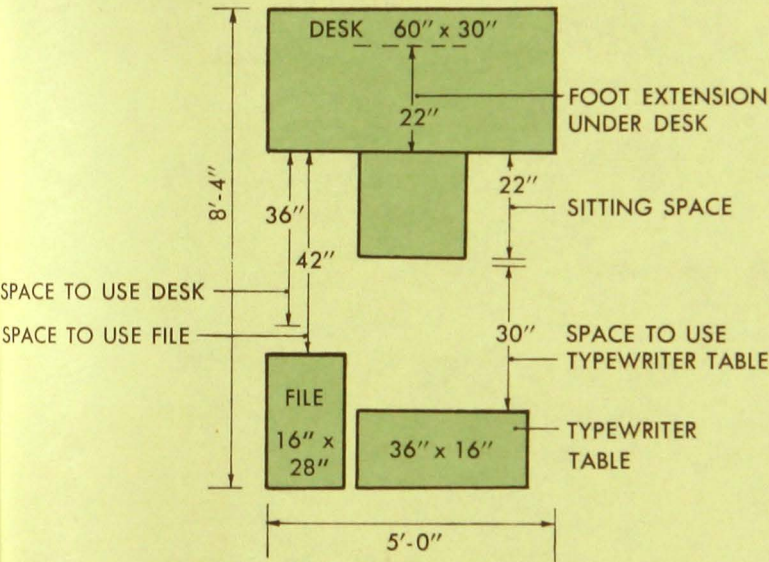


# Three Good Arrangements for Your Business Center



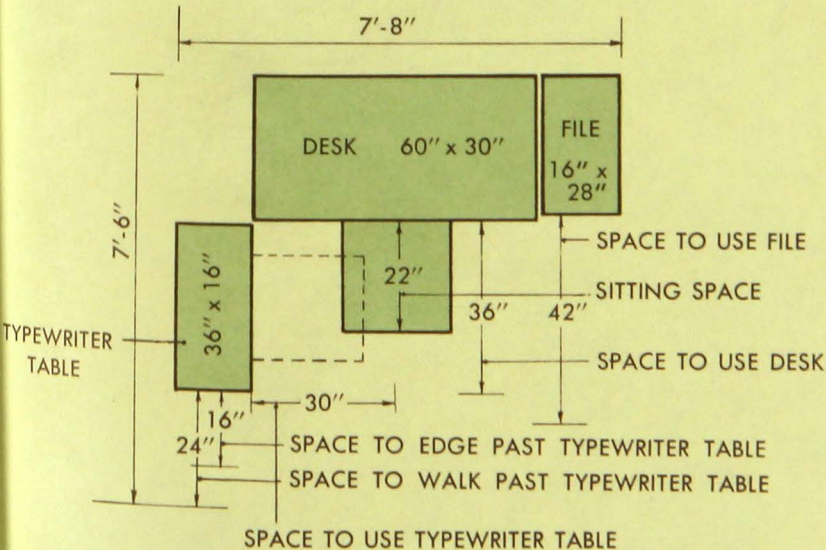
**Along One Wall**

6' 4" x 9' 4"



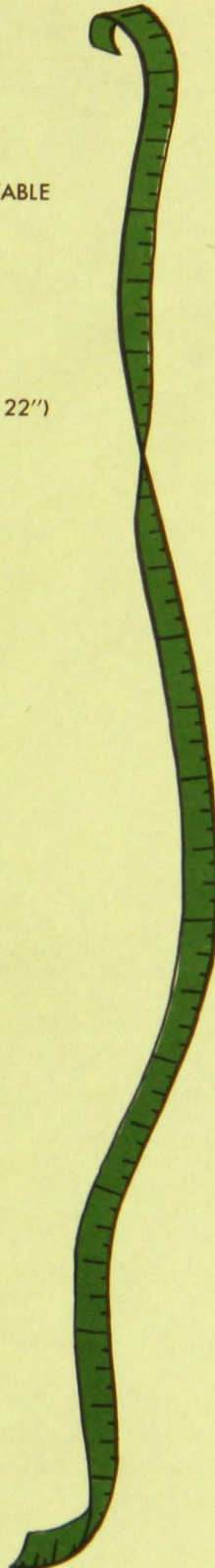
**On Parallel Walls**

5' 0" x 8' 4"



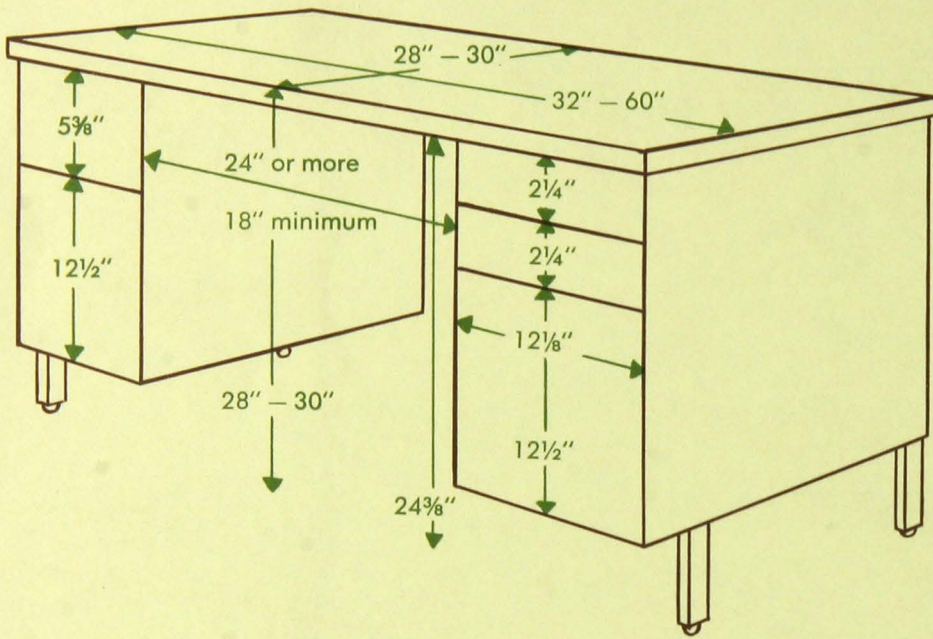
**Walls At Right Angles**

7' 6" x 7' 8"





