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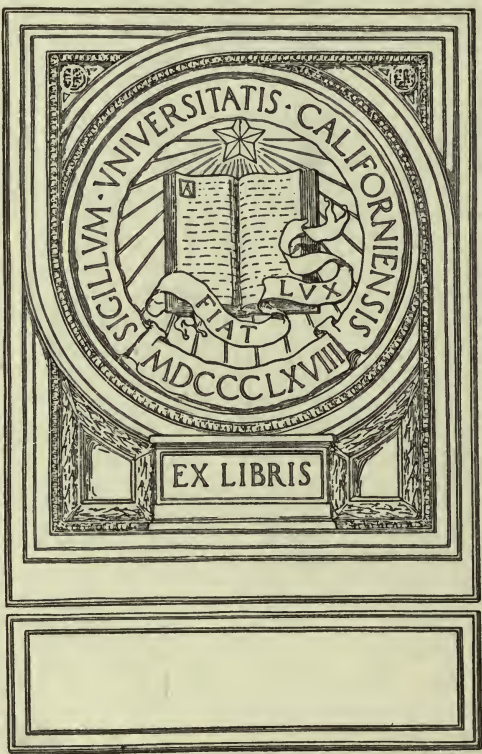
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THE CLIFFORD M. LEWIS AMERICAN PLAN CHECK SYSTEM



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THE CLIFFORD M. LEWIS

American Plan Check System

ADAPTED FOR THE USE OF AMERICAN
PLAN HOTELS IN GENERAL; FOR THE
SERVICE OF TABLE D' HOTE MEALS IN
RESTAURANTS, AND FOR BANQUETS.



A Method of Control Between
Front Office and Dining Room
and Kitchen and Dining Room.

Copyright 1912 by Clifford M. Lewis

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TO VAND
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INTRODUCTION

The aim and purpose of the system of American Plan Checking which is set forth in the following chapters of this book is to show proprietors of American plan hotels how, by introducing the system in their houses, they will be able, at a nominal initial cost, not only to save for themselves a considerable amount of money, by reducing their produce bills to a great extent, but at the same time be able to give their patrons a greatly improved service.

The writer, whose experience in the hotel business dates from his early youth, is personally in favor of the European plan of conducting hotels, on account of the advantages it offers to the hotel proprietors. It is an established fact that the European plan affords the guest a better cuisine and a greater variety of dishes. To the proprietor it is beneficial because he gets compensation for everything which is ordered, and hardly anything ordered by a guest on the European plan goes to the scrap table. It is surprising how the American plan guest's appetite diminishes when ordering from a la carte menu.

Circumstances in this country are, however, such that a great number of the hotels practically are compelled to cling to the American plan, and it has therefore been the aim of the writer to invent a system whereby the proprietor of an American plan hotel, as well as his patrons, will derive as many of the advantages of the European plan as possible, at the same time that he continues the American plan.

Hotels conducted on the American plan at \$4 and \$5 per day and upwards can,

by using the American plan checking, give their patrons European service complete, as most high-priced American plan houses have a very extensive bill of fare.

A guest becoming familiar with the American plan check will naturally accustom himself to ordering just what is wanted and nothing more, knowing that the portions will be large. In this way the hotel can serve large portions, knowing also that the guest only orders what he desires, and does not leave it to the waiter to bring in anything that might suit his (the waiter's) fancy, only to be picked over by the guest: who, having finally tasted of the several dishes, and finding one that pleases, requests the waiter to bring some more of this or that, while the other portions find their way to the scrap table.

Hotels conducted at \$2, \$2.50 and \$3.00 per day should of necessity use a small bill of fare, serving liberal portions, instead of the stereotyped small American plan portions. The guest will soon become acquainted with the American plan check and its improved service.

The writer has evolved this system, which he now offers to the proprietors of American plan hotels, at his own hotels; and he knows from his own experience what the difference is in dollars and cents between running the dining room of a hotel in the old-fashioned way and under the systematized way as hereinafter set forth. It has taken several years of constant improvement and watching for details to perfect this system; but now that it has reached such a state of perfection, the writer feels justified in publishing the

results of his labors, allowing others to partake of its advantages.

It is not necessary here to point out to the proprietors of American plan hotels how, while during the last years prices of all commodities have sprung up sometimes to almost double the prices of what they were ten years ago, they still must continue to charge the same prices as they did at said time; but the writer asks them to take notice that, by using his system, they will be able to save at least twenty-five per cent. of their produce bills; in addition to

which advantage it will greatly improve the service in their dining rooms; mistakes will be avoided and the patrons will be pleased.

After the system has once been installed in a hotel, the proprietor thereof will wonder how he has been able to get along without it without losing money, and the little time and personal supervision that it will take the proprietor or the manager to see that it is properly working will be a thousandfold repaid.

THE CLIFFORD M. LEWIS AMERICAN PLAN CHECK SYSTEM

Adapted for the Use of American Plan Hotels in General and for the Service of Table d'Hote Meals in Restaurants.

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CHAPTER I

WHAT IT IS

The American Plan Check system is a system by which the guest at an American plan hotel writes his order on a specially prepared check at the time he sits down to the table, or prior to that time. The headwaiter will suggest, when a guest gives a dinner party, or has an extra diner, or wants an early breakfast, or any meal served at a stated time, that the guest can secure a check and bill of fare prior to the meal hour, writing the order in full, thereby being relieved of any further thought of the meal until it is ready to be served.

The waiter or headwaiter places before the guest an American plan check, a pencil and the menu card. The guest then writes on the check the entire order for himself, and his party, if not alone.

At the head of the check is the name of the hotel etc. etc., under which follows (in exclusively conducted American plan houses):

"Prevent mistakes by writing your order."

And where hotel is conducted on both plans:

"American plan: do not pay this check."

The latter is put on because of the fact that it might be used by a dishonest waiter, where the hotel is conducted on both American and European plans.

In the heading there are spaces provided to write in the "number of persons," "room number," "waiter's number," "ta-

ble number" and "check number" or "date."

The American Plan Check system is a system intended to do away with over-ordering and the over-serving with which every American plan hotel proprietor is confronted under the present method of serving meals. By the installation of this system every hotel proprietor will be able to protect himself against both.

It is a system by the operation of which the patron will be greatly pleased. There may be some lone guest who at first can see no reason for writing down his order; but after he once has seen that by so doing he has served to himself exactly what he ordered, he will never again be satisfied to give an oral order.

In case a guest should not wish to take the trouble of writing his order, the headwaiter or captain will do so. From the experience of the writer, however, it is found that while a guest now and then may inquire the reason for having him write his order, a few words of explanation from the headwaiter have always been sufficient to satisfy the curiosity of such guest.

It is a system by which the hotel proprietor will be able to save a considerable amount of money. His produce bills, his milk bills and his fruit bills will be reduced on the average twenty-five per cent. The service in his dining room, in his kitchen and in his pantry will be so systematized that his waiters will be able to serve a considerably larger number of

guests at one time, thereby enabling him in some instances to employ a smaller number of waiters.

It is a system by which the proprietor of a hotel will be able to greatly improve his table, at the same time that he reduces the cost of providing for it. This is because the ~~scraps~~ table is virtually done away with and there are hardly any things to be used over again.

Take, for instance, the bill of fare which contains the following: "Blue points on the half shell, Radishes, Olives, Celery,"—what is the natural tendency of the American Plan waiter or waitress? To do just what every headwaiter, steward, superintendent of service, proprietor or manager is constantly figuring against, or should be:—that is, the serving of these articles on the table before the guest comes to the dining room.

When you call the waiter's attention he usually replies that the guest requests it;—which is seldom true.

With the American Plan Check this will not occur. Think then of the big saving right here in olives, celery, radishes alone. Take again the "fruit, nuts and raisins," in fact, any item on the bill of fare.

It is a system which is very acceptable to the waiters, *i. e.* to the honest waiters; while it probably will meet with some opposition from the dishonest or careless waiters. It will save a waiter from taxing his brains with carrying a long order from the dining room to the kitchen, oftentimes forgetting part of it and then substituting courses of his own fancy, sometimes to the great annoyance of the guest.

It is a system which, when once introduced in a hotel, will always remain there. When once installed the cost to the proprietor to maintain the system is so small that it is hardly worth mentioning. But the advantages of the system stay with the proprietor as long as he keeps it.

CHAPTER II

REQUIREMENTS, OPERATION AND DESCRIPTION

1. American Plan Check

It is much cheaper to have an electrotype made with hotel name, etc. at top and the lines below. (See illustration No. 3; also see illustration No. 4, for American plan check adapted for use in hotels conducted on both plans.)

Use a cheap flat writing paper 17 by 22 size, cut $8\frac{1}{2}$ by $4\frac{1}{2}$ inches, or ask your wholesale stationer for his waste cuts or trimmings. If you provide your own electrotype the cost of printing will be reduced.

These checks can be numbered by the use of an automatic numbering machine, and issued to waiters in quantities of six to ten before each meal, the waiter placing them in holder ready for use.

These checks may also be used without numbers, using the check space for date.

