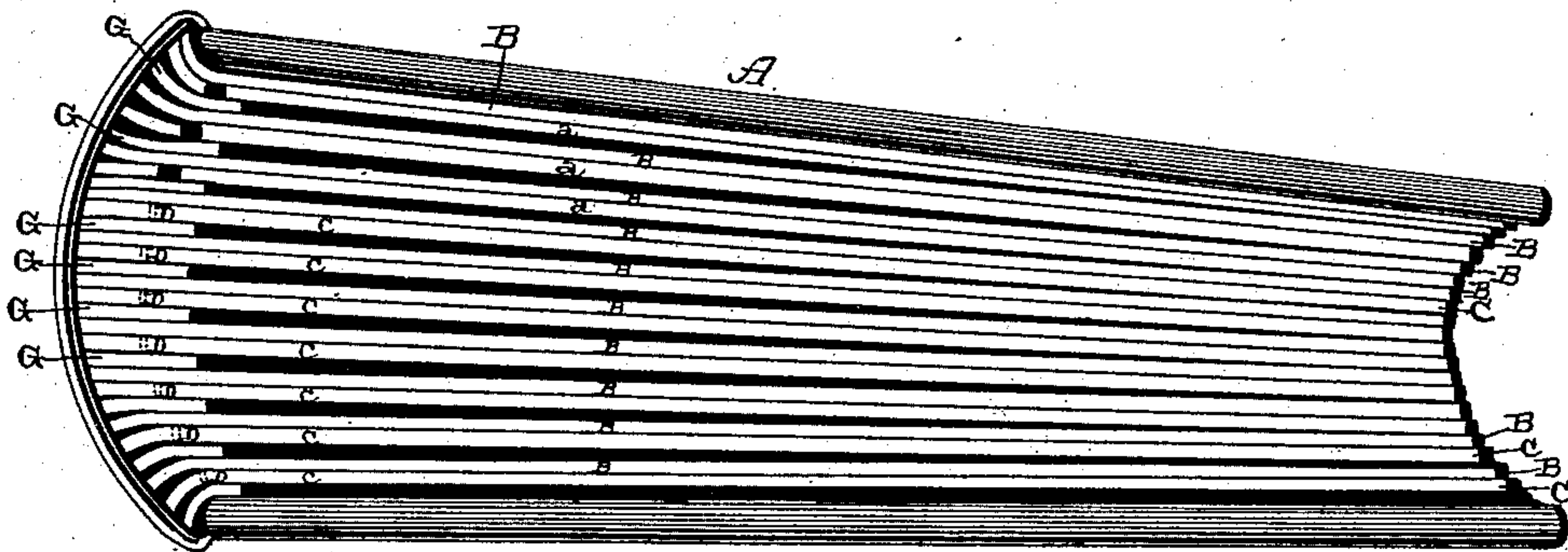


(No Model.)

C. HEATON.  
COPYING OR RECORD BOOK.

No. 364,715.

Patented June 14, 1887.



WITNESSES.

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# UNITED STATES PATENT OFFICE.

CHARLES HEATON, OF BAINBRIDGE, NEW YORK.

## COPYING OR RECORD BOOK.

SPECIFICATION forming part of Letters Patent No. 364,715, dated June 14, 1887.

Application filed June 14, 1886. Serial No. 205,163. (No model.)

*To all whom it may concern:*

Be it known that I, CHARLES HEATON, of Bainbridge, in the county of Chenango and State of New York, have invented certain new and useful Improvements in Copying or Record Books; 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 pertains to make and use it, reference being had to the accompanying drawings, which form part of this specification.

My invention relates to an improvement in copying or record books; and it consists in a book which is composed of alternate leaves of writing and copying paper and stubs, the leaves of writing-paper being perforated along their inner edges, so as to be readily torn from the book, as will be more fully described hereinafter.

The object of my invention is to provide a copying and record book, so that after letters or communications of any kind have been written upon the leaves of writing-paper an impression can be taken upon the preceding sheet of copying-paper, and then the sheet of writing-paper torn from the book, and then the answer, bill, or invoice to that letter can be attached when received to the succeeding stub, and thus the communication and the answer will be always kept together without increasing the thickness of the book.

The accompanying drawing represents an end view of a book embodying my invention. A represents the cover; B, the leaves of ordinary copying-paper; C, the leaves of writing-paper, such as is used in ordinary correspondence, and G the stubs. The leaves C are perforated along the line D in the usual manner, so that after having been written upon they can be readily torn from the book. A stub, G, follows each sheet of writing-paper, and to this stub the answer, when received, is pasted.

The leaves of the copying and writing paper

and stubs alternate throughout the book, so that after a letter, bill, invoice, or communication of any kind has been written upon one sheet, C, it can be copied upon the corresponding sheet of copying-paper before being removed from the book. In case the communication is to be written upon a type-writer, the leaf C is to be removed, the communication written, and then copied in the book in the usual manner. This communication is sent away after having been copied in the book, and then when the answer, bill, or invoice is received it is pasted to the stub G, following the one from which this communication is torn. A copy of the original communication and the answer thereto are thus kept together, so that a person at a glance can see all that has taken place. The thickness of the book is not increased by pasting letters to the stubs G, for they merely replace the sheets which have been torn out.

The leaves of copying-paper will be numbered, and the book provided with an index in the usual manner. By referring to the index and then to the numbered page the original communication and the answer thereto will be found together. This book is specially suited for business correspondence, but is applicable to correspondence of all kinds.

Having thus described my invention, I claim—

A copying and record book composed of alternate sheets of copying and writing paper and stubs, the sheets of writing-paper being adapted to be removed at a line above the lower line of the stubs, leaving space to attach the answer to such stub without increasing the thickness of the book, substantially as shown and described.

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

CHARLES HEATON.

Witnesses:

CHARLES H. CARNRICK,  
HENRY W. HARDING.