

(Model.)

2 Sheets—Sheet 1.

J. O. COLE.
PRINTED BLANK, FORM, &c.

No. 289,892.

Patented Dec. 11, 1883.

<p>84733 IT KNOWN, That I, <i>John Smith.</i></p>	<p>do solemnly swear that I am the identical person, named in pension certificate in my possession, No. <i>B</i>, dated <i>18</i> day, 188<i>8</i>, and whose name is inscribed on the rolls of the Washington Agency, at the rate of \$ <i>100</i> per month</p>
<p>ARMY VOUCHER NO. <i>18</i></p>	<p>That I have not been employed or paid in the Army, Navy or Marine service of the United States from <i>18</i> day of <i>1888</i>, to the present time, and that my present P. O. address is <i>State of</i></p>
<p>INVALID.</p>	<p>County of <i>Two Witnesses:</i> Pensioner's signature: <i>[Pensioner's signature in full]</i></p>
<p>\$ <i>D</i></p>	<p>STATE OF <i>CO</i>, COUNTY OF <i>SS:</i> Subscribed and sworn to before me this <i>18</i> day of <i>1888</i>; and I certify that the above-named pensioner exhibited to me his pension certificate, bearing the same number, date and rate as stated above, and was fully identified as the pensioner described therein, and that he signed the following duplicate receipts in my presence.</p>
<p>Write Pensioner's address plainly here. <i>John Smith.</i> <i>Groton</i> <i>Conn.</i></p>	<p>Magistrate's signature: <i>[Magistrate's signature]</i> Official character: <i>[Official character]</i> Received of THEOPHILUS GAINES, U. S. Pension Agent at Washington, D. C., \$ <i>C</i> dollars by check No. <i>100</i> dated <i>18</i>, being for <i>18</i> months' and <i>18</i> days' pension due me on pension certificate No. <i>18</i>, from the <i>18</i> day of <i>1888</i>, for which I have signed duplicate receipts. [Witness:] <i>[Witness's signature]</i> Pensioner's signature in full: <i>[Pensioner's signature in full]</i></p>

WITNESSES

F. L. Ourand.
C. H. Ourand.

Hig. I.

A

INVENTOR
John O. Cole.
by *N. T. Kane*
Attorney

(Model.)

2 Sheets—Sheet 2.

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A

Fig. 2

<i>B</i>	<i>C</i>
<i>D</i>	<i>E</i>

824 BE IT KNOWN, That I,
John Smith

ARMY VOUCHER NO. *999*

INVALID.

Sept. 3rd 18 *83*

\$ 8.00

John Smith

Graton

Corn.

Write Pensioner's address plainly here.

WITNESSES

F. L. Curand
C. H. Curand

John O. Cole INVENTOR
by *J. T. Kane* Attorney

UNITED STATES PATENT OFFICE.

JOHN O. COLE, OF PORTSMOUTH, OHIO.

PRINTED BLANK, FORM, &c.

SPECIFICATION forming part of Letters Patent No. 289,892, dated December 11, 1883.

Application filed August 18, 1883. (Model.)

To all whom it may concern:

Be it known that I, JOHN O. COLE, a citizen of the United States of America, residing at Portsmouth, in the county of Scioto and State of Ohio, have invented certain new and useful Improvements in Printed Blanks, Forms, and the like; and I do hereby declare the following to be a full, clear, and exact description of the invention, such as will enable others skilled in the art to which it appertains to make and use the same.

This invention relates to printed blanks or forms used in any office or business, especially to that class used by the United States pension agents.

It is a well-known fact that in the offices of pension agents a great number of mistakes in filling out the blanks now in use arise in the duplication of the name of the pensioner to be written in each blank, and also that considerable time and labor are lost and expense required in backing these blanks or forms, since the name on the back must correspond in every particular with that written in the body of the blank or form.

To back accurately the blank, the clerk is required to have a good memory to remember the name as well as the relative arrangement of the letters in the name after he has turned the blank over. If a doubt should arise in his mind as to the correct name or the letters in the name when he comes to write it upon the back of the form, he is obliged to turn the form to examine the face side of the sheet to see the accurate spelling of the name, and then re-turn the back and brief it. This turning and re-turning the blank or form consumes a great deal of time, as well as causes annoyance, and becomes a serious drawback in expediting the business of the office.

