### SORTS ORDER

Please ship sorts as follows:

Name: Metropolitan Press  
Address: 145 W. Tenth Street  
City: Detroit  
State: Mich.  
Series No.: 102  
Point Size: 14

**California**  
Double  
Triple  
Italic  
Job Case  
Cap Case  
G—Cap Case  
Job Case  

**Use separate sheet for each Series No. and Point Size.**

<table>
<thead>
<tr>
<th>Caps</th>
<th>Small Case</th>
<th>Lower Case</th>
<th>Figures</th>
<th>Points and Other Characters</th>
</tr>
</thead>
<tbody>
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<td>a</td>
<td>a</td>
<td>f</td>
<td>Period, . , N</td>
</tr>
<tr>
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<td>b</td>
<td>f</td>
<td>Commas, ;</td>
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<tr>
<td>C</td>
<td>c</td>
<td>c</td>
<td>f</td>
<td>Hyphens, –</td>
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<td>f</td>
<td>Apostrophes, ’</td>
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<tr>
<td>E</td>
<td>e</td>
<td>e</td>
<td>f</td>
<td>Colon, :</td>
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<tr>
<td>F</td>
<td>f</td>
<td>f</td>
<td>f</td>
<td>Semi-colon, ;</td>
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<td>g</td>
<td>f</td>
<td>Question, ?</td>
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<td>h</td>
<td>h</td>
<td>f</td>
<td>Exclamation, !</td>
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<td>Z</td>
<td>&amp;</td>
<td>&amp;</td>
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</tbody>
</table>

**NOTE**: Where large quantities of sorts are wanted and there is not sufficient space on the order blank to make the desired number of "checks," indicate by figure instead. For example: If you need 36 cap B of pt. No. 102, place the figure "36" opposite the character instead of \( \sqrt[3]{2} \) (four check marks), a job font contains 9's, and we will ship 4 times the amount or 36. Please avoid character count, as this type of order will be charged on the "running inch" basis, consequently it is more expensive. Minimum charge 50c for each size and face.

Write for a supply of "SORTS ORDER" BLANKS AND TRY IT OUT. THEY WILL BE SENT PROMPTLY.

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### BALTOTYPE SORTS SERVICE

Probably the greatest single asset for the efficient management of any composing room is an adequate supply of type and spacing material. It means more and better work from your compositors with consequent economies, and entirely eliminates "picking" live jobs, "turning" characters and the danger of jobs going to press without the "turned" characters being replaced.

- Realizing this, we have developed a sorts supply which has proven to our customers to be one of the most valuable and important features of our service.
- Promptness and flexibility are the keynotes.
- Sorts orders are filled and shipped the same day your order reaches us... from a large manufactured stock... and not made up to order as received. Our large stock of type and materials, plus an easy method of ordering, makes this service available to printers everywhere with the same speed and satisfaction that we have been offering local printers for years.
- Non-distribution is a proven economy on small sizes (12 point and under) as the cost of new type is actually less than the cost of distributing used type. Non-distribution on larger sizes also is used successfully by a number of our customers whose shop conditions make this advisable. Non-distribution, however, is only possible and profitable when an adequate and prompt sorts service is available. The fact that our sorts service is being used with entire satisfaction by some of the most efficient plants, large and small, in the East, South, and Mid-West, leads us to believe that you, too, will find our service to your entire satisfaction. We urge you to try it!

- The pages following show our "Schedule of Font Schemes" together with examples of the most efficient and economical method of ordering that has been developed by us in cooperation and with the advice of a large number of printers.
- May we urge that you read carefully the fourth page of this insert. It tells you how to get your sorts quickly and at the lowest possible cost.

Selling prices for sorts are shown with each Series in this Price List.
### Schedule of Baltotype Font Schemes

<table>
<thead>
<tr>
<th>Cap Scheme</th>
<th>Letters for Cap Fonts</th>
<th>Points for Cap Fonts</th>
<th>Figures for Cap Fonts</th>
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<td>$1 2 3 4 5 6 7 8 9</td>
</tr>
</tbody>
</table>

The number of ligatures (fi, ff, fl, etc.) and special characters contained in each font are approximately the same as the lower case q, x and z.

Read the reverse side of “Sorts Order” for detailed information on the most economical and convenient way to order Sorts. Minimum charge 50¢ for each size and face.