

 <p>THE UNIVERSITY OF MELBOURNE</p>	<b>THE UNIVERSITY OF MELBOURNE ARCHIVES</b>
<b>NAME OF COLLECTION</b>	<b>Bright &amp; Hitchcocks</b>
<b>ACCESSION NO</b>	1961.0004
<b>CATEGORY</b>	Business, organizations
<b>ACTIVITY</b>	Retailers Merchants – General
<b>DATE RANGE</b>	1850 - 1950
<b>SIZE OF COLLECTION</b>	12 boxes, 17 volumes
<b>HISTORICAL NOTE</b>	<p>The business began in Geelong in 1850 when three brothers G.M., William and W. Hitchcock emigrated from London with a cargo of merchandise and opened a store. In 1853, William Bright, one of the pioneers of Victoria took into partnership G.M. and W.M. Hitchcock and the new firm traded as Bright &amp; Co. After Bright's retirement, the Hitchcock brothers continued to trade as Bright &amp; Hitchcocks. In the first decade of the 1900s, the business grew rapidly and expanded to Queenscliff, Camperdown and Terang. By 1926 when the company was sold to five of its senior employees, it was the largest department store in provincial Victoria and was ultimately taken over by Cox Brothers (Aust) Ltd.</p>
<b>DATE OF TRANSFER</b>	May 1961
<b>ACCESS CONDITIONS</b>	Access: Open
<b>DESCRIPTION</b>	<p>Legal documents including partnership agreements 1853-1915, private ledgers 1856-1919, financial statements 1863-1921; correspondence 1863-1940; purchases and sales; staff instructions 1930- 1932; accounts 1856-1939; advertising and newspaper cuttings 1850-1950; photographs of buildings and staff. J. Spencer Nall (Chairman and Managing Director 1927-1959): Personal papers relating to various Geelong civic groups, 1928-1946, newspaper cuttings 1930s-1950s.</p>
<b>LISTED BY</b>	F. Strahan      Relisted: name and date unknown
<b>DATE</b>	9 May 1961

<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Date</b>
	<b>1</b>	<b>Manuscript records of Bright &amp; Hitchcocks</b>	<b>Series date range here</b>
	<b>1.1</b>	<b>Legal documents.</b>	
4	1.1.1	Deed of Co partnership – William Bright, George M. Hitchcock and Walter M. Hitchcock. (“Bright & Co.”)	<b>20 Oct 1855</b>
4	1.1.2	Power of Attorney (copy) – Wm. Bright to G.M. Hitchcock, Ebenezer Davies and Henry Roebuck	10 Oct 1857
4	1.1.3	Deed of Co partnership – Wm. Bright and G.N. Hitchcock. (“Bright & Hitchcock”)	24 Sep 1861
4	1.1.4	Partnership Agreement – Wm. Bright, G.M. Hitchcock and W.M. Hitchcock (“Bright & Hitchcocks”)	19 Nov 1863
4	1.1.5	Amending Agreement – Wm. Bright, G.M. Hitchcock and W.M. Hitchcock (Bright retires)	25 Mar 1865
4	1.1.6	Deed of Dissolution (Marked duplicate). Same terms as (1.1.5) above, slight variation in wording	25 Mar 1865
4	1.1.7	Partnership agreement – G.M. Hitchcock and W.M. Hitchcock. (“Bright & Hitchcocks”)	23 Jan 1866
4	1.1.8	Partnership agreement – G.M. Hitchcock and W.M. Hitchcock. (“Bright & Hitchcocks”)	25 Sep 1874
4	1.1.9	Partnership agreement – G.M. Hitchcock and W.M. Hitchcock. (“Bright & Hitchcocks”)	25 Sep 1874
4	1.1.10	Agreement – Executors of Wm. Bright, with G.M. Hitchcock and W.M. Hitchcock. (£10,000 to be paid in discharge of Bright’s interest. Carries receipts for later payments.)	22 Feb 1875
4	1.1.11	Deed of Dissolution of Partnership & Assignment – W.M. Hitchcock to G.M. Hitchcock and George Washington Coburn. (Walter retires and G.M.H. and Coburn to the partners. Retirement to date 31 July 1881. Walter to receive £17,000.	12 Aug 1881
	1.1.12	Telegram – Coburn to G.M. Hitchcock. Agrees to request of (?G.M.H.) that he dispense with any repayment of capital for 12 months. <b>Not sighted in May 2005</b>	
4	1.1.13	Release – W.M. Hitchcock releases G.M. Hitchcock from conditions for payment of the moneys secured by the indenture of 12 Aug. 1881 (see 1.1.11 above). Says partnership between G.M.H. and Coburn “has been dissolved and determined”, also that much money due to	15 Oct 1903

