ALL desire to transact business in a business-like manner, and in order to accomplish this it is necessary to become familiar with certain forms adopted by both the Legal and the Commercial world.

It seems unnecessary to give instruction regarding the form of a Bill of Goods, a Note, or a Receipt; yet from specimens in our possession we are led to believe that a study of even these simple forms will be beneficial to a large class.

The more complicated forms are not so often used in ordinary business, and yet it is sometimes most important that they be exact and explicit. This treatise has been compiled with a view to supplying all these various necessities, and will be found of great value.

The law relating to these forms will be found in another department, under the head of Commercial Law. We have endeavored to make both these departments so complete that they will meet the demands of any ordinary business.
**BUSINESS FORMS.**

[BILL NOT RECEIVED.]

Prof. M. Devlin

Bo't of N. Smith.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 doz. Dees Leeks</td>
<td>14</td>
<td>@ $1</td>
<td>18</td>
</tr>
<tr>
<td>2 &quot; Hand Saws, &quot; 16</td>
<td></td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>8 &quot; Gate Hinges, &quot; 7</td>
<td></td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>

[BILL RECEIVED BY CLERK.]

Mr. H. Winter

To Howe & Powers, Jr.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 4</td>
<td>To 4 doz. Books, @ $24</td>
<td>96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>5 &quot; Blanks, &quot; 1</td>
<td>6</td>
<td></td>
<td>101</td>
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</tbody>
</table>

Received Payment, Howe & Powers, for Jones.

[BILL SHOWING CREDIT ENTRY AND BALANCE.]

J. C. Kimball

To A. C. Parsons, Jr.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1</td>
<td>To Parsons’ Book-Keeping</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>Hand-Book</td>
<td>4</td>
<td></td>
<td>4.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6.50</td>
</tr>
<tr>
<td>Feb. 19</td>
<td>By School Desk Castings</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dal. Due</td>
<td></td>
<td></td>
<td>8.50</td>
</tr>
</tbody>
</table>
[BANK CHECK.]


KALAMAZOO CITY BANK,

Pay to George Torrey, or bearer,
One Hundred and Ten Dollars

No. 45.

W. L. Eaton

[SIGHT DRAFT.]


At sight, pay to the Order of E. W. Smith, Three Hundred Dollars, and charge to the account of

S. H. Roberts.

No. 35.


[BANK DRAFT.]

$1000.

Exchange Bank of Battle Creek.

Battle Creek, Mich., July 3, 1883.

Pay to the order of J. E. White, One Thousand Nine Hundred Dollars

No. 20.

To City Bank, Kalamazoo, Mich. Cashier.

Note.—A Sight, or Time Draft, is used for making collections, while a Bank Draft, or Inland Bill of Exchange, is the Banker's Check for money he has deposited with other banks, subject to his order.
[NOTE NEGOTIABLE BY INDOREEMENT.]

Thirty days after date, for value received, I promise to pay W. A. Hatch or order Nine Hundred Dollars with interest at ten per cent. per annum, payable annually.

George Moore.

----------

[NOTE PAYABLE ON OR BEFORE A CERTAIN DATE.]

On or before the first day of January, 1884, I promise to pay E. S. Walker or order One Hundred and Twenty-five $10 9/10 Dollars with interest at ten per cent., payable annually.

John D. Morton.

----------

[NOTE NEGOTIABLE BY DELIVERY.]

One year after date I promise to pay to James Brown or bearer Fifty Dollars with interest at ten per cent.

Henry Smith.

----------

[NON-NEGOTIABLE NOTE.]

Nine months after date, for value received, I promise to pay J. W. Sheldon Fifty Dollars with interest at ten per cent.

James Brown.

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[JOINT AND SEVERAL NOTE.]

Sixty days after date, for value received, we jointly and severally promise to pay to J. E. White or order Forty Dollars, with interest.

George Bullard,
G. F. Wright.

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[JOINT NOTE TO HEARER, INTEREST AFTER DUE.]

Ninety days after date we promise to pay to W. C. Clapp or bearer Seventy Dollars. Value received.

C. W. Stoner,
U. Smith.

----------

[FORM OF NOTE FOR INDIANA.]

