No. 611,600. Patented Oct. 4, 1898.

W. F. BECK & F. C. RUFFHEAD.

MANIFOLDING PASS BOOK.

(Application filed Apr. 5, 1897.)

(No Model.) 2 Sheets—Sheet 1.

Fig. 1.

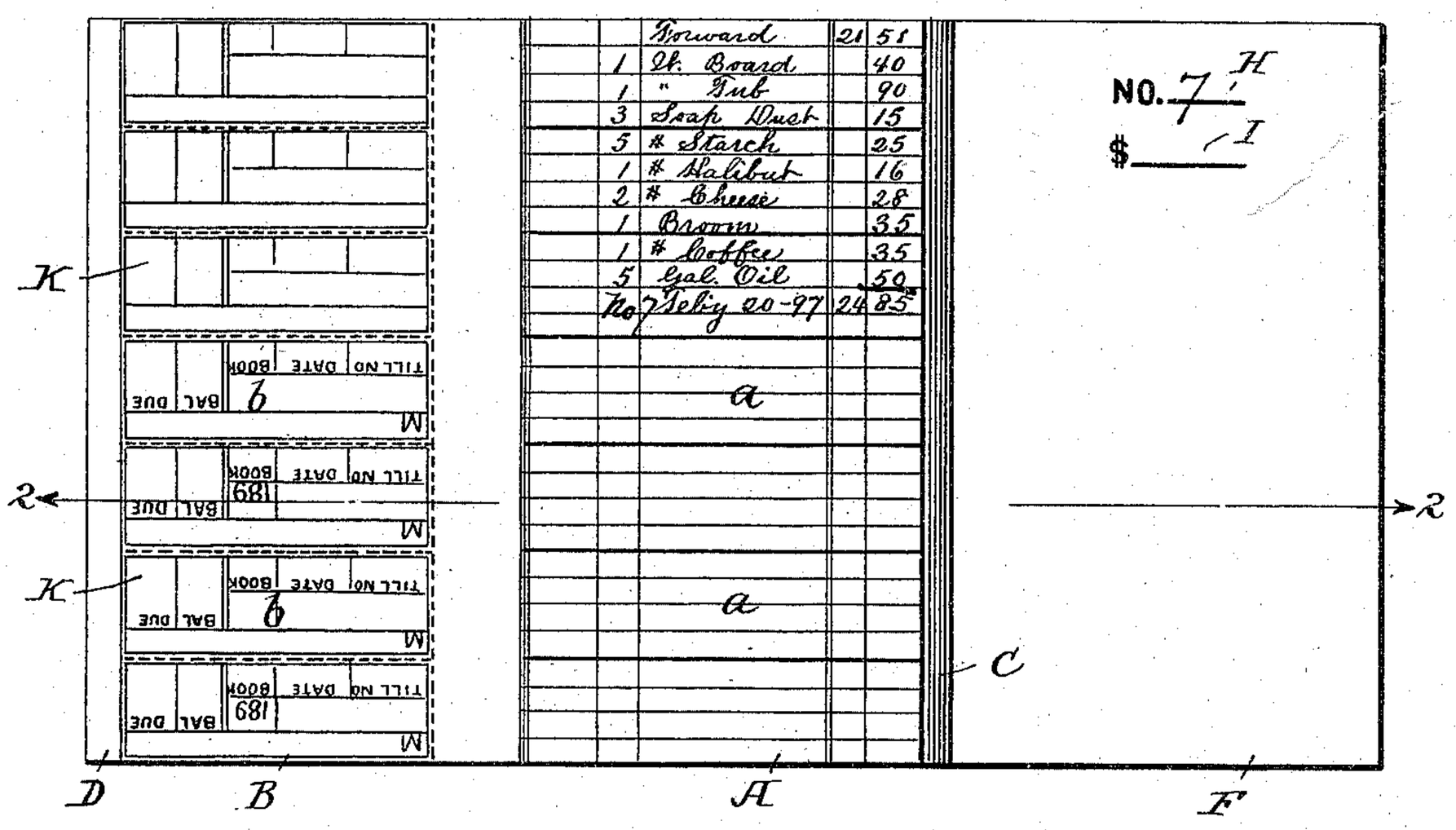

Fig. 2

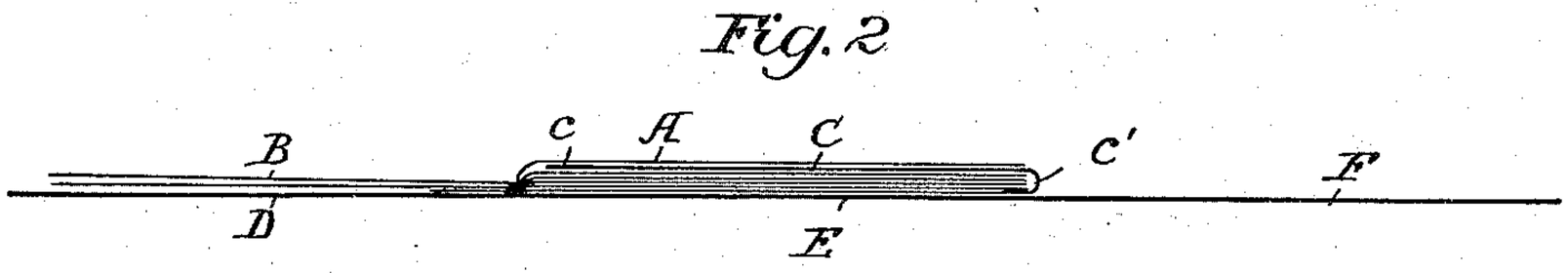

Fig. 4.

	Forward	21.51	
1	Lt. Board	40	b