	Unit		W.M.H. repaid and other arrangements made for the balance.	
	4	1.1.14	Statement and Affidavit – Will of G.M. Hitchcock. (Lodged for Probate. He left £30,491-18-8.)	8 Oct 1912
	4	1.1.15	Correspondence with Harwood and Pincott, and J.L. Price, Higgins & Speed. Concerns corner and top (Higgins) properties, suggested transfer, particulars of titles, instructions re payment of rent.	1913
	4	1.1.16	Agreement for sale and purchase – Howard Hitchcock, vendor and Bright & Hitchcocks Pty Ltd. (Nominal capital of Company £100,000 in £1 shares. Howard H. to get £56,165-12-4 of which £25,000 to be shares and £31,165-12-4 to stay in Company, payable	
		<b>1.2</b>	<b>Private Ledgers</b>	
	1	1.2.1	Vol 1	Aug 1856 – Aug 1865
Unit 13	<del>XXXX</del>	1.2.2	Vol 2	Aug 1864 – Jul 1875
Unit 14	<del>XXXX</del>	1.2.3	Vol 3	Jun 1881 – Jul 1888
Unit 15	<del>XXXX</del>	1.2.4	Vol 4	Aug 1888- Dec 1897
Unit 16	<del>XXXX</del>	1.2.5	Vol 5	Aug 1906 - Jul 1912
Unit 17	<del>XXXX</del>	1.2.6	Vol 6	Aug 1912 – Jul 1919
		<b>1.3</b>	<b>Financial Statements</b>	
	2	1.3.1	Vol 1	Nov 1863 – May 1876
	2	1.3.2	Vol 2	May 1876 – Mar 1884
	2	1.3.3	Vol 3	Apr 1884 – Jul 1891
	2	1.3.4	Vol 4	Jan 1908 – Aug 1921
		<b>1.4</b>	<b>Interest Bearing Deposits</b>	
		1.4.1	Interest Bearing Deposits Press copies, statements of individual accounts for interest bearing deposits place with firm, included in (1.3) above.	
		<b>1.5</b>	<b>Cable Messages</b>	
		1.5.1	Press copies outward cables to London, included in (1.3) above.	
	2	1.5.2	Mss copies, cables – shows date, cipher message and translation for cables from and to London., 1 vol	16 Apr 1874 – 25 Jul 1881 (London to Geelong) ; 30 Mar 1874 – 24 Feb 1890 (Geelong to London)
		<b>1.6</b>	<b>London Letters</b>	
			Mss. Copies of letters received from London. Most letters signed by Walter M. Hitchcock, London buyer. These are very informative letters. There is detailed information of goods, prices, business methods and transactions. There are comments on business conditions in England.	