2. Aluminum Holder for Checks

Is made of thin aluminum, size $9\frac{5}{8}$ by 6 inches. This holder will carry from 1 to 25 checks at one time. (See illustration No. 5.)

3. Lead Pencil with Advertisement

Good quality soft lead pencil for writing the orders. It is found to be a good plan to furnish the pencils for writing the checks. These may be ordered with the hotel advertisement printed on, and when presented to the guest to write order, or for his personal use, constitute a good form of advertising. A waiter should be appointed to keep the pencils sharpened uniformly by use of a regulation sharpener.

4. Checker's Table

In small hotels, having fifteen waiters, or less, the proprietor or manager should attend to his own marketing, in which case the steward may be advantageously

substituted for checker. In hotels employing a larger number of waiters, second or assistant steward should be used. Where hotel has both plans, it is well to employ competent checker. A well trained service pantry girl would have no trouble in filling this position, and at a reasonable price.

5. Colored Pencil for Checker

As the waiter passes the checker's table, he hands his check to checker, who checks only the dishes the waiter has upon his tray, returning check to waiter, who RETAINS it until entire order is filled and checked, when he leaves it with checker, who files it on hook number corresponding to waiter's number.

6. Check Rack & Checker's Table

A rack for checks in kitchen may be made in several ways. It may stand on floor. In rare cases some kitchens are so arranged that without a heavy expense in structural repairs a checker's desk or table cannot be placed at the entrance to the dining room; in which event a small table may be placed near for waiters to set tray while being checked, and checker can use a small hand board on which to hold check as he checks each item; in such case this rack may be made to stand upright; or it may be attached to the end of a large table at which checker sits, or may be arranged as shown in Illustration No. 1.

For rack use 3 by 1½ inch dressed lumber, making uprights the necessary height. Join uprights at top with horizontal strip 1 by 2 inches and place cup hooks at intervals of 6 inches apart.

If uprights are placed thirty inches apart this will allow space for five waiters' checks. Additional horizontal strips may be placed every twelve inches below or in any convenient way, thus allowing for as many waiters as the hotel requires. Fasten waiters' numbers above each hook; use a small aluminum number.

7. Filing Frames for Record of Audited Checks on Bills of Fare; Also Waiters' Records

Two filing frames for record of audited checks on bills of fare and waiters' records; one for private office and one for steward. (See illustration No. 2.)

Use finished board size 12 by 28 inches and ½ inch thick. Fasten the arch files along top (four in number) about two inches apart, one for each bill of fare and a waiter's record. Place the perforator on center of board at bottom. (See illustration No. 2.)

The files and perforator can be obtained at any stationery store. Order eight arch files without the board and two perforators. Board can be purchased or made by carpenter.

8. Waiters' Record Sheet

Have an electrotype made for waiter's record sheet. (See illustration No. 6.)

To reduce the cost of printing send a quantity of your old bills of fare to your printer with the electrotype.

CHAPTER III

OPERATION

When the guest is seated at the table the head waiter or waiter places before him the menu card, a pencil and a neat holder in which are the American Plan Checks, the latter specially prepared so that at the top there are left blank spaces to write in number of persons, number of room, number of waiter, number of table and number of check. The latter can be used or not at the option of the user.

The guest now proceeds to write down on the check the entire meal that he desires served, noting the number of por-

tions and the dishes required. While the guest is thus occupied the waiter may be busy serving at another table (which would be impossible if obliged to take guest order verbally). **THE WAITER RETAINS THE CHECK UNTIL SERVICE IS COMPLETED.**

When the guest has completed his order, the check is taken by the waiter to the kitchen, where the order is filled in the usual way; but when the waiter carries the tray out of the kitchen, with the first course, he passes in front of the checker, who sees that the tray contains only what is ordered on the check; and who, on finding it correct, checks with BLUE pencil, opposite the courses served (see illustrations Nos. 7, 10 and 13, in which the V's indicate blue check). For each subsequent course the procedure is the same until the final course is served and the order is completed. Then the checker retains the check and files it on the rack on a hook number corresponding with the waiter's number (see illustrations Nos. 1 and 2).

ALL SECOND OR ADDITIONAL ORDERS SHOULD BE WRITTEN AND O. K'd BY HEAD WAITER OR CAPTAIN, AT FOOT OF CHECK, OR USE NEW CHECK, AS IT IS NOT ADVISABLE TO INTERRUPT GUEST DURING THE COURSE OF THE MEAL.

When the meal is ended there is on file in the kitchen a complete set of checks for all the waiters. These checks are then gathered up by the steward and placed between two bills of fare of that particular meal, with a rubber band placed around them. They are then sent to the office to be audited by the clerk, or held for the night clerk to do.

Now the clerk or auditor checks up on the Menu Card, opposite each dish, the number of orders of each respective dish which have been served; and at the top of

the Menu Card he makes a record of the number of guests served at the meal according to the checks. (See illustrations Nos. 8, 9, 11, 12, 14 and 15.)

He then takes the Waiters' Record Sheet and tallies after each waiter's number and name and under the corresponding meal the number of guests each waiter has served. (See illustration No. 16.)

When the clerk has finished this work he puts the result before the proprietor or manager, who then, at a glance can see not only how many guests have been served, but which dishes are popular and which are not; and with "comparison of issues from store room" he can keep in close touch with amount of supplies used—eggs, bacon, steaks, chops, etc., etc., and, last, but not least, the work of each individual waiter. The audited Menu Card and Waiters' Record Sheet are then filed as indicated in illustration No. 2, one set for manager and one for steward.

CHAPTER IV

ADVANTAGES

By the use of this simple but ingenious American Plan Check are avoided the frequent mistakes which occur through verbal orders, which are misunderstood and confused by the waiter, causing annoyance to the guest and loss to the proprietor.

It prevents double ordering by the waiter.

We all know from experience the procedure in an American plan dining room; how the guests are constantly annoyed by the multitude of mistakes caused by the verbal ordering, mistakes which in many instances cannot be avoided, as it would be impossible for the average waiter to carry in his mind the order for

three or four persons without forgetting some things. This could hardly be done with the most experienced and efficient corps of waiters, and we know only too well how impossible it is to gather any appreciable number of such waiters, especially in an American plan dining room. The discipline of memory which it is necessary to have to produce such waiters is a process which takes a long time to produce.

It is necessary under the old system.

Under the new system the waiter needs no memory at all; he can give his whole attention to the proper serving of the courses; the check supplants his memory.

Sometimes it happens that a guest tells the waiter to bring in anything he pleases. To please the guest the waiter brings in almost everything which is on the bill of fare. Under the American Plan Check system this would not happen, as either the guest, or head waiter, or captain must write the order: If the guest does it he will write only what he desires; if the

head waiter or captain does so, he will not write down more dishes than the guest is likely to consume. The checker can see at a glance if the check calls for more than a person would require, and with regular patrons the checker would also see at a glance if the waiter had padded the order.

An incident which happened not so very long ago at one of the leading hotels at Atlantic City will more than suffice to show what is sure to happen under the old system of verbal ordering where sumless errors are prevalent. Each guest tells the waiter what he wants, and the latter, unable to remember all the orders, brings to the table and serves dishes which were not ordered, to the loss of the proprietor; and fails to bring the dishes which were ordered, to the annoyance of the guests.

This is what a party of three ordered, and in a parallel column (and in this case it certainly is the so-called deadly parallel), is shown what the waiter brought from the kitchen:

THE ORDER :

- 2 Little Necks
- 1 Clam Cocktail
- 2 Puree of Tomato
- 1 Consomme
- 1 Cucumber
- 2 Radishes
- 1 Croustade Lobster
- 2 Chicken
- 2 Beef
- 3 New Potatoes in Cream
- 2 Boiled Onions
- 3 Beets
- 2 Broiled Plover on Toast
- _____
- 2 Lettuce and Tomato
- 1 Waldorf Salad
- 3 Roquefort Cheese
- 2 Ice Cream with Strawberries
- 2 Assorted Cakes
- _____
- 2 Coffee

WHAT THE WAITER BROUGHT :

- 3 Celery
- 3 Olives
- 1 Little Neck
- 2 Clam Cocktails
- 3 Puree of Tomato
- _____
- 3 Cucumbers
- 3 Radishes
- 3 Croustade Lobster
- 3 Chicken
- 3 Beef
- 3 Mashed Potatoes
- 3 Boiled Onions
- 3 Beets
- 3 Broiled Plover on Toast
- 3 String Beans
- 2 Lettuce and Tomato
- 1 Waldorf Salad
- 3 Roquefort Cheese
- 3 Ice Cream with Strawberries
- 3 Assorted Cakes
- 3 Creme de Cocoa Jelly
- 3 Coffee
- 3 Nuts and Raisins
- Compte of Fruit

One minute spent in writing the order on the American Plan Check used in the new system would have prevented not only the loss of the waiter's time in going to the kitchen to correct part of the order, but also considerable loss of temper on the part of the guests caused by dissatisfaction over the abominable service.

The placing of tomato soup and boiled onions before one member of the party who did not order these dishes, was particularly disagreeable, in view of this particular guest's decided dislike for tomatoes and boiled onions.