$90. La Grange, Indiana, Sept. 4, 1882.
On demand, for value received, I promise to pay M. R. Gordaner Ninety Dollars, with interest, payable without any relief whatever from valuation or appraisement.

Benj. Ellison.
[NEGOTIABLE NOTE, WITH ENDORSEMENT.]

Battle Creek, Mich., Jan. 1, 1883.

One year from date I promise to pay to John H. Wilson, or order, Two Hundred Dollars, with interest at ten per cent. until paid.

W. G. White.

[ENDORSEMENTS ON NEGOTIABLE NOTE.]

John H. Wilson.
Pay to Frank N. Peters.
John H. Wilson.
Pay to Exchange Bank.
John H. Wilson.
Pay to W. A. White, to apply on my note to him.

[FOREIGN BILLS OF EXCHANGE.]

Battle Creek, Mich., April 4, 1883.

Sixty Days after sight, of this our First OF EXCHANGE (second and third of the same tenor and date unpaid), pay to the order of Chas. J. Robinson, Three Hundred Pounds Sterling, value received, and charge the same to First National Bank.

To the Union Bank of London,


Note.—It is customary for the banker to issue Bills of Exchange in sets of three, nearly alike, and numbered one, two and three. One of these is given to the purchaser, and the other two are forwarded by different mails to the bank on which they are drawn.
Protest and Notice.

Be it Known, That on the day of the date hereof, at the request of G. J. French, of Kalamazoo, the holder of the original note of which a true copy is hereunto annexed, I, the undersigned, Notary Public for the State of Michigan, by lawful authority duly commissioned and sworn, residing in the City of Kalamazoo, presented the same, during the usual hours of business for such purposes, at the place of business of the maker, to a proper person there duly acting and attending, and competent to give answers, and demanded payment thereof, which was refused, and answer was made that the maker of said note was not within, and that there were no funds provided there for its payment.

Whereupon, I, the said Notary, at the request aforesaid, have Protested, and do hereby solemnly protest, against all persons and every party concerned therein, whether as Maker, Drawer, Drawee, Acceptor, Payer, Indorser, Guarantee, Surety, or otherwise howsoever against whom it is proper to protest, for all Exchange, Re-exchange, Costs, Damages and Interest, suffered and to be suffered for want of payment thereof:—Of which demand and refusal I duly notified G. L. Towsan, the indorser thereof.

Thus Done and Protested, at Kalamazoo, aforesaid, the nineteenth day of Jan., 1882.

L. N. BURKE,
Notary Public.

Notice to Indorser.

Kalamazoo, Jan. 19, 1882.

Payment of a certain Promissory Note drawn by W. Murray in favor of yourself, and by you indorsed, dated Nov. 16, 1882, for Five Hundred Dollars, delivered to me for Protest by G. J. French, the holder, being this day due, demanded, and refused, you will be looked to for payment, of which you hereby have Notice.

To G. L. TOWNSAN.

L. N. BURKE, Notary Public.

Power of Attorney.

Know all Men by these Presents, That I, of _______________________________, County of _______________________________, and State of _______________________________, have made, constituted, and appointed, and by these presents do make, constitute, and appoint _______________________________, of _______________________________,
County of ........................., and State of ........................., my true and lawful attorney, for me, and in my name, place, and stead, and in my behalf, to (here insert the things which the attorney is to do); giving and granting unto my said attorney, full power and authority generally to do and perform all and every act whatsoever requisite or proper to effectuate all or any of the premises, with the same powers and to all intents and purposes with the same validity, as if I were personally present, hereby ratifying and confirming whatsoever my said attorney shall and may do by virtue hereof in the premises.

_in Witness Whereof_, I have hereunto set my hand and affixed my seal, this eighteenth day of September, in the year of our Lord 18... Signed, Sealed and Delivered in the presence of

A Power of Attorney to execute a deed must be given under seal, and be acknowledged by both husband and wife, and must be done in the name of the principal. Upon the death of the principal, the authority delegated by power of attorney ceases, and all subsequent acts under it are void. The authority intended to be conferred should be expressed in clear and intelligible terms, and be properly executed, attested, and acknowledged.