# WHAT SIZE DESK FOR YOU?



## Width of Desk Top

- 32" minimum
- 36" better
- 48" within comfortable reach
- 60" allows space for references

## Desk Height

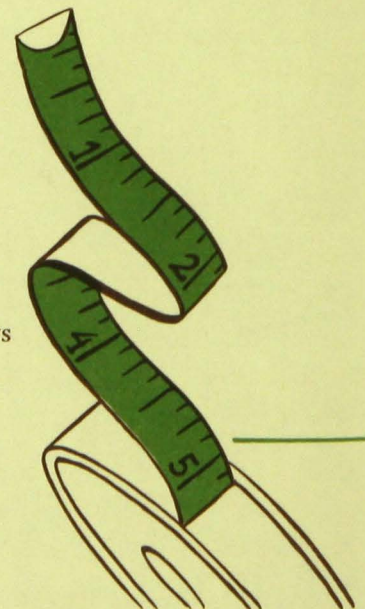
Measurements  
You Need

### THE WRITING SURFACE

When you are writing and are seated on a chair adjusted to fit you, the writing surface should be at a comfortable height under your forearm.

The right height for you allows you to write longhand without . . .

- Leaning down to reach the desk top
- Reaching up to reach the desk top, or
- Lifting your shoulders.



### A LOWER SURFACE

When you use a typewriter or an adding machine, a lower surface allows you to reach the keys with comfort.

The right height for you to work without . . .

- Lifting hands or shoulders uncomfortably high or leaning over to reach keys.

## Kneehole Space

### WIDTH

24 inches is a comfortable minimum for moving into position at a desk while seated on a desk chair.

### HEIGHT

Minimum height equals distance from floor to top of thighs when seated on chair of comfortable height.

### DEPTH

Minimum distance for men from back of chair to toe of extended foot, while seated at desk, equals 3 feet 1 inch.

Measurements  
You Need

---



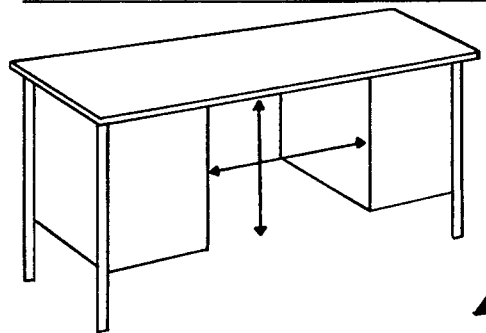
---



---



---



## Center Drawer

Can you use one?

Floor to desk top, when writing longhand .....

Less the measurement from floor to top of thighs when seated on comfortable desk chair .....

The Difference = .....

Less the thickness of the desk top .....

The Remainder = .....

If the remainder is 2¾ inches or more, there is room for a shallow drawer.

If the remainder is less than 2¾ inches, a desk drawer in the center above the kneehole space would force the desk top up beyond comfortable reach. Using a desk top that is too high can increase fatigue rapidly.

Measurements  
You Need

---



---



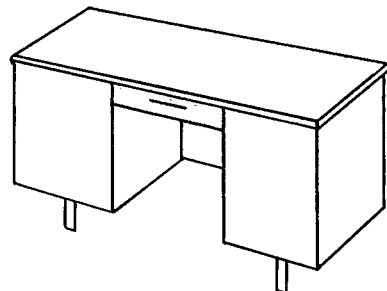
---



---



---



# SELECT A CHAIR THAT FITS



Measurements  
You Need

## Chair Seat



### HEIGHT\*

- Height from floor to under side of knee, when seated. ....
- Less 1 inch equals height of front edge of chair seat. ....
- Less 2 inches equals height of back edge of chair seat. ....

---



---



---

### WIDTH

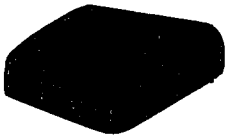
The width supports body in comfort. ....

---

### DEPTH

The depth gives comfortable support to the thighs but does not cut off circulation under the knees. ....

---



### CUSHIONS AND CASTERS

Count casters and cushion as part of height of chair seat. ....

---

## Chair Back



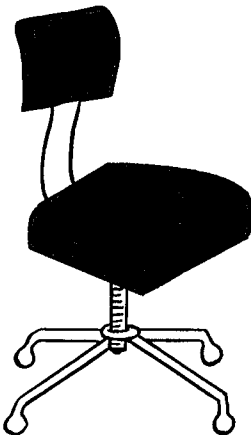
The chair back maintains good posture. It is comfortably straight or adjustable. Many posture chairs have form-fitting back rests which can be adjusted in height and tilt to support the small of the back. ....

---

## Chair Arms (Optional)

If there are chair arms, they should be short from front to back, so that the chair can be moved as close to the desk as desired. ....

---



## Chair Base

Swivel base and/or casters provide mobility. ....

---

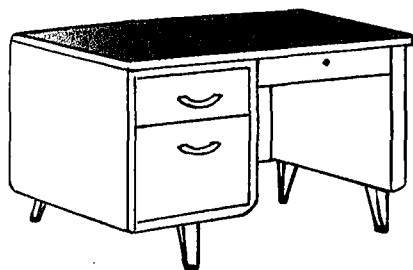
\* Most office chairs can be adjusted in height. The legs of a wooden chair can be cut to meet these specifications.