But far more important to the proprietor was the loss he must bear through this glaring instance of over-ordering on the part of his waiter. And it is not very difficult to discover the reasons for the acts of the waiter. It was either caused by the craving for large tips, causing the waiter to bring everything on the menu which he assumes might please the guest, regardless of what the guest has ordered and in ignorance of what his likes and dislikes are; or the over-ordering might have been for the waiter himself to make away with as best he could, or to hand over to some other employe.

But if the proprietor or manager could have had a glance at the scrap table and seen the result of this one service of three persons, such a look would have revealed a state of things which would have been, one might almost say, maddening.

Out of the order quoted above the scrap table or waiter received

- 3 Celery
- 3 Olives
- 1 Puree of Tomato
- 2 Cucumbers
- 1 Radishes
- 2 Croustade Lobster
- 1 Chicken
- 2 Beef
- 1 Boiled Onions
- 3 String Beans

- 1 Broiled Plover on Toast
- 1 Ice Cream with Strawberries
- 1 Assorted Cake
- 3 Creme de Cocoa Jelly
- 1 Coffee
- 3 Nuts and Raisins

At a very low estimate this waste had cost the proprietor seventy-five cents. In a house where from one hundred to five hundred guests are served at every meal, it can readily be seen what a great and wholly unnecessary loss and waste must occur by the use of a system that will permit such service.

It is assumed, of course, that no reputable house would on any pretense allow unused dishes from an order to be heated over again and once more served in the dining room. This temptation so to re-heat and re-serve food (and which is ever present before the kitchen force from the steward down), is, as we all know, a constant source of annoyance to the proprietor and manager.

This American Plan Check System does away with this temptation, for the reason that it reduces to a minimum the amount of food coming back to the scrap table. It does this by preventing over-ordering by guests, as well as by the waiters, and therefore insures the leaving of an ample supply of fresh food under the control of the chef and steward to serve to the guests during the meal. The food is not wasted through double ordering, being carried to the dining room, brought back to the dish table and then, during the latter part of the meal, heated again and served (because of such over-ordering having caused a shortage in certain dishes on the menu, or being taken to the scrap table, whence to be made up into other dishes). This is one of the principal advantages of this checking system; the scrap table food is reduced to a minimum, and for every meal only fresh cooked food is served. No left-overs to be made into entrees, etc.

In this connection it might be interesting to know to what different schemes waiters will resort to make away with extra orders.

The author once knew of a waiter who had provided himself with a rubber lining to his pocket and coat into which he, when he supposed himself unobserved, quickly slipped orders of chops, steaks, eggs, or anything whatsoever which suited his fancy. In this manner he carried from the house, until detected, quantities of food enough to supply his family.

We have now seen how the American Plan Check will avoid these mistakes, annoying to the guests, and eliminate the over-ordering so ruinous to the proprietor. Let us now turn to another advantage of the system: *It furnishes the manager with a written record showing the total number of each dish served at each meal and to whom served, the number of guests served at each meal, and the name of the waiter serving each guest, and the number of persons each waiter serves.*

The great benefits derived from this knowledge are really too apparent to require any further elucidation: but we will here mention some of them.

The proprietor, manager or steward can ascertain without any trouble whatsoever which are the popular dishes on his menu.

The proprietor can also tell from this written record, without consulting his head waiter, the actual number of guests served at each meal, and how many and which guests each waiter served. From this record the proprietor every day gets a written account of the work of every waiter, and by it he can readily determine whether the head waiter has too large or

too small a corps of waiters. He can also see if favoritism is shown certain waiters, either by being allowed leave of absence, or by being allowed to serve a greater number of persons than the others.

This system gives the proprietor an easy method to *check the store room issues of fruit, eggs, steaks, bacon, etc.* By knowing exactly how many dishes were served of each course on the menu, he can, by an easy calculation, find out if the food saved corresponds with the produce and supplies issued. In short this system will give a complete and perfect check.

In all large houses it is a comparatively easy matter for a stranger to enter the dining room, obtain a meal and walk out again without settling for his bill. Under this system the guest writes the number of his room on the check before he is served; if he is a stranger the head waiter at once verifies room number at the office. A person intending to cheat himself to a meal would probably disappear immediately after having given the order, if being required to write down the number of a room which he did not occupy.

But even on legitimate guests the system is a good control. When a patron brings a guest to the table he has to state at the top of the check how many people are to be served. Thereby are avoided disputes which often occur in American plan houses where permanent guests at the end of the week or month have forgotten about having had certain guests served at their tables.

Having given the principal advantages of the American Plan Check System we will now sum up its principal advantages and bring out its results.

CHAPTER V

RESULTS

Where the steward or assistant does the checking they can regulate the proper size portions, garnishing of dishes, etc., and in this way improve the service.

- A It will please the guest.
- B It will eliminate double ordering by the waiter.
- C It will show the number of guests served by each waiter at each meal.
- D It will regulate the number of waiters.
- E It will greatly facilitate the serving of each meal.
- F It will furnish an actual account of every dish served at each meal.
- G It will show the popular dishes at a glance.
- H It will file every bill of fare for ready reference both with the steward and in the office, and will make variety in bill of fare construction easy.
- I It is a splendid check on service to rooms; also on extra meals of permanent guests.
- J It will do away with the constant watching of the scrap table, because there will be practically no scraps to watch.
- K IT WILL SAVE AT LEAST 25 PER CENT OF THE PRODUCE BILLS.
- L It will give the proprietor or manager a complete record each day of the business, without, if he so desires, entering the kitchen or the steward's department, by comparing and checking the store room issue book with the order checks, records and files.
- M It will enable guests to write their orders in their room or elsewhere before entering the dining room, and then at the appointed time find the meal ready for service.

- N It will make the guest order just what he wishes and nothing more, as he will deliberate more when writing than when ordering verbally.
- O If necessary to discharge a waiter during the course of a meal the order check will enable the guest to be served without the annoyance of re-ordering.

CHAPTER VI

CHECK BETWEEN FRONT OFFICE AND DINING ROOM, EXTRA MEALS, CASH MEALS, COMPLIMENTARY MEALS AND SERVICE.

A complete and careful check is very necessary in American Plan hotels for Extra meals, Cash meals, Complimentary meals, and Service, and in the following pages will be found a suitable way of handling them, at the same time affording an absolute check.

The old system in use for many years by American plan headwaiters consisted of keeping a small memorandum book in which was written, usually in an illegible scrawl, charges for Extra meals, Service to Rooms, etc., etc. This book was handed into the front office after the dining room was closed for the day, when the clerk would post the charges to the guests' accounts.

Frequently when the bill was rendered the guests would dispute this or that charge, and the cashier, rather than have the guest dissatisfied, would many times deduct these amounts. With the checking as here outlined there can be no dispute of charges, for when a guest claims he is charged in error for extra meal or service, the clerk is enabled by this system to immediately produce the voucher which has

been signed by guest at the time of service.

There are quite a number of items which should be charged to guest thru the American plan dining room other than extra meals, and these charges are taken care of under the heading of Service. Some of these items are:

"Meals served to room,"

"Afternoon tea service,"

"Banquets,"

"Food sent for luncheons, picnics, etc.,"

"Fruits taken from table,"

"Dishes served not on bill of fare, etc., etc."

How It Is Operated

CASH, EXTRA AND COMPLIMENTARY MEALS AND SERVICE

Provide four books, each having different colored checks and numbered consecutively.

The Front Office is provided with three books, each with different colored checks. One is for Cash meals, one is for Extra meals, and one is for Complimentary meals.* (See illustrations Nos. 17, 18 and 19.)

Previous to entering the dining room a guest obtains from the front office one of these checks for a Cash, Extra or Complimentary meal as the case may be. These checks are taken up by the headwaiter, and after each meal, or at the close of the day's business, are turned into the front office.

As the checks are issued, the clerk doing so should initial the stub and stamp the meal check with time stamp, which would show date and exact meal hour.

Extra meal tickets should be secured by the guest from the front office; or the headwaiter can send one of his men to the office for it, thereby saving the guest any annoyance incident thereto. This check for extra meals should be signed by guest

at the finish of the meal, or at his convenience, after which the check is turned into the front office by the headwaiter.

The fourth book is for Service Checks (see illustration No. 20). They represent service charges. This book is handled by the headwaiter and is turned in by him after each meal, or at the close of the day's business, as the case may be.

The headwaiter issues a check for service to rooms, afternoon tea service, banquets, etc., etc., and the price is put on by checker and approved by steward before order leaves the kitchen. When the service has been completed the guest is requested to sign the check.

Sometimes a guest will not care to be annoyed with the signing of these checks. In such case the check should be signed by headwaiter before being turned into Front Office.

After the dining room has been closed for the day a recapitulation sheet (see illustration No. 21) shows how the results of the day's business for extra meals are handled.

CHAPTER VII

Table d'Hote Service

THE TABLE D'HOTE SERVICE CHECK FOR LUNCHEON, DINNER OR SUPPER—FOR USE IN RESTAURANTS CONDUCTED EXCLUSIVELY ON THE EUROPEAN PLAN.

