

## How To Write A Want Ad

If you were to buy a lot of new desks for your ofifce and you heard of somebody who wanted to buy some old desks, you would call your stenographer and write that person a letter something like the following:
"A friend of yours has just told me that you are in the market for some desks. We have just installed a complete new outfit of new desks in our office and our old ones are for sale.
"There are seventeen desks in the lot. They are the standard Claxton make, 42 inches long, each equipped with four side drawers and one flat drawer. They are finished in imitation mahogany, and show very few signs of wear. We bought them in 1917, and they have been used by our city salesmen only a few hours each day. We got a special price on them, $\$ 28.50$ each, and we'll sell them at $\$ 16$ each.
"Please let us know your decision promptly, as we will advertise them if you don't want them, in order to clear our floor space.'
But if you didn't know of any-
body who was in the market for
some old desks you would call up your favorite newspaper and insert an advertisement something like this:

DESKS FOR SALE, 17, look like new; must
sell; bargain. Grimes Mifg. Co., 111 E . sell; bargain. Grimes Mifg. Co., 111 E .
12th $\mathbf{~ S t . ~}$

Then if you did not dispose of the desks in a few days you would probably condemn the newspaper and classified advertising in general.
The fault lies in the fact that want ads are paid for by the word or line, and the psychology of wasting units, when every unit costs an additional sum, is too strong to overcome.

The cost of classified advertising is so slight that one need hardy consider the expense, provided the
desired resurts are secured. A 15desired resuits are secured. At 15 2 c a word woutd cost 300 , while a 100 -word advertisement, approximating the space that the letter cost $\$ 200$. Wouldn't you bby woulling to spend the difference to assure a
quick sale?

A man who will spend a whole afternoon at the golf links for the sake of a word or two in private with an important customer will snap off a telephone conversation at the end of the third minute, even if the want of another minute almost loses the sale.
A man who will nonchalantly O.K. a $\$ 50$ item for entertainment without a murmur will cut the eleventh word from a telegram, even at the risk of mutilat ing his message.

## The Remedy Lies In Forgetting the Cost

And this advice isn't all newspaper propaganda, either. As a matter of fact, BETTER copy does not always mean MORE copy. It is a safe bet that 75 per cent of the bad want ads printed in a single issue could be im-
proved without increasing the size of the ads. Take the advertisement quoted above. Instead of the meaningless string of words, suppose you had written:

Desks For sale - 17 , claxton, 42 -inch, used 5 years; $\$ 16.00$ each. Grimes Mif.

This advertisement is exactly the same length as the other, but a whole world of additional information has been inc'uded. Probably the second ad would have reached the right prospects and might have resulted in a sale. The truth of the matter is that if you don't get results from a Want Ad, whatever you pay is exorbitant; while if you get satisfactory results, the cost of an adequate Want Ad is the least of all the costs connected with the sale.

Put More Thought Into Ycur Classified Advertising and You'll Get More Out of It.