---

Bill of Sale.

Know all Men by these Presents, that I, G. M. Devlin, of Jackson, for and in consideration of the sum of Five Hundred Dollars to me in hand paid by W. F. Parsons, of the same place, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, have bargained, sold, and delivered, and by these presents do bargain, sell, and deliver unto the said W. F. Parsons, one team of horses, one dark bay and one chestnut.

To have and to hold the said goods unto the said W. F. Parsons, his executors, administrators and assigns, to his and their own proper use and benefit forever. And I, the said G. M. Devlin, for myself and heirs, executors and administrators, will warrant and defend the said bargained premises unto the said W. F. Parsons, his executors, administrators, and assigns, from and against all persons whosoever.

Witness my Hand and Seal, this tenth day of March, 1882.

Sealed and Delivered in the presence of

G. M. DEVLIN. G. J. FRENCH.

A Bill of Sale is a written agreement by which a party transfers to another, for a consideration on delivery, all his right, title and interest in personal property.

---

Contract.

This Agreement, Made this first day of January, 1879, between M. Dennis, of Kalamazoo, and W. French, of Pavilion, Witnesseth, that the said M. Dennis covenants and agrees, faithfully, truly and diligently, to work for the said W. French, as his farm hand, on the farm of the said W. French or such other
Articles of Co-Partnership.

Articles of Agreement, made and concluded this first day of January, in the year A. D. One Thousand Eight Hundred and Eighty-Two, between H. Parsons of the first part, and C. D. Smith of the second part, both of the City of Jackson, County of Jackson, State of Michigan. The said parties have agreed, and by these presents do agree, to associate themselves as co-partners, for the purpose of carrying on the General Dry Goods Business, on the following terms, to the faithful performance of which they mutually bind and engage themselves, each to the other, his executors and administrators:

1. The name, style, and title of such partnership shall be H. Parsons & Co., and it shall continue three years from the date hereof, except in case of the death of either of the said partners within the said term.

2. That the said H. Parsons contribute, as his share of the joint stock, merchandise valued at Twelve Thousand Dollars, and the sum of Five Thousand Dollars in cash; and that the said C. D. Smith contribute the sum of Four Thousand Dollars in cash.

3. All profits which may accrue to the said partnership shall be divided, and all losses happening to the said firm, whether from bad debts, depreciation of goods, or any other cause or accident, and all expenses of the business, shall be borne by the said parties, in the proportion of three-fourths by the said H. Parsons, and of one-fourth by the said C. D. Smith.

4. The said H. Parsons and C. D. Smith shall devote and give all their time to the business of said firm, and use their utmost endeavors, to the best of their skill and ability, to conduct the business for their mutual advantage, and will not, within the period above named, engage in any other trade or business to their private emolument or advantage.

5. That books of accounts shall be kept, in which shall be entered a full and exact account of all purchases, sales, transactions, and accounts of said firm, and which shall always be open to the inspection of both parties, and their legal representatives respectively. An account of stock shall be taken, and an account between the said parties shall be settled, once in every year, and as much oftener as either may, in writing, request.

6. Neither party shall assume any obligation or liability, verbal or written, either in his own name or in the name of the firm, for the accommodation of any other person or persons whatsoever, without the consent, in writing, of the other party; nor shall either party lend any of the funds of the co-partnership without such consent of the other partner.

7. No large purchase shall be made, or any transaction out of the usual course of the dry goods business undertaken, by either of the partners, without previous consultation with, and the approbation of, the other partner.

8. The said H. Parsons shall not withdraw from the funds or joint stock of the firm more than the sum of Eighteen Hundred Dollars per annum, nor more than Three Hundred Dollars in any one month; and the said C. D. Smith shall not withdraw more than the sum of Eight Hundred Dollars per annum, nor more than One Hundred Dollars in any one month. Each (or neither) party shall be allowed interest on his share of capital invested; and if, at the expiration of the year, a balance of profits be found due to either partner, he shall be at liberty to withdraw said balance, or to leave it in the business, provided the other partner consent thereto.
9. At the expiration of the aforesaid term, or earlier dissolution of partnership, the stock or its proceeds, after paying the debts of the firm, shall be divided in the proportion of five-sixths to the said H. Parsons, and of one-sixth to the said C. D. Smith; but, if the said parties or their legal representatives cannot agree in the division of stock then on hand, it is hereby agreed that the matter shall be referred to the arbitration of H. L., C. H., and D. F. (or three competent disinterested persons, selected as may be arranged); and what they shall direct and determine therein shall be binding and conclusive upon all concerned.