# CHOOSE GOOD CONSTRUCTION



A Checklist for  
Desks and Files



## Desk Top

- Dull, non-glare finish ..... \_\_\_\_\_
- Light color, a blond finish, or a pastel blotter  
large enough to cover working surface, reduces  
contrast between white pages and dark desk top

## Finish

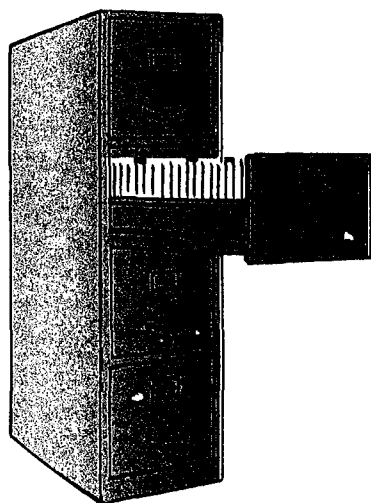
- Permanent ..... \_\_\_\_\_
- Non-glare ..... \_\_\_\_\_

## Construction

- Sturdy ..... \_\_\_\_\_
- Smooth, rounded edges ..... \_\_\_\_\_

## Drawers

- Adjustable partitions ..... \_\_\_\_\_
- Ball bearings ..... \_\_\_\_\_
- Only as deep as necessary to store  
articles kept there ..... \_\_\_\_\_
- Thumb latch on each drawer ..... \_\_\_\_\_
- Lock ..... \_\_\_\_\_
- Drawers supported so that they can be  
pulled out all the way ..... \_\_\_\_\_



## Bases

### FILE BASE

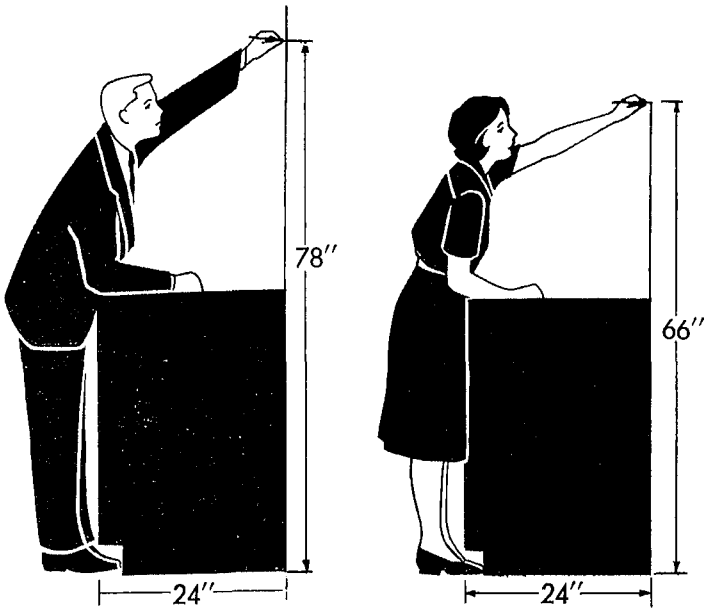
- Toe space ..... \_\_\_\_\_
- Solid base, or ..... \_\_\_\_\_
- Caster base ..... \_\_\_\_\_

### DESK BASE

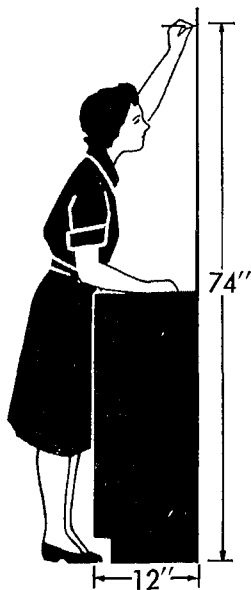
- Legs for easier cleaning ..... \_\_\_\_\_
- Nylon glides ..... \_\_\_\_\_

# HOW FAR CAN YOU REACH?

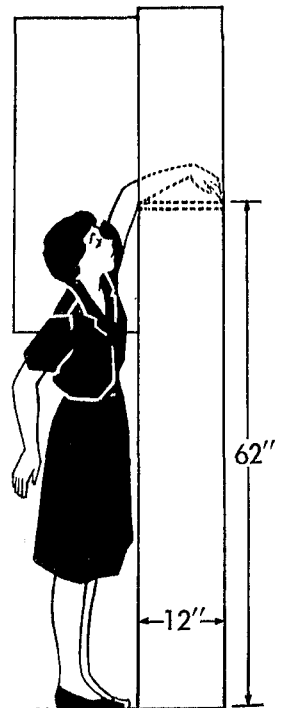
Average Reaches



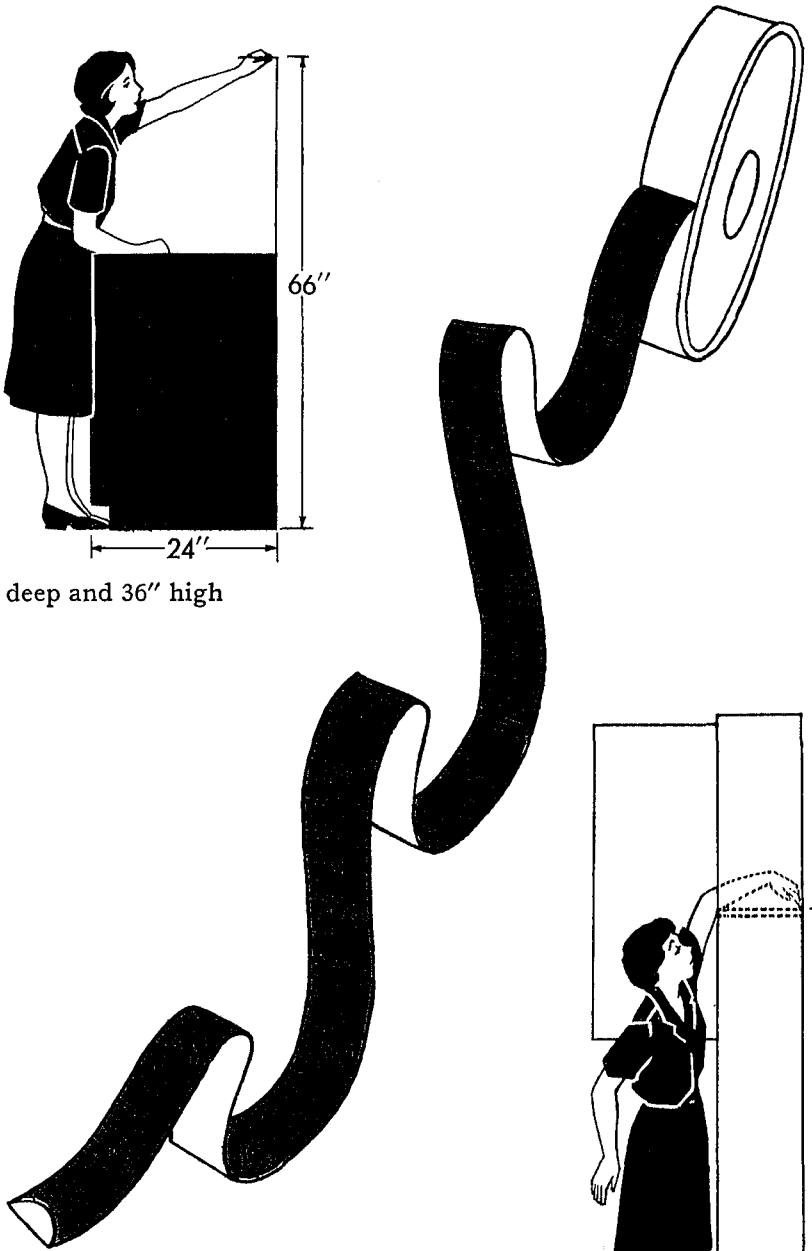
Reaching over obstruction, 24" deep and 36" high