For the proper checking of Table d'Hote meals the arrangement explained in this chapter, with illustrations, provides a complete and satisfactory system, and one that should appeal to every person interested in this service.

The check (illustration No. 22) should be printed on good quality bristol, should be numbered consecutively and a certain

*Books of this kind are incorporated in the Hotel Monthly Blank Book rulings. Samples can be had by addressing John Willy, 443 So. Dearborn St., Chicago.

quantity issued and charged to each waiter prior to the meal hour.

When the patron desires the Table d'Hote service, he is requested by the waiter to write his entire order, also the number of portions desired.

If for any reason the patron is unable to write his order the captain should do so.

After the patron has written his entire order, the waiter takes it to the captain, who fills in the headings, i. e., the number of persons to be served—the waiter's number and table number; after which he signs his initials. (The date should be stamped on when issued.)

The waiter is now ready for service. Each article should be checked as he passes checker's stand, the waiter retaining the check until the service is completed. When the last course has been served either the waiter or captain may fill in the price.

Should the service of wine, cigars, etc., or a la carte be made in addition, the regular a la carte Restaurant Check should be used, as it is recommended that nothing appear on the Table d'Hote service check but the regular Table d'Hote charge.

For recapitulation of these checks use any one of the stock forms of Waiter's Check List (or preferably, as in illustration No. 23). This list with paid Table d'Hote service checks and cashier's receipts for same, when audited, should balance to a penny.

I will cite here an instance of what occurred in a famous restaurant in New York where the Table d'Hote service is in use: A party of three ordered the regular \$1.50 Table d'Hote dinner, which was excellently served, and the portions extremely liberal. As a matter of course there were several dishes served that were not ordered, despite the fact that the waiter was particularly asked to only bring what was ordered. One of the courses consisted of "Broiled chicken" and only one of the party ordered it. The waiter, however,

brought three portions. Two of them were not touched. In addition to this one or two desserts and a portion of cheese, besides a large compote of fruit, were brought.

When the check was presented by the waiter, it was for two dinners only, the waiter saying, as he gave the check, that he had made a mistake, but requested the patron to pay for the three dinners. The patron at once sized up the situation and insisted that the proper check be brought, which the waiter did reluctantly, after having made two attempts to collect for three dinners on a check marked two dinners.

The use of the Table d'Hote service check would have prevented this manipulation of the check, since it insures the proper checking of each order as it is served, and would have prevented the waste of food, which was brought to the table without having been ordered by the patron.

CHAPTER VIII

ADAPTABILITY

The adaptability of the American plan checking is its strongest feature.

The writer, as before stated, favors any check or system of checks that will enable the proprietor or manager, obliged by force of conditions or circumstances to continue to operate on the American plan, to put a stop to the universally recognized shortcomings and leaks of the old-time American plan dining room.

To enable the proprietor to simplify his menu, to enlarge the portions to give better service and a better balanced bill of fare, at the same or less expense, these are some of the results which the writer has

achieved by the use of the American plan checking system, and which, he claims, will be the experience of all who will install it.

Many hotel men are working to produce these results. One famous hotel in the Thousand Islands with rates at \$4 and \$5 a day has adopted the small bill of fare, serving large portions, and has cut the menu to such an extent that the relishes, fruits, breads, etc., are not printed at all. The service of these articles is left to the discretion of the waiter.

This is an extreme effort to condense the bill of fare which cannot fail to be costly to the house, making possible for waiters to accomplish their ever present desire to carry everything possible to the dining room. The solving of the fruit question alone would make the system valuable. The writer is convinced that the American plan checking system introduced in a house of this character would make possible an almost complete a la carte service and show fully the 25 per cent. saving the writer claims for it. From the employes standpoint the American plan checking system is especially attractive.

The Steward

The steward will endorse it, as it enables him to check and show positive results and saving by the almost total elimination of the scrap table, the saving of waste and the low cost per capita.

The Chef

The chef will endorse it because the small bill of fare enables him to give better attention to the preparation and serving of dishes, and by almost total elimination of scraps and left overs he is able to plan the luncheon and dinner each day as a table d'hote meal, a banquet, or a special dinner service. This assures an agreeable surprise daily to the American plan hotel guest, each day bringing a complete change of menu. The same roast, entrees, etc., will not then fall on the same days of

each week, and a chicken entree will not necessarily suggest the scraps of the roast chicken of the day before.

The Headwaiter

The headwaiter will endorse it because it compels uniform service on the part of his men and prohibits the showing of favor to any individual waiter by captains or assistants.

The Audited Waiters' Record shows him the actual work done daily by each man.

The Waiter

The waiter, when he realizes that he has no opportunity to ingratiate himself into the good will of the guest by bringing up everything on the bill, quickly learns that his only hope to make a favorable impression on the guest is by the excellence of his service. He is so occupied by his desire to make such an impression that the improvement of the service is assured.

The necessity for the small bill of fare in any priced American plan hotel is one of the writer's firmest convictions. The proprietor or manager of a hotel with rates at \$2.00 and \$2.50 American plan should not strive to out-do his competitor by an extensive bill of fare, but should direct his energy to see how well balanced, well cooked and well served his menus can be maintained.

* * *

THE BILL OF FARE SHOULD BE SMALL. The plan of giving "choice of" the principal dishes on the card should be adopted in houses at above prices. The following menu card, as a sample, shows how an excellent meal may be selected from a small bill, and the saving of one dish per guest in a house conducted at \$2.00 or \$2.50 per day American plan is an item not to be disregarded.

Consomme alphabet

Olives Radishes

Choice of soft shell crabs, fried, Tartar sauce.

Boiled striped bass, Egg sauce,

Choice of broiled lamb chops, with hashed
browned potatoes.

Roast young turkey, Cranberry sauce.

Mashed potatoes. Buttered beets.

Spinach.

Grape fruit salad.

American cheese. Neufchatel cheese.

Toasted crackers.

Peach ice cream.

Mince pie. Jelly layer cake.

Queen pudding, Wine sauce.

Coffee. Milk. Tea. Buttermilk. Cocoa.

When prices and market conditions permit, it is well to serve daily or on alternate days, Oysters, Crab flakes, Grape fruit, or Lobster cocktail.

Serve a consomme one day and a thick soup the next.

Vary the relishes each day.

Serve a substantial entree in preference to a sweet one.

Hotels at \$3.00 upward should carry bill of fare about as follows:

Canape caviar.

Salted almonds.

Pecans.

Grape fruit cocktail.

Consomme clear. Cream of new asparagus.

Celery. Olives. Radishes.

Broiled bluefish maitre d'hotel.

Sliced cucumbers. Potatoes julienne.

Lobster Newburg in cases.

Saute fillet of beef. Baked potatoes.

Roast saddle of Canada mutton, currant
jelly.

Roast young chicken with dressing.

Mashed potatoes. New peas.

Fried egg plant. Carrots in cream.

Punch, Benedictine.

Lettuce, mayonnaise.

Romaine, roquefort dressing.

Club cheese. Edam cheese.

Toasted crackers.

Oranges. Wine Jelly. Fancy cakes.

Fresh strawberry ice cream.

Pumpkin or Lemon meringue pie.

Grape nut pudding with cream.

Layer raisins.

Coffee. Tea. Milk. Buttermilk. Cocoa.

The portions should be of liberal size and when rates of \$4—\$5 and upward are asked the service should be practically in à la carte portions. Use the "Choice of" on principal dishes—if you can do so.

The American plan checking system is as adaptable to a 50- to 75-room country hotel as it is to a city or resort hotel of from one hundred to 500 rooms. It is as adaptable to the service of a fifty-cent table d'hote meal as it is to the service of the highest priced table d'hote meal. For it is a practical system thoroughly tried out by the writer, a practical hotel man in three hotels under varying conditions; in a small city hotel; in a city hotel operated on dual plan, and in a mountain resort hotel. He has used it when he employed white waitresses, when he employed college students and when he employed colored waiters. As these are practically the only kind of help found in American plan dining rooms the writer feels safe in asserting that the American plan checking system is adaptable to any American plan hotel.

CHAPTER IX

Banquet Service

The American Plan Checking system offers many advantages in the service of banquets and special dinners, where a flat rate per person is given.

Under the old system the waiter is furnished with a copy of the menu and his instructions are printed on a bulletin board; in some cases he has a rehearsal, and in others he has none, but is permitted to read the instructions and carry them out.

With the use of this system each waiter

is given a slip, which is a duplicate of the menu, and can be run off by the printer at the same time.

Upon this slip will be written the special instructions for the several courses, together with the number of the waiter's station and the seats in same.

Every waiter brings on a full service for the first course, and thus far we are no different from the service usually followed; but at this point the American plan check will come into use, for, in case of absent guests, the head waiter or captain, having noted the vacant seat will indicate same on the slip of the waiter in whose section he finds the vacancy, as follows:

Waiter No. 11. Station G.
Seats17-18-19-20-21-22.

X

Captain's (L. L.) Initials

The checker at once sees an absent guest, and that waiter's service is for one less during the entire balance of the banquet. In other days that service would have continued in full, to be wasted or to be laid aside by the waiter for his own use.