10. And it is further agreed, for the faithful performance of the aforesaid articles of agreement, that either party, in case of any violation of them, or either of them, by the other, shall have the right to dissolve this co-partnership immediately upon becoming informed of such violation.

In Witness Whereof, We have hereunto set our hands and seals the day and year above written.

Executed and delivered in the presence of

G. M. Devlin,
F. M. Sibley.

H. PARSONS.  SEAL.
C. D. SMITH.  SEAL.

Notice of Dissolution.

The Copartnership heretofore existing between H. Parsons and C. D. Smith under the firm of H. Parsons & Co., is this day dissolved by mutual consent.

The business will be continued by H. Parsons, who is authorized to settle the accounts of the late firm.

Feb. 1, 1882.

H. PARSONS.
C. D. SMITH.

Form of Lease.

This Agreement Witnesseth, That W. F. Parsons doth hereby let unto G. M. Devlin, that certain house and lot situated No. 148 Main Street, Village of Kalamazoo, and State of Michigan, for the term of one year from the first day of March, 1882, at the rent of Six Hundred Dollars per year, to be paid in quarterly portions in advance. And the said G. M. Devlin doth hereby, for his heirs, executors, and administrators, covenant and promise to pay to the said W. F. Parsons or his assigns the said rent in the proportions aforesaid; and the said G. M. Devlin, his executors, and administrators, shall and will not, at any time during the said term, let or demise, or in any manner dispose of, the hereby demised premises, or any part thereof, for all or any part of the term hereby granted, to any person or persons whatever, nor occupy or use the same in any other manner than as a private dwelling, without the consent and approbation, in writing, of the said W. F. Parsons or his assigns, first had for that purpose; and at the expiration of the said term yield up and surrender the possession of the said premises, with the appurtenances, unto the said W. F. Parsons or his assigns, in the same good order and condition as the same now are, reasonable wear and tear thereof, and accidents happening by fire or other casualties, excepted.
It is hereby further agreed, that if the above-named G. M. Devlin should continue on the above-described premises after the termination of the above contract, then this contract is to continue in full force for another year, and so on, from year to year, until legal notice is given for a removal.

In Witness Whereof, The said W. F. Parsons and G. M. Devlin have hereunto set their hands and seals, the first day of March, One Thousand Eight Hundred and Eighty-Two.

Sealed and Delivered
in the presence of
H. M. HOLCOMB.

W. F. PARSONS. G. M. DEVLIN.

Landlord’s Notice to Quit for Non-Payment of Rent.

Sir: Please take notice that you are hereby required to surrender and deliver up possession of the house and lot as No. 148 Main Street, which you now hold of me, and to remove therefrom on the first day of March next, or at the expiration of the current year of your tenancy.

Dated at Kalamazoo, February 1, 1882. H. PARSONS, LANDLORD.

To Mr. C. D. SMITH.

Notice to Quit by the Tenant.

Please take notice that on the first day of March next I shall quit possession and remove from the premises I now occupy as house and lot No. 148 Main Street, in the Village of Kalamazoo.

Dated at Kalamazoo, February 10, 1879. C. D. SMITH.

To Mr. H. PARSONS.

Form of Bond.

Know all Men by these Presents, That I, Julius C. Burrows, in the County of Kalamazoo and State of Michigan, am held and firmly bound unto William H. McCourtie, of Kalamazoo, in the County of Kalamazoo, and State aforesaid, in the sum of Five Thousand Dollars, lawful money of the United States, to be paid to the said William H. McCourtie, or his certain attorney, executors, and administrators, or assigns; to which payment, well and truly to be made and done, I do bind myself, my heirs, executors, and administrators, and every one of them, firmly by these presents. Sealed with my seal, and dated the tenth day of March, Anno Domini, One Thousand Eight Hundred and Eighty-Two.