Reaching over obstruction, 12" deep and 36" high (women only)



Maximum reach to back of shelf 12" deep (women only)



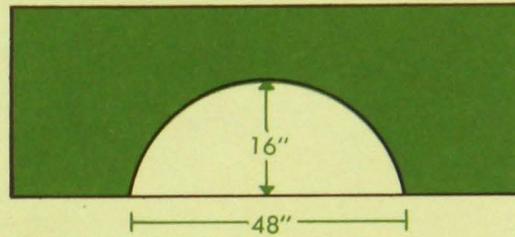


# DETERMINE YOUR REACH

Keep the most used supplies within comfortable reach!

Place less used supplies within the maximum reach, or in storage farther away.

## COMFORTABLE REACH WHEN SEATED



Average

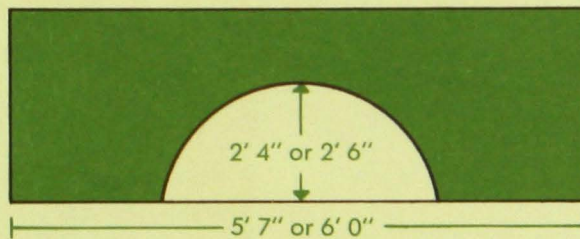
Your Reach

Forward on desk ..... 16"  
 Across front edge of desk ..... 48"

\_\_\_\_\_

\_\_\_\_\_

## MAXIMUM REACH WHEN SEATED



Average

Your Reach

Women      Men

Sideways ..... 5' 7"      6' 0"  
 Forward (from shoulder to fingertips) ..... 2' 4"      2' 6"

\_\_\_\_\_

\_\_\_\_\_

Your Reach

Articles most used should be kept on the shelves handiest for you to reach.  
 Old records and account books can be stored on less easy-to-reach shelves.

What is the highest shelf you can reach . . . .

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

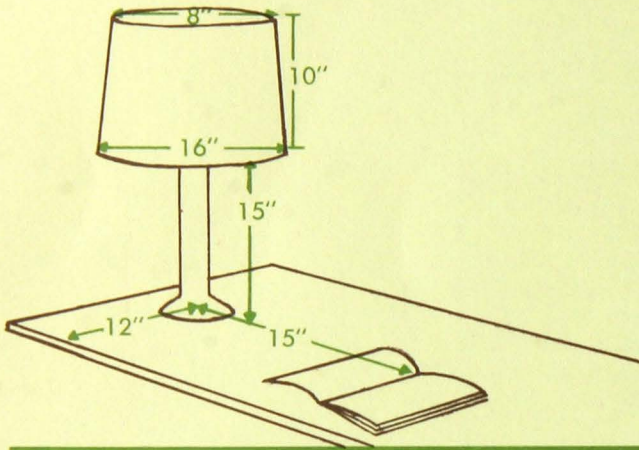
When seated at your desk? .....

When standing, reaching over a desk? .....

When reaching the back of a set of shelves 12 inches deep? .....



# LIGHTEN YOUR WORK—THREE WAYS



## Table or Floor Lamp

Place lamp at left if you are right-handed, or at right if left-handed.

Use one of these types of lamps:

**Glass diffusing bowl** 8-inch

**Bulb** 50/150 watts (150 watts for desk work) or 50/250 watts

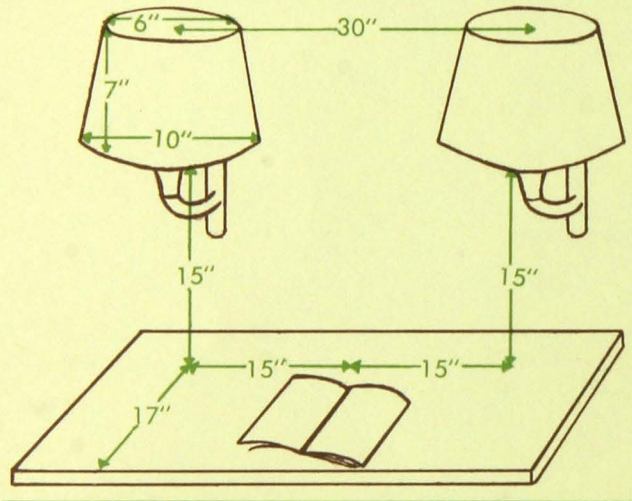
**Shade** Top, 8-inch diameter  
Height, 10 inches  
Bottom, 16-inch diameter  
(A 16 inch drum shaped shade is also a good choice.)