In the case of an extra guest (which is not infrequent), such guest is usually a person of importance who has been induced to drop in, and who should, therefore, be given every attention to prevent the feeling on his part that he is an extra guest. This system gives an immediate and written authority to the waiter to make extra service, and it provides the checker and auditor with a written record of additional service. In such case the slip is marked as follows:

Waiter No. 11. Station G.
Seats17-18-19-20-21-22.

“ additional 17-G

Captain's (L.L.) Initials

It may be argued that in the service of banquets and special dinners the number is usually guaranteed, and for this reason the saving indicated is not neces-

sary. But it is a well known fact that, in the present day, when everything is being checked in the newest and most progressive hotels from the cubes of ice to the bank book, a check of any kind is a thing most desirable.

Most banquets are served on a narrow margin of profit, it being the desire of every hotel man to serve such meals in a manner that will reflect credit on the house; and in our day of high prices this is no small problem.

We have, then, a system that shows four distinct advantages over and above the very important advantage of assuring a quiet and dignified service of the meal, whether by a regular employee or by an extra or emergency waiter called in for that dinner only.

First, we show a banquet slip with instructions giving the checker the full number to be served by each waiter.

Second, the saving of an extra service and the consequent loss of same after the first course, in the event of an absent guest.

Third, the assurance of proper service and the authority to serve an extra and unexpected guest.

Last, but by no means least, we have a written record of an extra service for use in settlement and for checking up after the banquet.

Any single one of the above advantages would make the American Plan Checking System worth while. All of them together make it a system which hotel men will not only find useful, but almost indispensable.

So, throughout the entire exposition of the system, there will be found evidences of careful study, practical knowledge and a desire to provide what has been totally lacking in the management of American plan hotels; that is, a check on the supplies which represent a large portion of the expense, and which heretofore has

been conspicuous by its absence after the first checking of such supplies into the house by a steward or receiving clerk.

With the American Plan Checking System we have the supplies checked from the time they come into the house until they are turned into money for the management, or, in other words, served to the guest. That this system is sorely needed in the American plan houses of this country cannot be questioned. It is by no means a matter of "Can I use it in my house?" but it is a question of how quickly can I install a system that will afford me a check on my supplies, on my help: and will assure my guests an improved

and dignified service as compared with the old system of verbal ordering?

The writer feels that such a system as herein explained is indispensable in this progressive day in any house where it is found necessary to continue the American plan; and he presents it for careful perusal, asks a fair trial, and promises that his assertion at the opening of this little volume: that the use of the system will save 25 per cent of the market bills, will be justified, and that the user will find every advantage that has been enumerated, and will wonder how his kitchen was ever run without it.



ILLUSTRATION NO. 1: STEWARD J. L. MARCH AT CHECKER'S STAND IN HOTEL RICHMOND, WASHINGTON, D. C., AMERICAN PLAN.

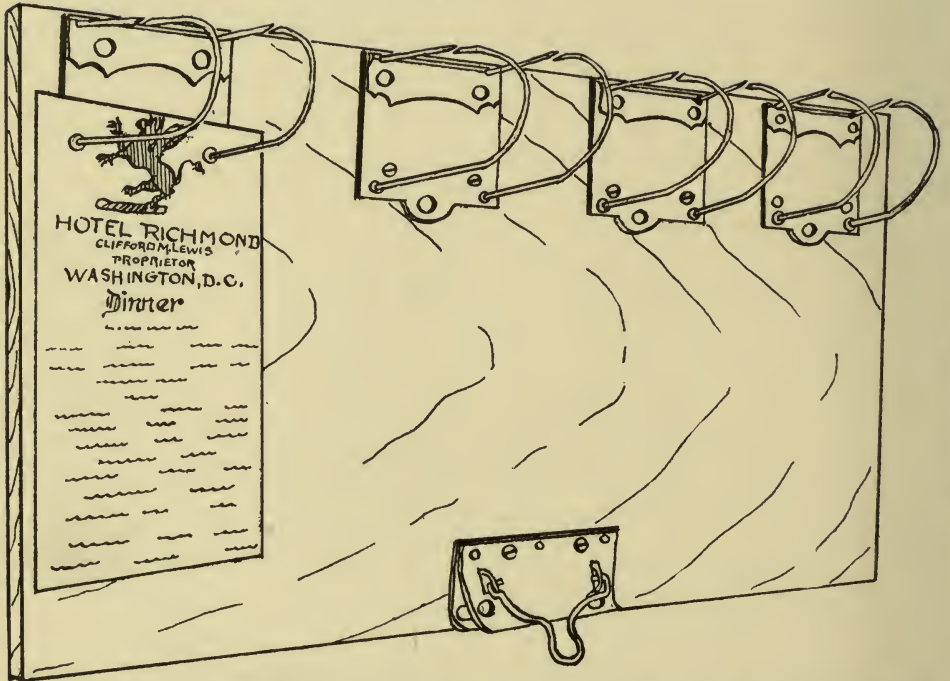


ILLUSTRATION NO. 2: FILING FRAME FOR BILLS OF FARE AND WAITERS' RECORDS.

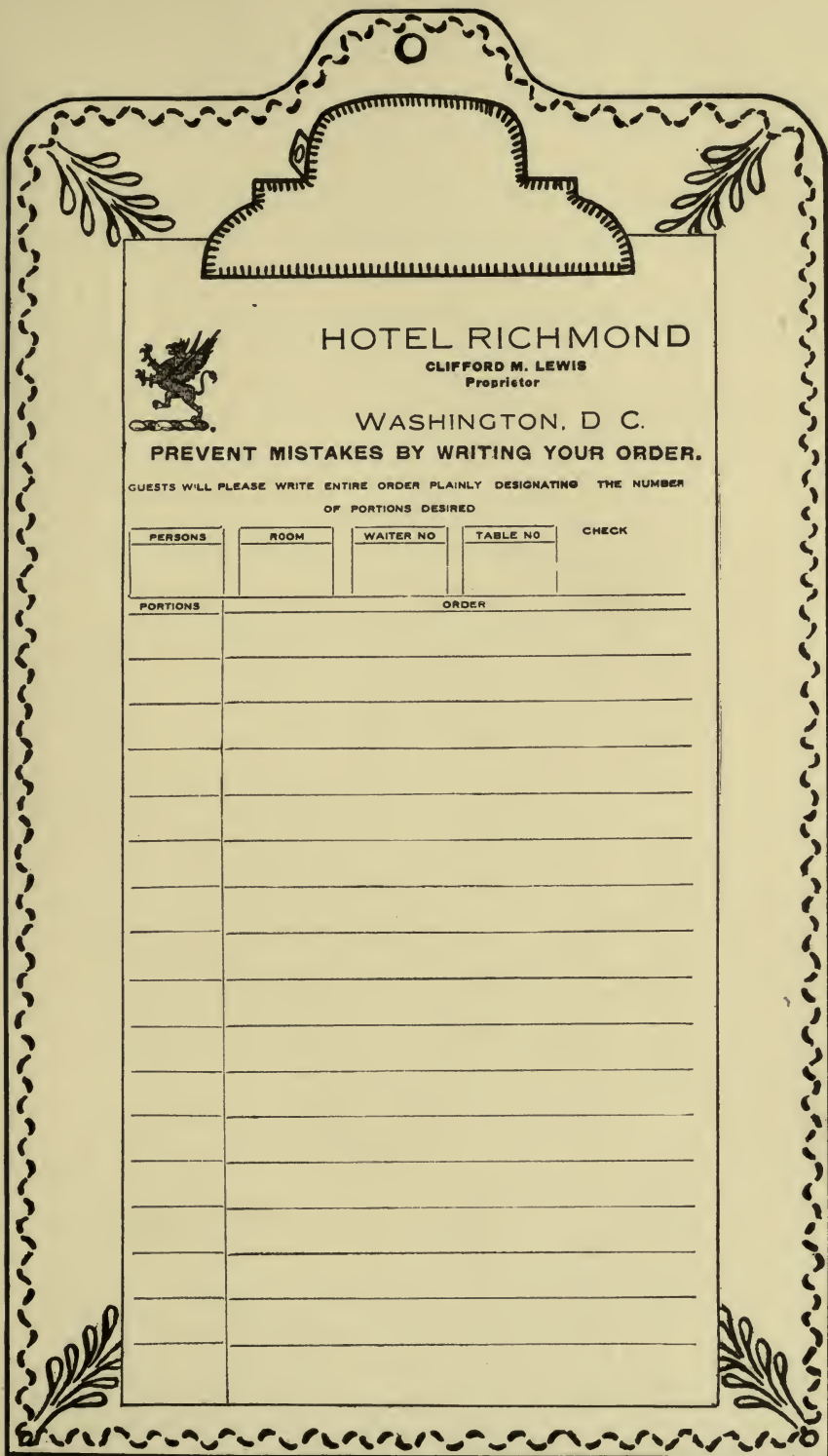


ILLUSTRATION NO. 5: ALUMINUM HOLDER FOR CHECKS (ILLUSTRATION SHOWS HOLDER WITH CHECK READY FOR USE).