The condition of this obligation is such, that if the above bounden Julius C. Burrows, his heirs, executors, administrators, or any of them, shall and do well and truly pay or cause to be paid unto the above-named William H. McCourtie, his executors, administrators, or assigns, the just and full sum of Five Thousand Dollars, lawful money aforesaid, with legal interest for the same, on or before the first day of August next, without fraud or further delay, then the above obligation to be void and of none effect, or else to be and remain in full force and virtue.

Signed, sealed, and delivered in presence of
J. L. TOWNSAN.

JULIUS C. BURROWS.
second part, the receipt whereof is hereby confessed and acknowledged, do by these presents, grant, bargain, sell, remise, release, and forever QUIT-CLAIM unto the said party of the second part, and to his heirs and assigns, FOREVER, All that certain piece or parcel of land situate and being in the County of Calhoun and State of Michigan, and described as follows, to wit: The South-East quarter of Section Number Ten in Township Number Two, South of Range Number Six West, containing One Hundred and Sixty Acres of Land, be the same more or less, TOGETHER with all and singular the hereditaments and appurtenances thereunto belonging or in anywise appertaining; To HAVE AND TO HOLD the said premises as above described to the said party of the second part, and to his heirs and assigns, to the sole and only proper use, benefit and behoof of the said party of the second part, his heirs and assigns, Forever.

In Witness Whereof, The said parties of the first part have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered in presence of

Francis A. Stace,
John E. Fogey.

JAMES A. MINER.  MARY S. MINER.

(Form of acknowledgment same as in Discharge of Mortgage.)

Another Form of Lease, with Security.

It is Hereby Agreed, Between Mathew Simpson, of Marengo, Washtenaw County, Michigan, party of the first part and Israel Hall, of Ann Arbor, in said County and State, party of the second part, as follows: The said party of the first part, in consideration of the rents and covenants herein specified, doth hereby Let or Lease to the said party of the second part the house and lot situate on West Ingalls St., in the said City of Ann Arbor and known as Number Thirty-One, for the term of three years from and after the First day of May, 1881, on the terms and conditions hereinafter mentioned, to be occupied for a dwelling house and in no case to be used for any business deemed extra hazardous on account of fire.

Provided, That in case any rent shall be due and unpaid, or if default shall be made in any of the covenants herein contained, then it shall be lawful for the said party of the first part, his certain attorney, heirs, representatives and assigns, to re-enter into, re-possess the said premises, and the said party of the second part, and each and every other occupant to remove and put out.

And the said party of the second part doth hereby hire the said premises for the term of three years as above mentioned, and doth covenant and promise to pay to the said party of the first part, representatives and assigns, the monthly rent of Ten Dollars, payable in advance on the first day of each and every month during said term. And that he will not assign nor transfer this lease, or sub-let said premises, or any part thereof, without the written assent of said party of the first part.

And also, that he will at his own expense, during the continuance of this lease, keep the said premises and every part thereof in as good repair, and at the expiration of the term, yield and deliver up the same in like condition as when taken, reasonable use and wear thereof and damage by the elements excepted.
And the said party of the first part, doth covenant that the said party of the second part, on paying the aforesaid installments and performing all the covenants aforesaid, shall and may peaceably and quietly have, hold and enjoy the said demised premises for the term aforesaid.

The covenants, conditions and agreements, made and entered into by the several parties hereto, are declared binding on their respective heirs, representatives and assigns.

WITNESS our hands and seals this First day of May, 1881.

MATHEW SIMPSON.

ISRAEL HALL.

In Consideration of the letting of the premises in the foregoing instrument described, and for the sum of one dollar, to me paid, I do hereby become surety for the puncual payment of the rent and performance of the covenants in said instrument mentioned, to be paid and performed by the second parties therein named; and if any default shall at any time be made therein I do hereby promise and agree to pay unto the party of the first part named in said instrument, the said rent and arrears thereof that may be due, and fully satisfy the condition of said instrument, all dangers that may occur by reason of the non-fulfillment thereof, without requiring notice or proof of the demand being made.

WITNESS my hand and seal this First day of May, 1881.