1	" Tub	90	
3	Soap Dust	15	
5	# Starch	25	
1	# Halibut	16	
2	# Cheese	28	
1	Broom	35	
1	# Coffee	35	
5	Gal. Oil	50	b
No 7	Feby 20-97	24.85	

Fig. 5.

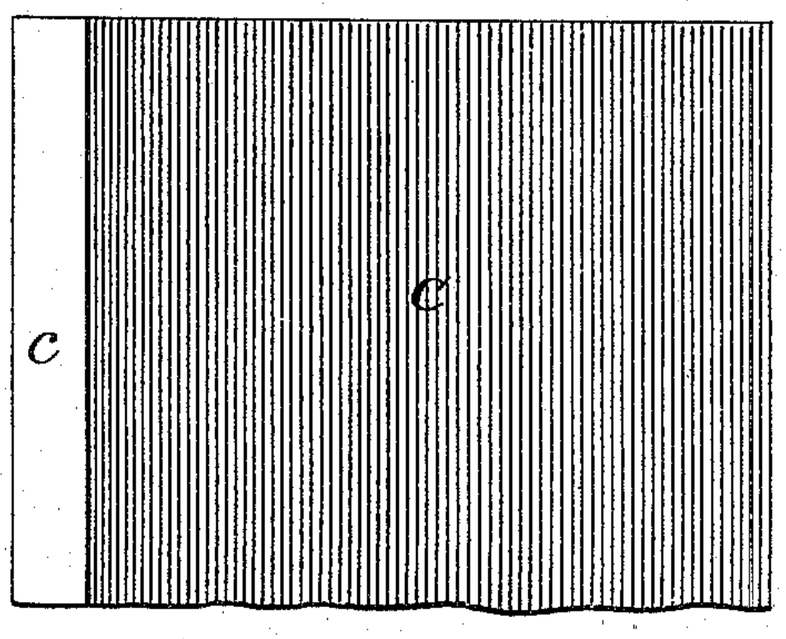

Fig. 3

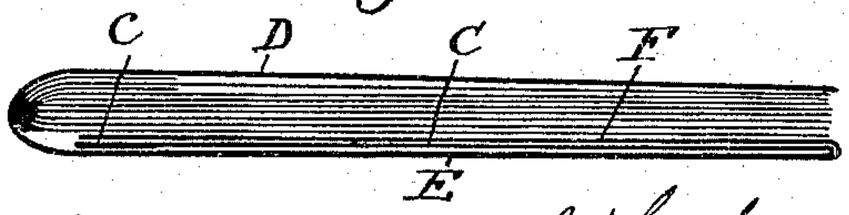

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Fig. 6.