WAITER'S DAILY RECORD SHEET

SHOWING NUMBER OF PERSONS SERVED BY EACH WAITER AT EACH MEAL

191

S-SICK		L- LAID OFF		D- DISCHARGED		N. S.- NONE SERVED			
NAME	NUMBER	BREAKFAST	LUNCHEON	DINNER	NAME	NUMBER	BREAKFAST	LUNCHEON	DINNER
	1						21		
	2						22		
	3						23		
	4						24		
	5						25		
	6						26		
	7						27		
	8						28		
	9						29		
	10						30		
	11						31		
	12						32		
	13						33		
	14						34		
	15						35		
	16						36		
	17						37		
	18						38		
	19						39		
	20						40		

ILLUSTRATION NO. 6: WAITERS' RECORD SHEET.



HOTEL RICHMOND

CLIFFORD M. LEWIS
Proprietor

WASHINGTON, D. C.

PREVENT MISTAKES BY WRITING YOUR ORDER

GUESTS WILL PLEASE WRITE ENTIRE ORDER PLAINLY DESIGNATING THE NUMBER OF PORTIONS DESIRED

PERSONS	ROOM	WAITER NO	TABLE NO	CHECK
3	304	8	17	12/8

PORTIONS	ORDER
3	Grapefruit
1	Baked apple & Cream
1	Oatmeal
1	Hominy Grits
3	Boiled eggs
3	French rolls
1	Griddle cakes
1	Cocoa
1	Coffee
1	Tea (Ceylon)

ILLUSTRATION NO. 7: ILLUSTRATING AMERICAN PLAN CHECK, WITH DATE INSTEAD OF CHECK NUMBER.

A BREAKFAST ORDER. SEE MENU ILLUSTRATIONS NOS. 8 AND 9.



HOTEL RICHMOND

CLIFFORD M. LEWIS

Proprietor

WASHINGTON, D. C.

No. Served 108

Breakfast

<i>744 744 744 744 744</i> Grape Fruit <i>744 1</i>	<i>744 744 744 744 744</i> Oranges <i>744 744 744 1111</i>	<i>744 744 744 744</i> Bananas
<i>744</i> Orange Marmalade	<i>744 744 744</i> Baked Apples and Cream	<i>744 111</i> Stewed Prunes
<i>744 744 744 744 744 744</i> Oat Meal <i>744 1</i>	<i>111</i> Force	<i>111</i> Honey
<i>111</i> Toasted Corn Flakes	<i>111</i> Shredded Wheat Biscuits	<i>744 744 744 1</i> Hominy Grits
		<i>1111</i> Puffed Rice
<i>111</i> Broiled Smoked Roe Herring		<i>744 111</i> Codfish Cake with Poached Eggs
<i>744 11</i> Ham and Eggs	<i>744 744 744</i> Saute Pork Chop	<i>744</i> Corned Beef Hash
<i>744 744 744 744 744 744 11</i> Broiled Lamb Chop	<i>744 744 744</i> Breakfast Bacon	<i>744 744 744 744 744 1</i> Country Sausage
<i>744 744 744 1</i> Tenderloin Steak, Plain or with Onions		
<i>744 744 111</i> Eggs—Boiled,	<i>1111</i> Fried.	<i>744 744 111</i> Scrambled,
<i>111</i> Omelets,	<i>111</i> Parsley,	<i>744 744 1111</i> Shirred or Poached
		<i>111</i> Ham or Cheese or Spanish
<i>744 11</i> Baked	<i>111</i> Saute	<i>744 744 744 111</i> or French Fried Potatoes
<i>744 744 744 744 744</i> French Rolls <i>744 744 744 1</i>	<i>744 11 11</i> Dry, Butter or Milk Toast	<i>744 1111</i> Parker House Rolls
<i>744 744</i> Graham Muffins	<i>744 11</i> Corn Bread	<i>744 744 744 744 744 744 744 11</i> Griddle Cakes, Maple Syrup
<i>744 744 744 744</i> Milk	<i>744 1111 744</i> Cocoa	<i>744 744 744 744 744 744 744 744 744 744</i> Coffee <i>744 744 744 744</i>
		<i>744 744 1</i>

MEAL HOURS

Breakfast 7.30 to 10:00 Sundays 8:00 to 10:30
 Luncheon 1 to 2 Dinner 6 to 8
 An extra charge for Dishes Ordered not on Bill of Fare
 Thursday, December 8, 1910

ILLUSTRATION NO. 8: SHOWING METHOD OF TALLY (FROM CHECKS) OF EACH DISH SERVED.



HOTEL RICHMOND

CLIFFORD M. LEWIS

Proprietor

No. Seaved 108

WASHINGTON, D. C.

Breakfast

Grape Fruit <i>31</i>	Oranges <i>44</i>	Bananas
Orange Marmalade <i>5</i>	Baked Apples and Cream <i>15</i>	Stewed Prunes <i>8</i>
Oat Meal <i>41</i>	Force <i>3</i>	Honey <i>3</i>
Toasted Corn Flakes <i>3</i>	Shredded Wheat Biscuits <i>3</i>	Hominy Grits <i>16</i>
		Puffed Rice <i>4</i>
Broiled Smoked Roe Herring <i>3</i>		Codfish Cake with Poached Eggs <i>8</i>
Ham and Eggs <i>7</i>	Saute Pork Chop	Corned Beef Hash <i>5</i>
Broiled Lamb Chop <i>32</i>	Breakfast Bacon <i>15</i>	Country Sausage <i>26</i>
	Tenderloin Steak, Plain or with Onions <i>15</i>	
Eggs—Boiled, <i>14</i>	Fried, <i>4</i>	Scrambled, <i>14</i>
Omelets, <i>3</i>	Plain, <i>3</i>	Parsley, <i>14</i>
	Ham	Shirred or Poached
	or Cheese	or Spanish
Baked <i>7</i>	Saute <i>3</i>	or French Fried Potatoes <i>18</i>
French Rolls <i>56</i>	Dry, Butter or Milk Toast <i>7</i>	Parker House Rolls <i>9</i>
Graham Muffins <i>10</i>	Corn Bread <i>7</i>	Griddle Cakes, Maple Syrup <i>37</i>
Tea <i>12</i>	Cocoa	Milk <i>22</i>
		Coffee <i>86</i>

MEAL HOURS

Breakfast 7:30 to 10:00 Sundays 8:00 to 10:30

Luncheon 1 to 2

Dinner 6 to 8

An extra charge for Dishes Ordered not on Bill of Fare.

Thursday, December 8, 1910

CUPON MEAL TICKET AND SERVICE BOOKS are carried in stock ready made by John Willy, 443 South Dearborn Street, Chicago. They are put up in books of 1,000 coupons each.

For CASH meals (on white paper).

For COMPLIMENTARY meals (on red paper).

For EXTRA meals (on blue paper)

For SERVICE (on bright yellow paper).

The books with coupons numbered 1 to 1,000, each \$3.

Books with coupons not numbered, each \$2.

A discount of ten per cent is allowed when books are ordered in lots of six of a kind.



HOTEL RICHMOND

CLIFFORD M. LEWIS
Proprietor

WASHINGTON, D. C.

PREVENT MISTAKES BY WRITING YOUR ORDER

GUESTS WILL PLEASE WRITE ENTIRE ORDER PLAINLY DESIGNATING THE NUMBER
OF PORTIONS DESIRED

PERSONS	ROOM	WAITER NO	TABLE NO	CHECK
1	103	14	10	325

PORTIONS	ORDER
1 ✓	Lobster Cocktail
1 ✓	Fish
1 ✓	Rice
1 ✓	Sprouts
1 ✓	Goose, Apple sauce
1 ✓	Mashed potatoes
1 ✓	Punch
1 ✓	Salad
1 ✓	Roquefort Cheese
1 ✓	Pie
1 ✓	Jelly
1 ✓	Coffee

ILLUSTRATION NO. 10: AMERICAN PLAN "NUMBERED" CHECK.
(THE ✓'S INDICATE BLUE PENCIL MARK MADE BY CHECKER.)
A DINNER ORDER. SEE MENU ILLUSTRATION NOS. 11 AND 12.



Served 118

HOTEL RICHMOND

CLIFFORD M. LEWIS

Proprietor

WASHINGTON, D. C.

Dinner

Fresh Lobster Cocktail		32
Mulligatawny a la Delmonico		56
Vegetable Chow Chow	6	Olives 14 Gherkins
Fried Pickerel, Butter Sauce		36
Potatoes Hashed Brown		
Creamed Sweetbreads in Cases		26
Saute Fillet of Beef with Fresh Mushrooms		28
Rice au Gratin	35	Brussels Sprouts 48 Stewed Egg Plant 34
Roast Young Goose with Dressing, Apple Sauce		90
Mashed Potatoes	42	Boiled Potatoes 28
Punch au Kirsch		30
Lettuce and Tomato Salad		62
American Cheese	4	Cream Cheese 10 Roquefort Cheese 6
Toasted Crackers		8
Vanilla Ice Cream	42	Assorted Cakes 32
Apple Pie	54	Sherry Wine Jelly 16
Graham Wafers		3
Coffee	52	Milk 8 Buttermilk 6 Tea 8

MEAL HOURS

Breakfast 7:30 to 10:00 Sundays 8:00 to 10:30

Luncheon 1 to 2

Dinner 6 to 8

An extra charge for Dishes Ordered not on Bill of Fare.