**Plastic diffusing disc** About 1 inch above bottom edge of shade.

**Shield** Above bulbs if top edge of shade is less than 58 inches from floor.

**Bulb** 180 watts, 3-step switch

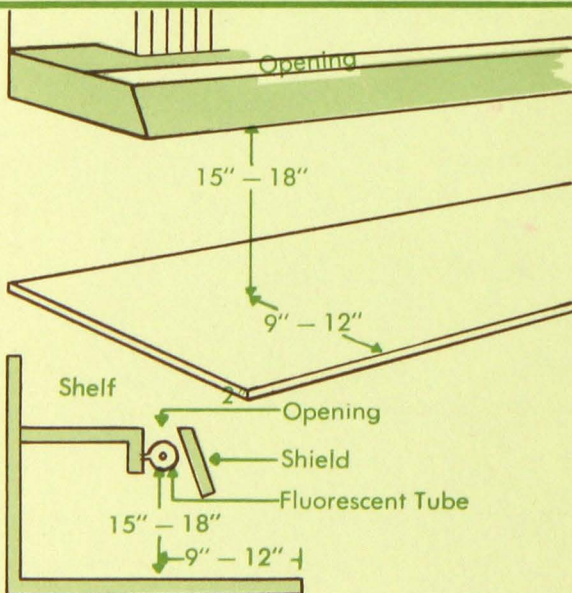
**Shade** Top, 14-inch diameter  
Height, 6 inches  
Bottom, 16-inch diameter



## Two Wall Lamps

**Diffuser** 6-inch plastic bowl, or flat plastic diffusing disc below shade.

**Bulb** 100 watts for each lamp



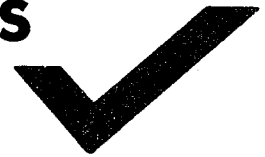
## Lighted Shelf

**Bulb** Fluorescent, 36-inch, 30 watts, Deluxe Warm White in white enameled channel. Mount on lower front edge of light colored wood shelf.

**Shade** Mount 1/4-inch plywood face, at angle, as illustrated. Leave 2-inch space at top open.



# HIGHLIGHTS OF LAMPSHADES



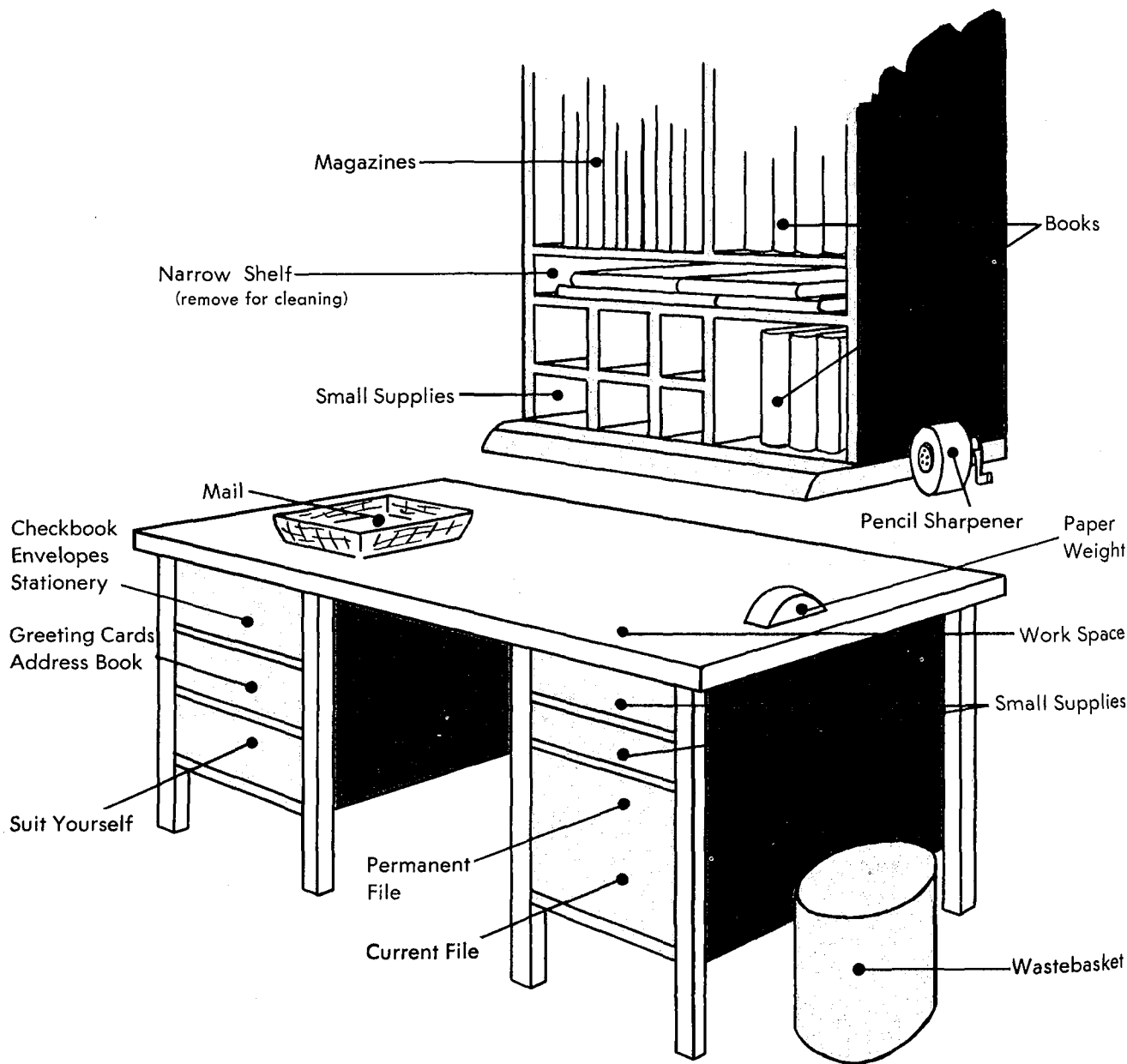
Choose Lampshades Which Are . . .

- White inside—for greater reflection ..... \_\_\_\_\_
- Open at the top—for greater diffusion ..... \_\_\_\_\_
- Glareless—translucent or opaque ..... \_\_\_\_\_  
    Translucent shades should filter out glare of lighted bulbs.  
    Opaque shades should be used if shade is a dark or  
    bright color on outside, or if lamp is placed near dark wall.
- The correct height from the floor or work surface ..... \_\_\_\_\_  
    The lower edge of the shade should be at your eye level,  
    when you are seated in a comfortable chair.



