

COX BROTHERS

Cox Bros, a department store, was founded in Victoria. The company had premises at 96-98 William Street, Perth, also branches in Albany, Bunbury, Collie, Fremantle, Geraldton, Kalgoorlie, Katanning, Midland Junction, Narrogin, Northam and Wiluna.

In the 1934 Western Australian Post Office Directory, the company's listing describes it as 'drapers, clothiers and complete home furnishers, furniture manufacturers - retail establishment.'

The company's shares were de-listed in 1968 and the stores' listings do not appear in Western Australian telephone directories after this time.

PRIVATE ARCHIVES MANUSCRIPT NOTE (MN 2583A; ACC 6937)

SUMMARY OF CLASSES	
CATALOGUES	LABELS
CONTRACTS	MEMORANDUMS
CORRESPONDENCE	PROCEDURES
DIRECTORIES	REALIA
FINANCIAL RECORDS	REPORTS
FORMS	

Acc. No.	DESCRIPTION
	CATALOGUES
6937A/12	n.d. Catalogue of Christmas gifts. 1 folded sheet
	CONTRACTS
6937A/1	1930s Blank hire agreement; annotated guarantee form.
	CORRESPONDENCE
693A7/2	1930 – 1937 Including sales letters; summary of customer responses to Christmas letters.
6937A/3	13/9/1939 Letter from the Apex Club of Western Australia urging Mr Holgate to give his employees a pep talk about carrying on 'business as usual' in the face of international turmoil.
	DIRECTORIES
6937A/4	1930s Details of country branches – a list of Cox Bros country stores, including manager's names.

	FINANCIAL RECORDS
6937A/5	1936 – 1938 Includes branch sales comparisons; invoices.
6937A/13	1939 – 1948 Includes audit reports, staff accounts
	FORMS
6937A/6	1930s Blank job dockets; blank timesheets.
6937A/7	1938 Debt collector forms, notes and letters from the following companies: Bicycle Finance; Credit Mans Association of W.A; Goldfields Collections Agency; Reliable Debt Collectors; Trade Protection Association of Western Australia; W.A. Merchantile Agency.
	LABELS
6937A/8	1930s Return parcel label – for items returned to the shop by a customer.
	MEMORANDUMS
6937A/9	4 September 1939 Instruction from head office advising managers on the company's response to the outbreak of war.
	PROCEDURES
6937A/10	1928 – 1939 Procedures written for salespeople and other staff by J.E. Holgate, as well as some head office directives.
	REALIA
6937A/12	Printing moulds, for advertising goods for sale. 3 moulds. Cardboard
	REPORTS
6937A/11	1938 Written by J.E. Holgate.

Holdings = 7 cm

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