Thursday, December 8, 1910

COUPON MEAL TICKET AND SERVICE BOOKS are carried in stock ready made by John Willy, 443 South Dearborn Street, Chicago. They are put up in books of 1,000 coupons each.

For CASH meals (on white paper).

For COMPLIMENTARY meals (on red paper).

For EXTRA meals (on blue paper).

For SERVICE (on bright yellow paper).

The books with coupons numbered 1 to 1,000, each \$3.

Books with coupons not numbered, each \$2.

A discount of ten per cent is allowed when books are ordered in lots of six of a kind.



HOTEL RICHMOND

CLIFFORD M. LEWIS
Proprietor

WASHINGTON, D. C.

PREVENT MISTAKES BY WRITING YOUR ORDER

GUESTS WILL PLEASE WRITE ENTIRE ORDER PLAINLY DESIGNATING THE NUMBER
OF PORTIONS DESIRED

PERSONS	ROOM	WAITER NO	TABLE NO	CHECK
2	510	28	14	136

PORTIONS	ORDER
2 ✓	Veal broth
1 ✓	Mixed pickles
2 ✓	Chicken hash
2 ✓	Boiled rice
2 ✓	Spinach
1 ✓	Sardines
2 ✓	Salad
2 ✓	Cheese, toasted crackers
2 ✓	Cake
1 ✓	Pie
1 ✓	Sherbet
2 ✓	Coffee

ILLUSTRATION NO. 13: ILLUSTRATING AMERICAN PLAN CHECK WITH CHECK NUMBER.
A LUNCHEON ORDER. SEE MENU ILLUSTRATIONS NOS. 14 AND 15.



HOTEL RICHMOND

CLIFFORD M. LEWIS
Proprietor

WASHINGTON, D. C.

Served 7/6

Luncheon

Veal Broth in Cups

Home Made Tomato Pickles Pickled Onions Sweet Mixed Pickles

Chicken Hash with Green Peppers on Toast
Breaded Pork Chops with Fried Sweet Potatoes

Boiled Rice Spinach Boiled Potatoes

Corned Beef Roast Beef COLD Baked Beans Ox-Tongue Ham Sardines

Green Bean Salad Spiced Beets

American Cheese Toasted Crackers

LEMON SHERBET Orange Layer Cake Rhubarb Pie Cinnamon Rolls Damson Preserves Apple Sauce Graham Bread Uneceda Biscuit Graham Wafers Milk Buttermilk Tea Coffee Cocoa

MEAL HOURS

Breakfast 7:30 to 10:00 Sundays 8:00 to 10:30
Luncheon 1 to 2 Dinner 6 to 8
An extra charge for Dishes Ordered not on Bill of Fare.

Thursday, December 8, 1910

ILLUSTRATION NO. 14: SHOWING METHOD OF TALLY (FROM CHECKS) OF EACH DISH SERVED.



HOTEL RICHMOND

CLIFFORD M. LEWIS
Proprietor

WASHINGTON, D. C.

Served 76

Luncheon

Veal Broth in Cups 42

Home Made Tomato Pickles 2 Pickled Onions Sweet Mixed Pickles 8

Chicken Hash with Green Peppers on Toast 34

Breaded Pork Chops with Fried Sweet Potatoes 36

Boiled Rice 16 Spinach, 38 Boiled Potatoes 26

COLD

Corned Beef 2 Baked Beans 4 Ham 7
Roast Beef 12 Ox-Tongue 3 Sardines 2

Green Bean Salad 26 Spiced Beets 6

American Cheese 6 Toasted Crackers 2

LEMON SHERBET 24

Orange Layer Cake 41 Rhubarb Pie 10 Cincinnati Rolls 26
Damson Preserves 4 Apple Sauce 22
Graham Bread 2 Uneeda Biscuit 2 Graham Wafers 6
Milk 4 Buttermilk 6
Tea 24 Coffee 20 Cocoa 10

MEAL HOURS

Breakfast 7:30 to 10:00 Sundays 8:00 to 10:30
Luncheon 1 to 2 Dinner 6 to 8
An extra charge for Dishes Ordered not on Bill of Fare.

Thursday, December 8, 1910

WAITER'S DAILY RECORD SHEET
SHOWING NUMBER OF PERSONS SERVED BY
EACH WAITER AT EACH MEAL

Dec. 8 1910

		S-SICK	L- LAID OFF		D- DISCHARGED	N. S.- NONE SERVED			
NAME	NUMBER	BREAKFAST	LUNCHEON	DINNER	NAME	NUMBER	BREAKFAST	LUNCHEON	DINNER
<i>Reddicks</i>	1	5	4	7	<i>Kemper</i>	21	90 5	63 1	100 5
<i>Jemegan</i>	2	5	3	6	<i>Levron</i>	22	4	NS	6
<i>Johnson</i>	3	7	5	4	<i>Parker</i>	23	5	6	4
<i>Miller</i>	4	7	4	5	<i>Metcalf</i>	24	L	L	L
<i>Dade</i>	5	5	3	8	<i>Horton</i>	25	4	6	3
<i>Jackson</i>	6	6	7	6		26			
<i>Mercer</i>	7	5	5	7		27			
<i>Not Used</i>	8					28			
<i>Hammill</i>	9	3	3	4		29			
<i>Wilkes</i>	10	2	NS	3		30			
<i>Morris</i>	11	S	S	S		31			
<i>Samuels</i>	12	2	3	4		32			
<i>Jones</i>	13	7	6	8		33			
<i>Wadsworth</i>	14	6	2	5		34			
<i>Martin</i>	15	4	4	6		35			
<i>Manning</i>	16	7	2	4		36			
<i>Lawson</i>	17	3	5	4		37			
<i>Bolding</i>	18	5	2	7		38			
<i>Smith</i>	19	5	3	8		39			
<i>Boyer</i>	20	6	2	4		40			
		90	63	100			108	76	118

ILLUSTRATION NO. 16: WAITERS' DAILY RECORD SHEET.

(SHOWING NUMBER OF MEALS SERVED BY EACH WAITER AND THE TOTAL NUMBER OF MEALS SERVED.)

<p>No. 84</p>	<p>No. 84</p> <p>Extra Meal Ticket ONE PERSON Good for this meal and date only.</p>	<p>Space for time stamp.</p>
<p>No. 85</p>	<p>No. 85</p> <p>Extra Meal Ticket ONE PERSON Good for this meal and date only.</p>	<p>Space for time stamp.</p>

ILLUSTRATION NO. 17: THIS BOOK OF COUPON TICKETS PRINTED ON BLUE PAPER.

No. 965

No. 965

Cash Meal Ticket
ONE PERSON
Good for this meal and date
only.

Space for time
stamp.

No. 966

No. 966

Cash Meal Ticket
ONE PERSON
Good for this meal and date
only.

Space for time
stamp.

ILLUSTRATION NO. 18: THIS BOOK OF COUPON TICKETS PRINTED ON WHITE PAPER.

<p>No. 40</p>	<p>No. 40</p> <p>Complimentary Meal Ticket ONE PERSON Good for this meal and date only.</p>	<p>Space for time stamp.</p>
<p>No. 41</p>	<p>No. 41</p> <p>Complimentary Meal Ticket ONE PERSON Good for this meal and date only.</p>	<p>Space for time stamp.</p>

ILLUSTRATION NO. 19: THIS BOOK OF COUPON TICKETS PRINTED ON RED PAPER.

<p>No. 343</p> <p>Date</p> <p>Time</p> <p>Charge is for</p> <p>.....</p> <p>Name</p> <p>Room No.</p>	<p>No. 343</p> <p>Service</p> <p>PERSONS</p> <p>Good for this meal and date only.</p>	<p>Date</p> <p>Time</p> <p>Charge is for</p> <p>.....</p> <p>Name</p> <p>Room No.</p>
<p>No. 344</p> <p>Date</p> <p>Time</p> <p>Charge is for</p> <p>.....</p> <p>Name</p> <p>Room No.</p>	<p>No. 344</p> <p>Service</p> <p>PERSONS</p> <p>Good for this meal and date only.</p>	<p>Date</p> <p>Time</p> <p>Charge is for</p> <p>.....</p> <p>Name</p> <p>Room No.</p>

ILLUSTRATION NO. 20: THIS BOOK OF COUPON TICKETS PRINTED ON BRIGHT YELLOW PAPER.