# KEEP STORAGE CONVENIENT

Store supplies at the desk . . . .  
Where easy to reach  
At point of first use  
In simple, well-designed spaces  
Stack only like materials together



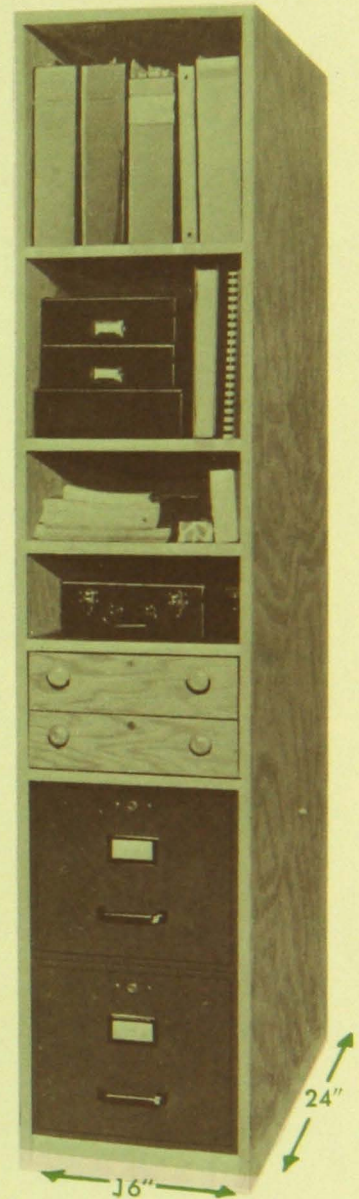


# COMPACT STORAGE FOR BUSINESS PAPERS

This compact storage space for business papers takes little floor space and makes good use of up-and-down space.

The cabinet, built around a two-drawer metal file, contains shallow drawers and shelves which provide storage space for small supplies, books, and other records used at the business center.

The depth of the cabinet is determined by the depth of the file drawers. Those shown are 24 inches from front to back.



Two people can easily work at this desk which is made with two filing cabinets and a flush, core-type door, 2' 6" x 6' 8". The desk lamp is correctly positioned for maximum light. The desk chair features an adjustable seat and back. The bookrack, pencil and paper holders, adding machine, and wastebasket complete the grouping. (Note: lamp in photo is positioned for use by one person only.)



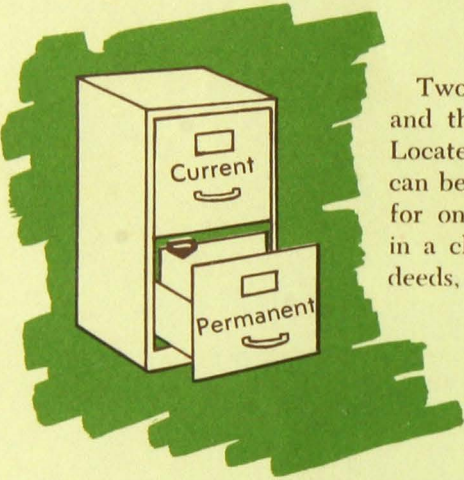
# FILES AND FILING

One of the most important sections of the home business center is the filing system. Once you have spent hours looking for a receipt, letter, or bulletin that you needed in a hurry, you know how frustrating it can be to lose track of your business papers.

For family business centers, a filing system is doubly important. Business decisions of today involve

more resources. Mistakes have become more costly. Important decisions are made with the necessary facts and information.

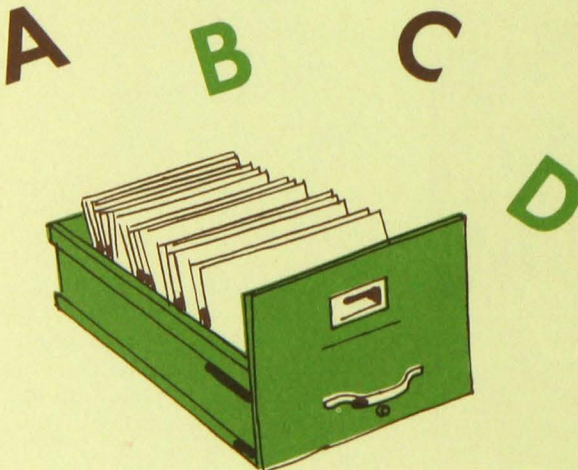
Orderly files will enable the facts, information, records, and documents to be readily available when needed. If you were suddenly called away for 2 months, would other family members be able to find needed records?



Two sets of files are most useful—one for current transactions and records and the second for materials that need to be kept as a permanent record. Locate the current file in a convenient place and organize it so that materials can be found readily. It should be large enough to hold the necessary records for one year. Clean the current file annually and store permanent records in a clean, dry, safe place. Keep papers of lasting value such as mortgages, deeds, or current inventories in a safe deposit box.

**A kitchen planning and business center is featured here. Small accessories are kept in the shallow pull-out drawers. Current and permanent records are stored in the filing cabinet. The shielded fluorescent light illuminates the writing surface.**

Filing cabinets or desk file drawers are probably the most convenient means for holding your current file. Some families use a series of homemade file boxes that fit conveniently on a shelf. Others have special cabinets with built-in files. Small portable metal files (10¼ x 12½ x 10 inches) are ideal as an inexpensive starter file for rural or urban household records. The permanent file can be a box stored away from the business center, or a spare file drawer of a two- or four-drawer filing cabinet, or some other metal container.





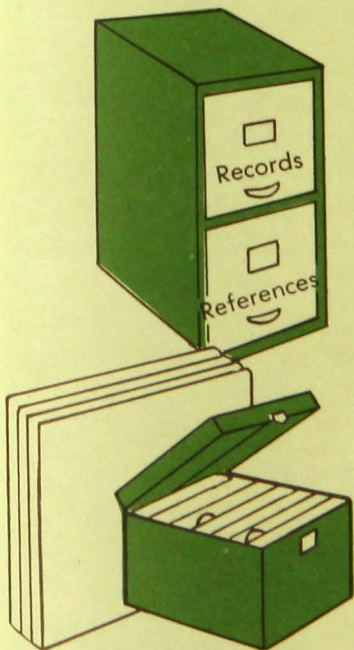


**Small inexpensive items add to the ease of working at your business center. Such items include pencils, pens, scissors, stapler, postage scale, book ends, etc. A plastic sectional tray provides convenient storage for small equipment. Metal stack trays hold papers which need processing.**

Files become a personal thing as you work with them. When setting up a file give some thought to the organization so that it is easy to maintain as well as to use.