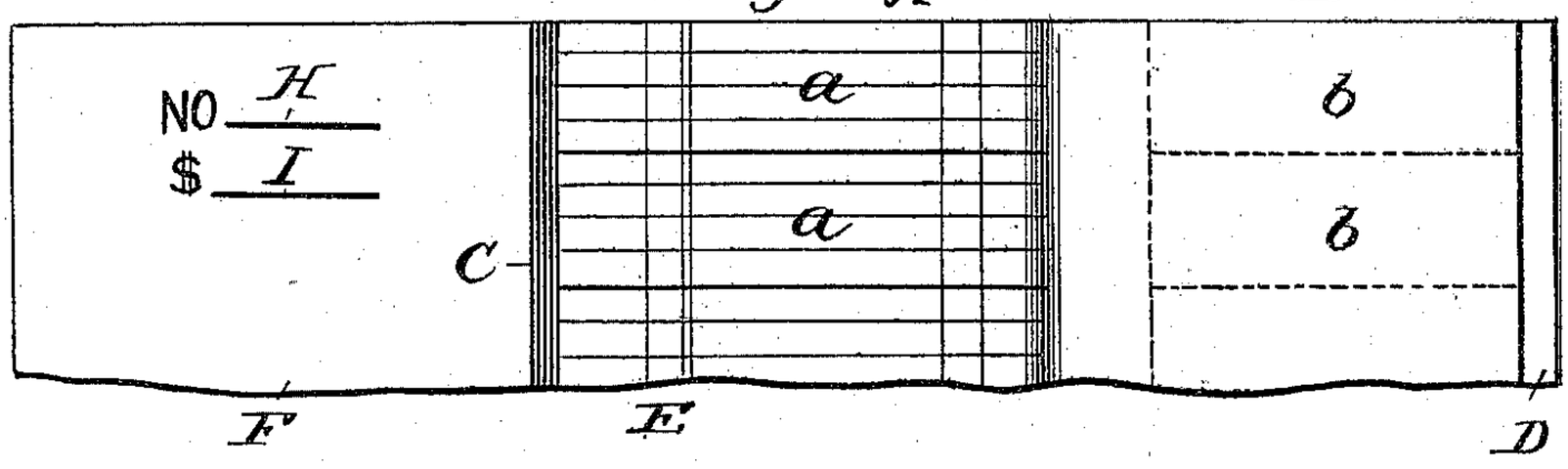

Fig. 7a

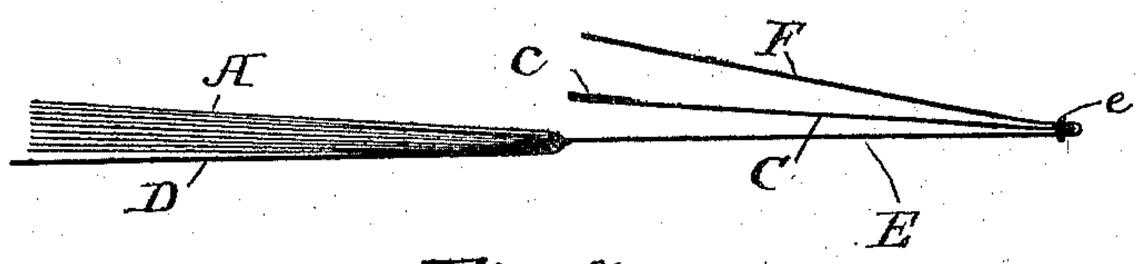

Fig. 7

