PARSONS’ Hand-Book of Business and Social Forms is, as its name indicates, a book to be kept at hand, for ready reference or for study, to enable the business man, the farmer, the mechanic, laborer, doctor, preacher, student, or any live person, to successfully deal with the thousand and one matters of greater or less importance which demand and must receive attention. The publisher has excluded from its pages all frivolous and unimportant matter, making use of only such as will prove of practical utility; and the book is confidently offered to the public as a work full of valuable information, unencumbered with useless material.

Its success thus far has been beyond our most sanguine expectations, and unsolicited commendations have been received from State and county Superintendents of Public Instruction, and from men of business, testifying to its great value as a hand-book for business and professional men, and as an educational work for all classes.

In the preparation of the work it has been the aim of the publisher to steadily keep in view the information constantly needed by all classes of people, so as to enable them to refer at once, instead of having to examine whole libraries, to find what is wanted. Neither pains nor expense has been spared to render the book reliable and trustworthy; and to this end the best talent in the country has been secured to prepare the different departments of the work. Most books are written by one author, while this work is the united labor of ten different persons, each excelling in his specialty. Prof. Parsons has for years conducted one of the leading Business Colleges in Michigan, located at Kalamazoo, besides being connected with the Parsons’ Chain of Business Colleges, all of which use his system of Penmanship and Book-keeping introduced in this book.

The department of Commercial Arithmetic was prepared by A. Hadlock, Professor of Mathematics in the Kalamazoo College. Business Forms, Commercial Law, Banking, and Government received the personal supervision of Hulbert and Mechem, of Battle Creek, Mich., prominent attorneys at law.
The departments of Practical Grammar, Punctuation, and Use of Capitals were prepared by Prof. G. H. Bell, author of "Natural Method in English," and for years Professor of English Literature in Battle Creek College. The chapter on Letter Writing was furnished by Prof. C. W. Stone, late principal of the Battle Creek Business College; while Good Behaviour, and Cards and Invitations were prepared by Hon. W. C. Gage, ex-Mayor of the City of Battle Creek, and for years connected with the eastern metropolitan press.

Parliamentary Practice was prepared by Prof. U. Smith, author of Smith's "Diagram of Parliamentary Rules," and member of the faculty of Battle Creek College. Language of Flowers was written by F. E. Belden, of Boulder, Colorado.

There are thirty heads, or subjects, all of which are treated at great length. Unlike many works of its class, which are superficial, skimming over the surface only, and are at best but little more than commentaries on the subjects they profess to treat, this work is thorough in all its departments, going into details and explaining principles as thoroughly and efficiently as they are brought out in standard works. Penmanship, the first department, covers 53 large octavo, closely printed pages; Book-keeping and Commercial Arithmetic, 60 pages; English Practical Grammar, a very valuable treatise, covers 82 pages; Letter Writing, 58 pages; Commercial Law, 82 pages; Good Behaviour at Home and Abroad, 48 pages; other departments are full and complete, making one of the most useful and practical works before the people.

The work has been revised with great care, and corrected up to date, so that we are able to present to the people a work unsurpassed for conciseness and accuracy, and one which in all the methods and facts it advocates and teaches is equaled by few, and excelled by none.

Lastly, the artistic manner in which the workmanship of this book is done, and the excellent and beautiful binding in which it appears, will commend it to all who have an eye for utility and beauty combined. We send it forth, trusting that many will be saved from perplexity by its possession, while more will be made wise by a careful study of its pages.