The Hotel Monthly Handbook Series

Also Other Technical Books, Forming a Selected Library of the Standard Works of Reference for the Hotel and Catering Trades

A Selection of Dishes and the Chef's Reminder. By Chas. Fellows. Is the most popular of Hotel Monthly handbook series. Contents includes: 450 entrees of meats, fowl and game. 200 entrees suitable for Fridays and vegetarians. 89 sweet entrees. 78 hors d'oeuvres—hot and cold. 85 salads. 131 soups, broths and bouillons. 67 consommés, 40 kinds of fish and 400 ways of cooking them. 182 sauces, showing their ingredients. 125 garnishes, showing their composition. 7 fancy butters. 10 flavoring vinegars. 8 fritter batters. 50 fancy potato dishes for garnishing. 24 miscellaneous recipes. 46 valuable hints to cooks and stewards. **BREAKFAST**, including fruits in season, cereals, fish (37); fried meats (15); entrees and miscellaneous (59); omelets (28); eggs (35); cold meats; potatoes (19); hot breads and cakes; drinks; specimen breakfast menus. **LUNCHEONS**, including soups (37); relishes; fish; luncheon entrees (137); luncheon menus. **SUPPER**, including vegetable salads and their dressings (47); chafing dish service and cookery (36); wine service. A pronouncing glossary of culinary terms giving 734 translations. The book is vest pocket size, printed on bond paper, bound in leather. Price, postpaid, \$1.

The Culinary Handbook. By Charles Fellows. The most complete reference book for all things culinary that has ever been produced in single volume of 200 pages. Recipes and explanations for upwards of 4,000 different articles and dishes. The book is of especial value because entirely in English, and the contents are so grouped as to be easily found; also there is to the book a carefully compiled index so that reference to any particular item can be had on the instant. This index also is of particular value as a reminder. The book is handsomely bound in leather and printed on bond paper. Price, postpaid, \$2.

Fellows' Menu Maker with Appendix Menus and Bills of Fare. Contains suggestions for selecting and arranging menus for hotels and restaurants, with object of changing from day to day to give continuous variety of foods in season. A reminder for the breakfast, luncheon, dinner and supper cards, together with brief notations of interest to the proprietor, steward, headwaiter and chef. An exposition of catering ideas calculated to popularize public dining halls. A chapter devoted to the most popular soups, fish, boiled meats, roasts, and entrees; also a department for banquet bills of fare and suggestions for dinner party menus. An appendix of 100 pages of sample menus and bills of fare. Price, postpaid, \$2.

Paul Richards' Pastry Book includes practical recipes for breads, rolls and buns of all kinds; puddings, hot and cold, of all kinds; pudding sauces, cakes of all kinds, icings, cake ornamenting, pies of all kinds, with the different pastes and fillings, tarts of all kinds, creams of all kinds, ice creams and ices, cups, sherbets, frappes, frozen punches, glaces, timbales, charlottes, sweet omelets, fritters, compotes, jellies, jams, syrups, extracts, sugar boiling, colors the popular candy and confectionery goods, egg preserving; German, English, French, Scotch, and other specialties; together with many useful hints, supplemented with about three thousand indexed reference lines. It is without doubt the most complete and best pastry book ever written. One hundred and eighty pages. Leaf measures 6½x9½ inches. Printed on buff linen ledger paper, hand sewed, and bound in leather. Price, postpaid, \$2.

The Lunch Room, by Paul Richards, supplies a long-felt want, not alone for the proprietors of lunch rooms as a guide to making and marketing their foods and beverages, but also is of great value to hotel-

keepers; in particular those that have been on the American plan and are changing over to European plan; or others, established European plan, that are following the now very general custom of putting in a lunch room in addition to the restaurant. Contains plans, book-keeping forms and specimen bills of fare. Price, postpaid, \$2.

Vest Pocket Pastry Book. By John E. Meister. The most useful book for pastry cooks and bread bakers ever published. The author has produced in condensed form a series of receipts for breads, cakes, pies, puddings, creams, ices, jellies, etc., especially adapted to the requirements of the average American hotel, restaurant, bakery, club and institution. The book contains five hundred receipts, including hot puddings, pudding sauces, etc. (57 receipts); cold puddings, side dishes, jellies, etc. (77 receipts); ice creams, water ices, punches, etc. (90 receipts); pasties, patties, pies, tarts, etc. (68 receipts); cakes (77 receipts); icings, colorings, sugars, etc. (17 receipts); bread, rolls, yeast raised cakes, griddle cakes, etc. (60 receipts); miscellaneous receipts (55 receipts). This book is printed on linen paper and bound in leather. Price, postpaid, \$1.

Vest Pocket Vegetable Book. By Chas. G. Moore. Is the first and only book of the kind championing a reformation in vegetable cookery as necessary to the great improvement of the average hotel and restaurant cuisine. Is in many respects the most important culinary book for hotel requirements ever written. One hundred and twenty-six pages; an index of over a thousand references; gives the history and the English, French and German names of the different vegetables; receipts for the vegetable salads, sauces and garnishes. The book is not, as its title might infer, an advocate of the vegetarian theory, but, rather, is an earnest plea for a more general recognition of the vegetable kingdom, in combination with the animal kingdom, as a prolific source of supply of appetizing, wholesome and nutritious foods for mankind. The book is printed on bond paper; bound in leather. Price, postpaid, \$1.

The Fish and Oyster Book, by Leon Kientz. Contains 400 recipes, including fish of all kinds; shell fish of all kinds; frog's legs, turtle, terrapin, snails, scallops, shrimps, mussels; the stocks, essences, roux and sauces; the butters; the garnishings; the forcemeats, batters, borders, etc. The book also contains thirty choice menus for luncheons, dinners and banquets. The book is so thoroughly indexed that any recipe can be located on the instant. The author has been chef of Rector's famous Oyster House in Chicago for many years, and is a man of international reputation. The book is vest pocket size, printed on linen paper, and bound in leather. Price, postpaid, \$1.

Vachon's Economical Soups and Entrees. Contains receipts for one hundred soups, and two hundred entrees. Is a serviceable book for those catering for hearty eaters, where cost of meal is first consideration from the caterer's standpoint. All the receipts are for wholesome, palatable dishes, and many of them for dishes that can be served to advantage in high class catering establishments. Book is vest pocket size, printed on bond paper and bound in leather. Price, postpaid, \$1.

The Practical Hotel Steward. By John Tellman. Forms the most complete exposition of the steward's duties that has appeared in print. Contains articles on the management of help, bill of fare making, banquets, party catering, buying, carving; storeroom and wineroom book-keeping (illustrated); kitchen, bakeshop and storeroom

equipment (with lists of utensils); organization for small, medium and large hotels; plan of working department, specimen bills of fare, menus, requisition blanks, market lists, etc.; also an exhaustive article on the wines and liquors of the world. Price, \$1.

Pocket Prices Reference Book. By John Tellman. For use of proprietors, managers and stewards. A classified arrangement of about 1,500 different articles of a caterer's market list, including provisions, wines and cigars, china, glass, silverware, bar, billiards, painters', laundry, "engineers" and miscellaneous supplies, kitchen utensils, lenses, carpets, stationery, drugs and general expense, with space for entry of brand, minimum, and maximum price, size of package and quantity purchased. Several pages of wax engraved rulings for table compilation of quantity, price, averages, etc., by day, month and year for comparison with preceding year. These tables are ready reference for quantity and cost of coal, charcoal, sawdust, milk, cream, salt, ice; stock used by bar; amount of commissary purchased; transportation charges; house count; cost per capita; total cost of all supplies and service each month; issues of commissary to the various departments; cafe operating and cafe receipts; table of freight rates, etc. An exhaustive index listing a thousand different articles, is a valuable compilation for "reminder" purposes. Book is printed on bond paper and bound in leather. Price, postpaid, \$1.

Clifford M. Lewis' American Plan Checking System has demonstrated its effectiveness in hotels conducted by Mr. Lewis during the last six years. Its introduction has effected a great saving both in storeroom issues and dining-room service. The system is elaborated to provide for the meals check system between the front office and the dining-room, and between kitchen and dining-room; also the system is adapted for hotels conducted on both the American and European plans. Price, postpaid, \$1.

Applegreen's Bar Book, or How to Mix Drinks. By John Applegreen, formerly of Kinsley's, Chicago, and Holland House, New York. Third edition, revised. This little book is intended to serve a useful purpose as a vest pocket ready reference where high class bar or catering service is demanded. By a careful compounding of the different receipts as directed, and the use of only first-class ingredients, success is assured. The departments include: Cocktails, Collins, Coolers, Daisies, Fizzes, Frappes, High Balls, Hot Drinks, Mint Juleps, Miscellaneous Drinks, Party Drinks, Punches, Riqueys, Smashes, Sours, Temperance Drinks and Toddies; also menu and wine list suggestions. The book is printed on linen paper, bound in leather. Price, postpaid, \$1.

The American Waiter. By John B. Goins. Instructs in the different branches of a waiter's work from bussman to head waiter. Over forty illustrations. The only book that shows by means of diagrams table setting, tray setting, table building; how to serve different foods and wines; and specimen menus, with instruction on service for American plan dining-room, restaurant, cafe, buffet, and private party. There is a valuable chapter on restaurant work. The book is carefully indexed. Vest pocket size. Printed on bond paper, bound in leather. Price, postpaid, \$1.

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The Family Cook Book (Whitehead's). Price, \$1.50.

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Senn's Twentieth Century Cook Book contains over 1,000 pages, covering all branches of cookery. It is the standard cook book of England. Profusely illustrated. Price, \$8.

Senn's Art of the Table. Price, \$1.

Senn's Dictionary of Foods. Price, 75 cents.

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