## Unit

		Outward letters to London clearly kept Walter Hitchcock well informed of the affairs of the firm back in Geelong. His comments in reply consequently contain much information re firm.,		
Unit 18	<del>XXX</del>	1.6.1	Vol 1	24 Nov 1864 – 2 Sep 1870
Unit 19	<del>XXX</del>	1.6.2	Vol 2	30 Sep 1870 – 4 Oct 1876
Unit 20	<del>XXX</del>	1.6.3	Vol 3	23 Sep 1876 – 21 Apr 1882
Unit 21	<del>XXX</del>	1.6.4	Vol 4	5 May 1882 – 4 Jan 1889
		<b>1.7</b>	<b>Debtors' Letters</b>	
			Press-copies of letters to clients with overdue accounts	
3		1.7.1	Vol 1	3 Feb 1926 – 8 Nov 1927
3		1.7.2	Vol 2	21 Nov 1927 – 23 Aug 1929
3		1.7.3	Vol 3	23 Aug 1929 – 25 Aug 1930
		<b>1.8</b>	<b>Business Diaries</b>	
		<b>1.8.1</b>	<b>Diaries of J. Spencer Nall-</b> notes of weather conditions, general notes on day's trading	
1		1.8.1.1	1925	1925
1		1.8.1.2	1926	1926
		<b>1.8.2.</b>	<b>Company Secretary's diaries</b>	
1		1.8.2.1	1928	1928
1		1.8.2.2	1929	1929
1		1.8.2.3	1930	1930
		<b>1.9</b>	<b>School Uniform Letters</b>	
			Correspondence (inwards & outwards) with schools about supply of uniforms	
1		1.9.1	Christian Bros. College	
1		1.9.2	C.of E. Girls' Grammar School [Hermitage]	
1		1.9.3	Geelong College	
1		1.9.4	Presbyterian Girls College [Morongo]	
1		1.9.5	Sacred Heart College.	
		<b>1.10</b>	<b>Client's Accounts</b>	
Unit 22	<del>XXXX</del>	1.10.1	Index of Names – A – K	nd
Unit 23	<del>XXXX</del>	1.10.2	Index of Names – L - Z	nd
		<b>1.11</b>	<b>Purchases and Sales</b>	
		1.11.1	Summaries showing month, dept., volume of sales, total <b>Not sighted May 2005</b>	Feb 1881 – Jun 1920
5		1.11.2	Departmental Sales figures	1890 - 1906
5		1.11.3	Completed questionnaires of trading results for Bank of New South Wales, Intelligence Dept.	Oct 1938 – Nov 1939
		<b>1.12</b>	<b>Overhead</b>	
5		1.12.1	Overhead charges in (1.11 above)	1919 - 1920
		<b>1.13</b>	<b>Customers' Competition</b>	
5		1.13.1	Correspondence, cuttings etc., giving weight of cake etc.	1934- 1936
		<b>2</b>	<b>Published records of Bright &amp;</b>	

## Unit

		<b>Hitchcocks</b>	
	<b>2.1</b>	<b>Staff Instructions</b>	
5	2.1.1	Short circulars concerning salesmanship, courtesy, etc.	Aug 1930 – Aug 1932
	<b>2.2.</b>	<b>Publicity and Advertising</b>	
5	2.2.1	Invitations to customers to inspect goods, 9 cards	c 1871 - 1893
5	2.2.2	Brochures and broadsheets concerning sales, specials, etc., 1 vol., 1 bundle	c 1907 - 1932
	<b>2.2.3.</b>	<b>Press cuttings</b>	
		General advertisements, sale notices etc.	
Unit 24	<del>XXXX</del>	2.2.3.1 Vol 1	1926- 1945
Unit 25	<del>XXXX</del>	2.2.3.2 Vol 2	1926- 1945
Currently unavailable		2.2.3.3 Vol 3	1926- 1945
Currently unavailable		2.2.3.4 Vol 4	1926- 1945
	<b>2.3</b>	<b>History of Company, and Members</b>	
UMA Ref. Library	2.3.1	Bright's 1850-1950, 100 Years of Progressive Service [338.7613811 BRIG]	
5	2.3.2	History of Bright & Hitchcocks Pty Ltd, 5pp offprint Victorian Centenary Book, 1834-5 – 1934/5	
6	2.3.3	Press cuttings, and ms. Copies of cuttings and book references	1850 - 1940
5	2.3.4	Centenary Celebrations, Bright & Hitchcocks Pty Ltd. 1850-1950, Luncheon A.B.C. Café, Geelong, Thursday 5 Oct. 1950, Toast List	1950
5	2.3.5	Geelong and Melbourne Citizens Complimentary Dinner tendered to Howard Hitchcock, C.M.G., O.B.E., on the occasion of his departure for an extended your abroad. Commercial Travellers' Club, Melb., Menu and Toast List	14 Mar 1923
5	2.3.6.1	Election of Howard Hitchcock to Legislative Council	
5	2.3.6.2	Photo, Nomination form, 14	14 May 1925
	2.3.6.3	Press cutting concerning his candidacy	7 Apr 1925
<b>6</b>	<b>2.4</b>	<b>Photographs</b>	
	<b>3</b>	<b>Personal records of J. Spencer Nall</b>	
	<b>3.1</b>	<b>Geelong Chamber of Commerce</b>	
6	3.1.1	Correspondence and attendant papers	1931 – 1939
	<b>3.2</b>	<b>Geelong Harbour Trust</b>	
Unit 26	<del>XXXX</del>	3.2.1 Press Cuttings	1932 – 1946
Unit 27	<del>XXXX</del>	3.2.2 Press Cuttings	1932 – 1946
	<b>3.3</b>	<b>Geelong Publicity Council</b>	
5	3.3.1	Correspondence, memoranda, agenda for meetings, financial statements and working papers	1928 – 1930