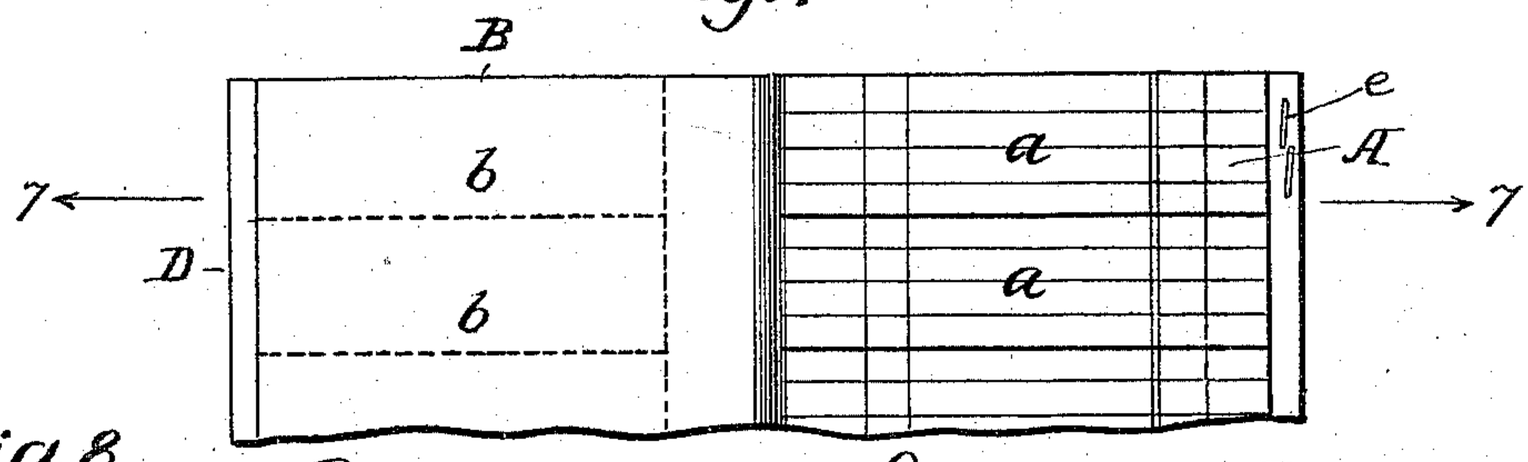

Fig. 8.

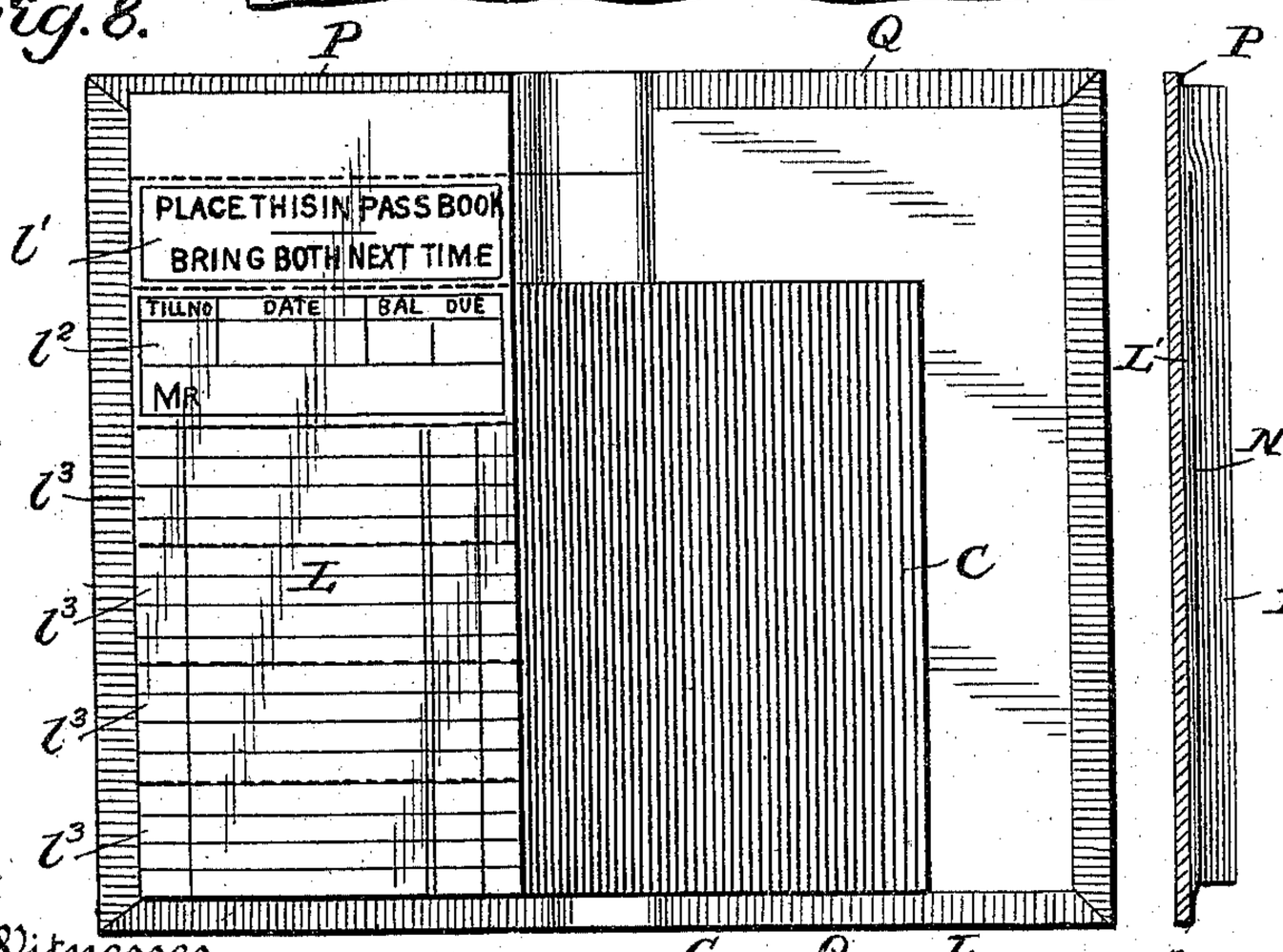

Fig. 9.