It is also a well-known fact that the disbursing officer of the Treasury Department will not audit any account in which there is any discrepancy in the names, numbers, or figures employed in the form and vouchers without correction by the agent. Also, it is a fact that when time is limited, and there is a rush of business, the check-clerk often gets the name of the pensioner incorrectly spelled in making out the check from the voucher, because of the errors arising, as stated above, in duplicating the pensioner's name, as is required in the

present form of vouchers in use. When these checks thus incorrectly drawn are presented to the Treasurer, payment is declined until they are corrected by the agent. This also causes considerable time, trouble, and annoyance.

The objects of my invention are to obviate these serious difficulties and to expedite the business of offices.

My invention therefore consists in a printed blank or form having a briefing-section on its face containing a part of the filling-in space of the blank itself, as will be hereinafter more fully set forth.

In the annexed drawings, Figure 1 shows a plan view of a pension agent's printed voucher complete, except the duplicate receipt, with my improvements applied thereto; and Fig. 2 is a view of the same showing it in the act of being folded to be filed away.

In the annexed figures, A represents a blank or form—in this example a voucher—divided into three parts—the body B, one or more receipts, C, and the side section, D, forming the back when the blank is folded. The form with the spaces and lines to be filled in are all printed on one side face of the blank, as shown in Fig. 1.

By arranging all the printed or engraved matter on one side of the sheet or form, only one impression for the entire blank is required, while in the ordinary blank with printed or engraved matter on the back of the sheet two separate and distinct impressions are required to produce the blank for use. This arrangement of all the printed or stamped matter on one side of the sheet is a very important factor in the manufacture of blanks or forms, especially of the fancy or high-priced blanks, since it saves the cost and time of the double impressions, or the second passage of the blanks through the printing-press.

To fill out this blank thus printed, the name of the pensioner is written on the dotted line *b* on the side D, which line registers with the line commencing with the words "do solemnly swear" in the body of the blank, the name being written on this dotted line, as shown. The writing in of the name at this point, which completes the line for the body of the blank, also at the same time supplies the name for the backing of the voucher-blank, thus obviating the repetition of the name. In other

respects the blank is filled out in the usual manner, except that I have improved the form of the oath or jurat by omitting a repetition of the name of the pensioner and number of the certificate, which omissions are a great advantage in the saving of time in duplicating the name of the pensioner and number of certificate, and avoids the errors that arise in such duplications. It also saves the auditing-officer, as well as the comparing-clerk, considerable time in the examination of the papers.

At the lower portion of the blank or form, on the side D, opposite the duplicate receipt, are printed the words "Write pensioner's address plainly here," and three or more dotted lines.

In the annexed drawings, on account of space, the foregoing quoted words and written address are opposite the original receipt; but in the regular blanks this matter is opposite the duplicate receipt, which is retained by the pension agent, as it gives him a record of the pensioner's last address, which under the law he is obliged or supposed to keep.

It is to be noted here that in copying from the pension-rolls the name of the pensioner upon the blank voucher, the name written in on the dotted line *b* serving the double office for the body and back of the voucher, is closely compared with the correct name upon the rolls, and that all handling in turning and re-turning of the blanks is obviated; also, that the amount to be paid written on the side D of the blank can be verified by a comparison with the body of the blank without turning it over.

After the blank has been properly filled up and the same executed and signed by the pensioner, with his address, the pension agent removes the lower or duplicate receipt on the

line *a b*, with the pensioner's address attached. Then the blank is folded with the original receipt on the lines *c d* and *e f*, with the face of the voucher folded in and the side section, D, folded outward, so as to expose the written name of the pensioner on the outside, in which condition it gives the name of the party, the amount paid, and date of payment, thus constituting the brief or backing of the voucher. The voucher is now passed to the auditing-officer, who examines it critically in connection with his record to see that it is properly executed and the correct amount has been paid. For the reasons above stated, this blank is of advantage to the auditor.

It is obvious that my improvements as specifically set forth in connection with the pension agent's voucher may be applied to other printed blanks, forms, or letters, and therefore I reserve the right to apply the improvements to them.

I also reserve the right to vary the arrangement of the matter without departing from the spirit of the invention. For an example, the words "Be it known that I" can be arranged at the right-hand corner above the first line of the body of the blank.

What I claim as my invention, and desire to secure by Letters Patent, is—

A printed blank having a briefing-section on its face containing a part of the filling-in space of the blank itself, substantially as and for the purposes set forth.

In testimony whereof I affix my signature in presence of two witnesses.

JOHN O. COLE.

Witnesses:

D. D. KANE,
C. L. TREVETT.