Two suggested filing systems, one for the farm and

home business center and a second for the urban family, are outlined in this publication. It is important to remember that these are only suggestions that can be revised to fit your own business and personal needs.



- It is best if you keep *records* and *references* separate in your filing system. References may be kept for several years whereas records change yearly.
- Give some consideration as to *who* will use the filing system. If the homemaker does the major bookkeeping, it will be convenient to combine the business and home aspects into one filing system.
- File *alphabetically* rather than by number. It is easier to insert or delete folders without destroying the established filing pattern.
- *Build* your filing *system* around the *account book* and other special record books that you use. For example, some account books provide forms for a record of your household possessions. If no form is available, you will want to make your own household inventory record for fire insurance purposes.
- When setting up a file, families can use two approaches. You may begin from scratch and develop your own system, or try a system that is already set up and adapt it to your needs. Either approach will work, but often it is easier to change and adapt an already existing method if it appears to meet most of your needs.



# HOW TO USE FILING SYSTEM

Study the headings in the filing system. You will notice both systems have two divisions. The main headings are capitalized and placed in alphabetical order. Subheadings are alphabetized and grouped according to like subjects. Accounts, financial records, and other family business details appear at the first of the filing system. Reference material is located at the end.

## Plan Your Divisions

These are "suggested" filing systems only, since it is impossible to determine the individual needs of each family business. You may feel that there are too many or too few divisions. For this reason, it is suggested you draw a line through the subheadings that will not apply to your family business.

You may want file divisions for each organization that family members belong to.

## Insert New Folders

Additional folders can be inserted into either suggested system at this time. You may want to keep your investments and savings records in a separate section. Or some families may wish to file bills paid by months rather than by kind of bill.

Next set up the entire filing system. You need pressboard file dividers, preferably with metal tabs on the left side for insertable labels for each main heading. Use a *full* cut file folder for each subheading. Be sure to purchase file folders with reinforced headings, since they are resistant to curling and bending. On the left-hand side of the tab, label the folder with the main heading. The appropriate subheading will go on the right-hand side. You can mark the

folders directly on the file or use special gummed labels. File dividers, folders, and gummed labels can be purchased at office supply stores.

## File Alphabetically

Place dividers and folders in the filing system in alphabetical order. Begin placing your accounts, records, financial papers, and the like in the appropriate folders. Often items can be filed in several places. For this reason, it is helpful to write the file code in the upper right-hand corner of the material you are filing. As you work you may notice the need for additional folders. Make these as you go along and insert in the appropriate spot. Note the change on the filing index.

The filing index showing the headings that are in your file will be used constantly. Use it to help determine where to file each item as well as how to locate items already in your file. You might want to obtain a transparent plastic envelope to store the index.

## Make Adjustments

Constant adjustments need to be made as you work with your files. Any filing system must be flexible to allow for operational changes. When bulging file folders begin to appear, it is time to get the wastebasket. If, after you have cleaned the file thoroughly, it still bulges, use two file folders. One of the secrets of good organization is knowing what to keep and what to throw away. Outdated and nonessential items belong in the wastebasket. Items which are kept indefinitely need to find their way into the permanent file.

Keep your files organized by replacing file folders in their proper location. This is especially important if both the husband and wife participate in family business matters.

# HOME FILING SYSTEM

## Accounts and Records

- Account Book
- Automobile Records
- Equipment Guarantees and Instructions
- Health Records
- Household Inventory
- Income Tax Records
- Magazine Subscriptions
- Property Tax Records
- Real Estate Records

## Addresses

- Home Business
- Personal

## Bank

- Canceled Checks and Bank Statements
  - Current Year
- Deposit Slips
- Installment Agreements
- Loan Contracts
- Safe Deposit Box —
  - List of Contents

## Bills — Unpaid

- Unpaid Bills

## Correspondence

- Home Business
- Personal

## Insurance Papers

- Automobile
- Fire
- Health and Accident
- Homeowner's Package
- Liability
- Life
- Property
- Theft

## Investment and Savings

- Bank Savings
- Stocks and Bonds

## Personal

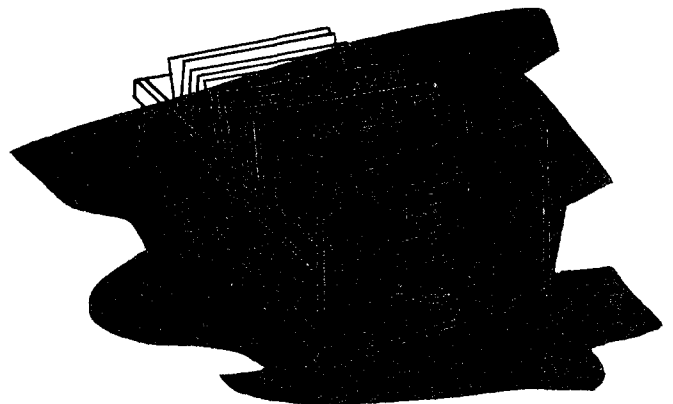
- Birthday Dates
- Christmas Card List
- Hobbies
- Reading Book Lists

## Organizations

- Church
- School

## Reference Material

- Budgeting
- Child Care
- Cleaning
- Clothing
- Crafts
- Equipment
- Foods and Nutrition
- Gardening
- Health and Safety
- Home Furnishings
- Landscaping
- Laundry
- Remodeling—Building and Repair



# FARM AND HOME FILING SYSTEM

## Accounts and Records—Farm

- Accounts—Crop and Livestock Sales
- Accounts—Depreciation Schedules
- Accounts—Farm and Home
- Accounts—Livestock Purchases
- Accounts—Net Worth
- Automobile and Truck Records
- Cooperative Pro-Ration
- Crop and Feed Production—Inventory
- Crop and Feed Production—Record
- Equipment Guarantees and Instructions
- Farm Inventories (1 copy)
- Farm Plans
- Farm Maps
- Government Programs—ASC
- Livestock—Breeding Records
- Livestock—Feeding Records
- Livestock—Registration Papers
- Social Security Records
- Soil Tests and Fertilizer Records
- Tax Returns and Receipts—Federal
- Tax Returns and Receipts—Property
- Tax Returns and Receipts—State