J. C. KNOWLTON.

Lease of Farm for Money Rent.

This Indenture, Made and executed at Athens, in the County of Calhoun, State of Michigan, on the First day of April, in the year of our Lord one thousand eight hundred and seventy-one, by and between Benjamin F. Bunn, of the Township of Athens of the first part, and George W. Meilen of the same place of the second part.

WITNESSETH, that the said party of the first part, has agreed to lease and to farm let, and does hereby lease and farm let; and the said party of the second part has agreed to take, and does hereby take, all the following described pieces or parcels of land situate and being in the Township of Athens, in the County of Calhoun, and State of Michigan, to wit: The East half of the North-West quarter of Section Number Fourteen and the West half of the North-East quarter of said Section Fourteen, for the term of three years, commencing on the first day of April, 1870, and ending on the first day of April, 1873. And for and in consideration of the aforesaid term of rent of the said premises the said party of the second part promises to pay to the said party of the first part, his heirs, executors, administrators or assigns, the sum of Two Hundred and Fifty Dollars per year in lawful money of the United States of America, to be paid as follows, to wit: The first year's rent shall be paid in two equal semi-annual payments, payable April 1, 1871, and July 1, 1872. The rent of the two following years shall be paid yearly on the first day of April. And as a further consideration of the aforesaid term of rent, of the said premises, the said party
of the second part promises to pay all taxes, whether State, County, Township, School or Road taxes, or any other taxes that may be imposed on the whole or any part of the said premises, wood land as well as tillable land, and deliver to the said party of the first part, his heirs, executors, administrators or assigns, on the last day of each year, the proper and necessary receipts for all taxes that he may have paid during such year. The said party of the second part promises to keep the buildings and fences at all times in good order and repair, and that he will not sub-let the said premises or any portion thereof, nor assign nor transfer this lease to any person whomsoever, without written consent of the said party of the first part, his heirs, executors, administrators or assigns, endorsed on this Indenture. (Insert here any other desired agreements.) The said party of the first part gives the said party of the second part permission to cut, on the wood land of said farm, the timber that may be necessary for keeping the buildings and fences in repair, but for no other purpose whatever, excepting for the firewood necessary to be consumed on the said premises, which must always be cleanly cut next adjoining the said tillable land, in strips of not to exceed ten rods in depth across the whole width of the said premises as far as the wood land shall extend, heaping and burning the brush. And at the expiration of the said term of rent, the said party of the second part promises to surrender and give up the said premises, together with the buildings and fences in good order and repair, to the said party of the first part, his heirs, executors, administrators or assigns. And should the said party of the second part fail in any of the foregoing promises, conditions and obligations contained in this Indenture on his part, to be fulfilled, kept and performed, then this lease will become null and void, and the said party of the first part, his heirs, executors, administrators or assigns, may peaceably re-enter and take possession of the premises and property hereby rented, without any formal proceedings either at LAW OR IN EQUITY, and the said party of the second part hereby agrees to pay to the said party of the first part, his heirs, executors, administrators or assigns, all damage and loss, which he, they or any of them may suffer, by reason of any failure on the part of the party of the second part to faithfully carry out, observe and perform all the terms, covenants and conditions herebefore set forth.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered in the presence of
HIRAM STAUFFER.
MALIN W. HOBART.

BENJAMIN F. BUNN.  
GEORGE W. MELLEN.

LAND CONTRACT.

Article of Agreement. Made this First day of June, in the year of our Lord one thousand eight hundred and eighty-two, BETWEEN James B. Smith, of the City of Battle Creek, Michigan, of the first part, and Frank N. White, of the Township of Bedford, Calhoun County, Michigan, of the second part in the manner following:—The said party of the first part, in consideration of the sum of One Thousand Dollars, to him to be duly paid, hereby agrees to sell unto the said party of the second part, all that certain piece or parcel of land lying
Agreement to Cultivate Land on Shares.

