LESSON 120

Itinerary

An itinerary is a list, used to remind a person where he should be at any given time when out on business for the day or on a longer trip. The itinerary used to remind a business man where he should be at any given time during the day is known as an appointments itinerary and should be typed on a small card or sheet of paper so that it can be carried in a pocket. An itinerary for a longer trip is known as a travel itinerary and is typed on a larger sheet or sheets of paper.

When typing an itinerary, type the times or the date in a wide left margin and the information on the right.

Type this appointments itinerary on a sheet of A6 paper (148 x 105 mm). Write or type in the instructions and keep the sheet for future reference. If you are using an Elite typewriter, make your own right-hand margin.

Turn up 4 single lines.

I T I N E R A R Y

Turn up 2 single lines.

Mr. D. Hartley's schedule for 4th June, 19..

<p>0900</p> <p>1015</p> <p>1130</p> <p>1400</p>	<p>D. Hughes & Co. Ltd., 47 Mills Street. P. Price, Esq., Sales Department.</p> <p>W. Richards & Co. Ltd., 26 Dam Street. G. Mantle, Esq., Sales Supervisor.</p> <p>Messrs. Hodgson & Durose, 10 New Street. T. Aston, Esq., Buyer.</p> <p>Messrs. Miller & Jenkins, 4 Oak Lane. P. Brown, Esq., Sales Manager.</p>	<p>Turn up 2 single lines.</p> <p>5 → spaces or 13 mm</p> <p>5 → spaces or 13 mm</p>
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3 spaces

Type in single line spacing with a blank line between appointments.

Type this appointments itinerary on a sheet of A6 paper.

Typist!
Centre the word
'ITINERARY' in
spaced capitals
at the top of the
sheet.

Mr. R. Boothroyd's schedule for 10th July, 19..

0930 Messrs. Grey & Nichols, 16 South Street.
Mr. A. Tomkins, Manager.

1045 Banks & Hanson Ltd., 21 Ward Road.
Mr. L. Brockwell, Buyer.

1400 Messrs. T. & M. Martin, 48 Sandy Lane.
Mr. W. Binks, Buyer.

1600 T. P. Riley Ltd., 12 Oakton Road. Mr. S. Green, Manager.