## Accounts and Records—Home

- Equipment Guarantees and Instructions
- Health Records
- Home Accounts
- Household Inventories (1 copy)
- House Plans

## Addresses

- Farm Business
- Home Business

## Bank

- Canceled Checks and Bank Statements—  
Current Year
- Deposit Slips
- Financial Statement
- Installment Agreements
- Loans and Mortgages
- Safe Deposit Box—List of Contents
- Savings Account Passbook

## Bills—Paid

- Crop Expenses
- Feed Bought
- Fuel
- Improvements
- Labor
- Livestock
- Machinery
- Other

## Bills—Unpaid

- Unpaid Bills

## Correspondence

- Farm Business
- Home Business

## Insurance Papers

- Automobile and Truck
- Crop
- Farm Owners Policy
- Health and Accident
- Life

## Organization

- Church
- Extension Groups
- Farm Organizations
- 4-H Clubs and Other Youth Organizations
- School

## Personal

- Birthday Dates
- Christmas Card Lists
- Gift Suggestions

## References—Farm

- Beef Cattle
- Crop and Weed Problems
- Dairy
- Farm Buildings
- Farm Management
- Horticulture
- Insect and Disease Control
- Irrigation
- Landscaping
- Poultry
- Rodent Control
- Sheep
- Soil Conservation Practices
- Soil Fertility and Fertilizer
- Swine
- Veterinary

## References—Home

- Budgeting
- Child Care
- Cleaning
- Clothing
- Crafts
- Equipment
- Foods and Nutrition
- Gardening
- Health—Safety
- Home Furnishings
- Laundry
- Remodeling—Building



# STORING VALUABLE PAPERS

From birth to death, records and papers are important—and becoming more so every year. If yours is an average family, you will handle nearly 1,000 bills, checks, receipts, letters, and other documents each year. Certain records and papers are kept in the current file of the business center. Others need to be placed in your permanent file, which can either be a special place in your business center or perhaps a box on a high closet shelf. Valuable papers should be stored in a bank safe deposit box and a list of contents kept in the current file.

It is important for family members to know what, where, and how long to keep valuable records and papers so they will be readily available when needed. The following chart, "Where Will You Keep the Papers That Are Important to You?" may serve as a guide for what to destroy, file, or store permanently.

**Storage files for current and permanent records are featured here. From left to right clockwise are (a) transfer boxes for permanent records, (b) small metal cases for index cards and important papers, (c) fireproof file for permanent records, (d) small metal filing case for home filing system, and (e) two-drawer metal file.**



# WHERE WILL YOU KEEP IMPORTANT PAPERS?

Item	Carry With You	Current File	Store in Permanent File	Safe Deposit Box
Account books		x	x	
Automobile title bills of sale				x
Bank statements, deposit slips, check stubs			for 7 years	
Birth certificates				x
Burial lot deeds				x
Cancelled checks			for 7 years	
Debts—What we owe		x	for 5 years after paid	
Employment records		x		
Guarantees, warranties		x	for life of purchase	
Identification:				
Drivers license	x			
If diabetic, name and address	x			
Blood type	x			
Whom to notify, Dr. preferred	x			
Installment purchases with payments scheduled		x	for 5 years after paid	
Instruction books		until sold		
Insurance policies:				
Property		x		
Personal liability		x		
Hospitalization		x		List
Automobile		x		
Life		x		
Inventories—Household and farm		Revise annually		x
List of safe deposit box contents		x		x
Marriage and divorce records				x
Military service records				x
Real estate papers				
Periodic receipts		x		
Mortgages				x
Abstracts				x
Receipts and receipted bills unless tax deductible or guarantee		x	for 5 years	x
Social Security card	x			x
Stock certificates, other investments		List		x
Tax returns and records:				
Income		x	x	
Property		x	x	
Wills		x		x

## **Acknowledgments**

Copy and illustrations on pages 4, 5, 10, and 11 adapted with permission from *Space Standards for Household Activities*, Bulletin 686, University of Illinois Agricultural Experiment Station, Urbana, Illinois.

Photograph of compact storage for business papers on page 15, reprinted by permission of the Small Homes Council, Mumford House, University of Illinois, Urbana, Illinois, from its copyrighted circular, *Household Storage Units*, C 5.1.

Copy and illustrations on pages 12 and 13, adapted from *See Your Home in a New Light*, General Electric, Nela Park, Cleveland, Ohio.



## *Dear Friends:*

Our purpose in preparing "Your Home Business Center" is to help you to organize and plan *all* aspects of your home business center so that it will be comfortable, convenient, attractive, and efficient.

Here you will find suggestions for the location of the business center in your home, and for the types of desks, files, chairs, and other office equipment which you will need.

The two suggested filing systems will help you to organize your records whether you live on a farm or live in town. Both are set up alphabetically so that you can adapt or revise them to your present and ever-changing needs. Information is also provided on storage and safekeeping of your family's valuable papers and other permanent records.

When the desk and chair are carefully proportioned to fit you, it will be pleasant to work at the business center, for you will be working in comfort. Adequate storage for small and large equipment will add to the convenience of the center.

Good lighting at the desk and throughout the room is of the utmost importance to you when you are working with detailed records.

Select desk lighting and wall and desk surfaces to provide maximum seeing conditions without glare.

Members of the Minnesota Agricultural Extension Service are always available to counsel with you when you have questions concerning home management or farm management. Those of us who work directly with management are your county home economists and agricultural agents, the home management specialists, and extension economists in farm management.

We shall be happy to hear from you as you use the information from this publication in developing your own home business center.

Adapted by Mary F. Lamison, extension specialist, home management; Mary L. Muller, extension specialist, home improvement; and K. H. Thomas, extension economist, farm management; by permission of Extension Service, Kansas State University, Manhattan, Kansas, from Bulletin C-344 by Vera M. Ellithorpe and Judith R. Urich.

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U. S. Department of Agriculture. Luther J. Pickrel, Director of Agricultural Extension Service, University of Minnesota, St. Paul, Minnesota 55101.