**Unit**

	5	3.3.2	Shop In Geelong slogan competition, correspondence, entrants' answers, working papers	Nov 1929 – Dec 1929
	12	3.3.3	Press cuttings	1926-1943
		<b>3.4</b>	<b>Geelong Rotary Club</b>	
	5	3.4.1	Correspondence with Rotarians in United States	1931 - 1932
		<b>3.5</b>	<b>Geelong War Funds Board</b>	
Unit 28	<del>XXXX</del>	3.5.1	Vol 1	Nov 1940 – May 1946
		<b>3.6</b>	<b>Miscellaneous Press Cuttings</b>	
Unit 29	<del>XXXX</del>	3.6.1	Vol 1	Nov 1922 – Mar 1930
		<b>4</b>	<b>Publications concerning Geelong</b>	
UMA Ref Library	4.1		Geelong Past and Present, 1802-91, Geelong, Henry Franks & Co., 1891 [994.52 GEEL (pamphlet)]	1891
	4.2		Geelong, the Prosperous and Progressive City of the Commonwealth (published and presented by) the Mayor of Geelong, Alderman Howard Hitchcock, on behalf of the Greater Geelong Movement, 16pp. (Illus.), Geelong, Chamber of Commerce and Manufacturers, no date.	nd
	4.3		Geelong offers Every Facility for Industry, 24pp. (illus. map), Geelong, Chamber of Commerce and Manufacturers, no date	nd
	4.4		Geelong – Peerless Provincial City, as in Adam and Eve. Dec 2, 1929, pp54-61.	1929
	4.5		A Guide to the Historical Exhibition of Records, Pictures, relics etc. of early Geelong in the Lecture Hall, Geelong Free Library, Feb. 19 to Feb 27, 1944. Geelong, Geelong Free Library, 1944	1944
	4.6		City Council of Geelong, Notice paper, Special Meeting of the ... Council to be held 9 Feb 1950 to commemorate the 100 <sup>th</sup> Anniversary of the 1 <sup>st</sup> meeting of the Town Council... 4pp, Geelong, Geelong City Council, 1950	1950
	4.7		Gordon Institute of Technology, Geelong, Victoria. Proposed Textile College. 18pp (illus.) (?1941)	1941?
	4.8		One Hundred Years of Methodism. (History of Yarra Street Methodist Church, Geelong, Centenary, 1842-1942.)	1942
	4.9		Pescott, Edward W. The Centenary Story, Noble Street Methodist Church and Sunday School Centenary 1849-1949. Geelong, Methodist Church, 1949. 36pp (Illus.)	1949
		<b>5</b>	<b>Published histories of other businesses</b>	

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		<b>and places.</b>	
	5.1	Back to Terang and District, Terang, Terang Express [ <b>Removed to Special Collections</b> ]	1950
UMA Library	5.2	Elder Smith & Co. Ltd The First Hundred Years, Adelaide, Elder Smith, 338.763600994 PRIC	1939?
UMA Library	5.3	Langlands, J. and Sons Pty Ltd. A century of Trading in Horsham, a story of Pioneering achievements, 1849-1949, Melbourne, Specialty Press. (94.48 CENT)	1942
UMA Pamphlet colln.	5.4	Lucas, E. and Co. Pty Ltd, 1888-1938, Ballarat, Lucas. (391.00994 ELUC pamp.)	1936
UMA Library	5.5	Coster, Ian. The Sharpest Edge in the World, the Story of the Rise of a Great Industry, London. Gillette Industries Ltd. (338.476467 COST)	1948
	5.6	A new View of an Old House (100 years in the precincts of St. Paul's) to record the opening of our new buildings in Paternoster Row and London House Yard....	
7, 8, 9 & 10		Newspapers	1930, 1940, 1950's
11		Correspondence miscellaneous; Stocks "Laces" July 1931; Coles Country Stores Ltd Report and Statement of Accounts 30 June 1952, 30 June 1953, 30 June 1955; The Taxpayer Bulletin, Vol 15, No.12, Oct 31, 1946; Press cuttings re war bonds and general Geelong news; Speeches by retiring employees, 1939; Copy of first report by Hitchcock Bros, 850; Copy of Trade Mark News, 1936; Geelong Western District, 'Protestant Orphanage' certificate to J. Spencer. Nall Esq for valuable services rendered, 12 Nov, 1935; Publications re: retail shop assistants.	1926 - 1946
12	3.3.3	Press Cuttings	1926 - 1943

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