This Agreement, Made this First day of July, 1882, between Charles Rowe of Burlington, Calhoun County, Michigan, of the first part, Melvin M. Lee, of the same place of the second part, WITNESSETH:—That the said Melvin M. Lee agrees that he will break up, properly fit and sow with wheat, all that field of the said Charles Rowe, lying immediately North of the dwelling house of said Rowe in Burlington aforesaid and containing twenty acres or thereabouts, on or before the 25th day of September next; that when said crop, to be sown as aforesaid, shall be in fit condition, he will cut, harvest, and safely house it in the barns of said Rowe, and that he will properly thresh and clean the same and deliver one-half of the wheat, being the produce thereof, to the said Charles Rowe at said barns, on or before the 1st day of October, 1882.

It is understood between the parties that one-half of the seed is to be furnished by said Charles Rowe; that the said Lee is to perform all the work and labor in the premises or cause it to be done, and that the straw is to be equally divided between the parties within ten days after the wheat shall have been threshed as aforesaid.

Witness our hands and seals.

MELVIN M. LEE. [L. S.]

CHAS. ROWE. [L. S.]

(This form may be readily altered to cover other fields or other crops, or both.)

Contract for Building.

Memorandum of Agreement, Made this First day of June, 1882, between Smith McPherson, of Des Moines, Iowa, of the first part, and Henry Green, of the same place, of the second part.

The said party of the second part hereby covenants and agrees to and with the said first party to make, erect, build, and finish in a good, substantial, and workmanlike manner, on the lot owned by said first party in Des Moines, known as Lot 27 of Block 8, a two-story frame cottage dwelling house according to the plans and specifications hereto annexed, of good and substantial materials as provided for in said specifications (or if owner is to furnish materials, say: Of such materials as said first party may furnish and provide therefor) by the first day of September next.

And said first party covenants and agrees to pay to said second party therefor the sum of One Thousand Dollars, as follows: Two Hundred Dollars when the frame is up; Three Hundred Dollars when the building is enclosed, and the balance when the building is completed according to contract and accepted. (If owner is to furnish materials, insert this: Said first party also agrees that he will furnish and procure the necessary materials for said work, in such quantities and at such times as said second party shall or may reasonably require.)

The architect, Mr. J. H. Stanley, is hereby made the judge of the proper completion of said building according to contract.
of the United States, to me paid by said Francis M. Hilton, of Kalamazoo, Michigan, party of the second part, the receipt whereof is hereby acknowledged, have granted, bargained and sold, and by these presents do grant and convey, unto the said party of the second part, his executors, administrators or assigns, all the right, title and interest which I have in and to the said invention as secured to me by said letters patent (or, for, to and in the States of Michigan and Ohio and in no other places)

TO HAVE AND TO HOLD the same unto the said party of the second part, his executors, administrators and assigns, as fully as the same were originally granted by letters patent of the United States to said Francis M. Hilton to the full end of the term thereof FOREVER. And the said party of the first part for himself and his heirs, executors and administrators, doth covenant and agree to and with the said party of the second part, his executors, administrators and assigns, to Warrant and Defend the above sale of said patent right, hereby made, unto the said party of the second part, his executors, administrators and assigns against all and every person or persons whatsoever.

In Witness Whereof, I have hereunto set my hand and seal this First day of July, one thousand eight hundred and eighty-one.

Signed, sealed and delivered
in presence of
A. B. Powell,
Foster Pratt.

HENRY P. POTTER.

Teacher's Contract.

It is Hereby Contracted and Agreed, Between James M. Armstrong, Director of District Number Four, in the Township of Bedford, County of Calhoun, and State of Michigan, and Elias Glenn, legally qualified Teacher in said Township, that the said Elias Glenn shall teach the Primary School of said District for the term of five months, commencing on the Fifth day of October, A. D. 1881, and the said Elias Glenn agrees faithfully to observe and enforce the Rules and Regulations established by the District Board.

The said James M. Armstrong, in behalf of said District agrees to keep the School House in good repair, and to provide the necessary fuel, and to pay said Elias Glenn, for the said services as Teacher, to be faithfully and truly rendered and performed, the sum of Two Hundred and Fifty Dollars, the same being the amount of wages above agreed upon to be paid on or before the First day of April, 1882. PROVIDED, that in case the said Elias Glenn shall be dismissed from School, by the District Board, for gross immorality, for violation of this Contract, or shall have his Certificate annulled by the Superintendent of Schools, he shall not be entitled to any compensation from and after such annulment or dismissal.

In Witness Whereof, We have hereunto subscribed our names this First day of October, A. D. 1881.

JAMES M. ARMSTRONG, Director.
ELIAS GLENN, Teacher.

Approved by
JOSEPH MERCER, Moderator.
ELISHA CARPENTER, Assessor.
Revocation of Power of Attorney.

Know all Men by these Presents, That whereas, I, James E. White, in and by my letter of attorney bearing date July 1, 1875, did make, constitute and appoint Frank A. Henderson my attorney, as by the said letter of attorney will more fully and at large appear:

Now Know Ye, That I, the said James E. White, have revoked, countermanded and made void, and by these presents do revoke, countermand and make void the said letter of attorney above mentioned and all power and authority thereby given or intended to be given to the said Frank A. Henderson.

In Witness Whereof, I have hereunto set my hand and seal this 4th day of March, 1882.

In presence of
JOHN WILSON,
GEORGE BROWN.

SEAL.

To be acknowledged and recorded if power of attorney was so executed. See subject of Agency.

Subscription to Build Church or Bridge.

We the Undersigned, do severally promise and agree to pay to A. B., C. D., and E. F., the trustees of the First Presbyterian Society of Battle Creek, (or the Commissioners of Highways of the Township of Bedford,) the sums set opposite our respective names, on demand, (or as the terms of payment may be,) aforesaid, (or for the purpose of building a bridge across the Kalamazoo River on the Augusta road,) and we request the said Trustees (or Commissioners,) to contract for the building of said church (or bridge) and to build the same and to apply the sums of money hereto subscribed in payment thereof.

Witness our hands this First day of June, 1880.

NAMES.

AMOUNT.

Proxy.

Know all Men by these Presents, That I, Alphonzo DeCassa, of , do hereby appoint Timothy Tompkins, of , my attorney for me and in my stead, to vote as my proxy, at any election of (officer or officers) of the Company, according to the number of votes I should be entitled to cast if personally present.

Witness my hand and seal this First day of June, 1880.

ALPHONZO DECASSA.

Petition to Congress of the United States.

To the Honorable the Senate and House of Representatives of the United States, in Congress assembled:

The petition of the undersigned citizens of , in the State of , respectfully shows that (here state the subject matter of the petition). And your petitioners as in duty bound will ever pray, etc.

(Signatures.)
Petition to the State Legislature.

To the Honorable the Senate and House of Representatives of the State of

_____________, in Legislature convened:—

Your petitioners, the undersigned, would respectfully show that they are citizens and taxpayers of the County of____________, in said State of____________, that they are informed that a bill is about to be introduced for passage by your honorable body, providing that, etc., and that they believe the purpose of such bill to be detrimental to the best interests of the citizens of this State. Your petitioners therefore pray your honorable body not to pass said bill, etc.

And your petitioners will ever pray, etc.

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Petition to a Governor.

To his Excellency_____________, Governor of the State of_____________:

The petition of the subscribers, citizens of_____________, in the County of_____________, State of_____________, respectfully shows that, etc. (as in the above forms.)

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Petition to a Common Council.

To the Honorable the Common Council (or the Mayor and Aldermen) of the City of_____________:

The petition of, etc. (as above).

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WILLS

General Form of a Will.

I,_____________, of the_____________ of_____________, in the County of_____________ and State of_____________ of the age of_____________ years, and being of sound and disposing mind and memory, do make, publish and declare, this my last Will and Testament in manner following, that is to say:—

First.—I direct my executors hereinafter named, to pay out of my estate, as soon as possible after my decease all my just debts, together with the expenses of my last sickness and my funeral and testamentary expenses.

Second.—I give and bequeath to my wife_____________ the sum of Five Thousand Dollars, to be received by her in lieu of dower and in full of all claim out of my estate.

Third.—I give and devise unto my son_____________ all the real estate of which I may die seized; to have and to hold to him, his heirs and assigns, forever.

Fourth.—I give and bequeath to my daughter_____________ my library, household goods, furniture and fixtures, and the sum of One Thousand Dollars in money.