Fig. 10.

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UNITED STATES PATENT OFFICE.

WARREN F. BECK AND FRED C. RUFFHEAD, OF ELMIRA, NEW YORK; SAID RUFFHEAD ASSIGNOR TO SAID BECK.

MANIFOLDING PASS-BOOK.

SPECIFICATION forming part of Letters Patent No. 611,600, dated October 4, 1898.

Application filed April 5, 1897. Serial No. 630,802. (No model.)

To all whom it may concern:

Be it known that we, WARREN F. BECK and FRED C. RUFFHEAD, citizens of the United States, residing at Elmira, in the county of Chemung and State of New York, have invented certain new and useful Improvements in Carbon Pass-Books, of which the following is a specification.

This invention consists in an improved pass-book by means of which the accounts of customers are kept in duplicate, the original account remaining in the pass-book in possession of the customer and the duplicate account being removed by the merchant and filed in a suitable mechanical file or ledger.

The invention further consists in the peculiar arrangement of the carbon-sheet, in an extension of the cover for protecting the carbon, and in the arrangement whereby the number of the customer and the limitation-signal denoting the limit of the customer's credit are always in full view when the book is open for use.

In the accompanying drawings, Figure 1 is a view showing our improved pass-book open and in position to enter an account. Fig. 2 is a section on the line 2 2 of Fig. 1. Fig. 3 is an end view of the book closed. Fig. 4 shows the detached duplicate of the account shown in Fig. 1. Fig. 5 shows a portion of one of the carbon-sheets. Figs. 6 and 7 show the modified forms of the pass-book. Fig. 7ª is a section on the line 7 7 of Fig. 7. Fig. 8 shows a duplicating-pad and an interchangeable protecting-cover for same. Fig. 9 is a longitudinal section through the pad and cover shown in Fig. 8; and Fig. 10 is an end view of the same, showing the cover closed.

Our improved pass-book consists of a series of ordinary pass-leaves A and a series of alternate leaves B for carbon duplicates. The duplicate leaves B are preferably divided by lines of weakness into a number of detachable checks or coupons *b*, and the original leaves A are preferably divided by suitable transverse ruling into a series of panels *a*. The ruling of the leaves A corresponds with the lines of weakness of the pages B, so that the panels *a* lie directly over the detachable checks *b*.

The carbon-sheet C may be attached to the outer margin of the last leaf, as shown in Figs. 1 and 2, or to the cover-section E, along a line corresponding with or outside of the margin of the last leaf, as shown in Figs. 3 and 7ª. These are the preferred forms, although in some instances the carbon-sheet may be attached at the front of the book, as shown in Fig. 6, or at the upper or lower ends. In each case the flap is attached to the cover to correspond to the line of attachment to the carbon, so that it may be folded in upon the carbon to protect the same, as shown in Figs. 3 and 7ª.

The free edge of the carbon-leaf is reinforced by a strip *c* of stout paper, which is pasted to it, as shown in Figs. 2, 3, and 5, and which protects the leaf and facilitates handling it. This reinforce is an important feature of the invention, as without it the carbon-leaf would not be suitable and available for pass-books on account of their rough usage.

As is well known, pass-books are subjected to very rough usage, being carried to and from the store daily, sometimes in the pocket and sometimes in the hands of children. They are also subjected to rough and rapid handling by storekeepers, butchers, drivers, and others, and for these reasons the ordinary and well-known forms of carbon-books are not adapted to be used as pass-books, for the reason that the carbon-sheets, which are frail, would soon be worn out or torn off. In order to protect the carbon, we have formed the cover in three sections—the ordinary front and back sections D and E and a third section F, preferably about the same size, connected to the back cover and adapted to fold over the carbon-sheet when the book is closed or to be folded over the other sections of the cover, in which case the entire book, including the front cover, is included between the sections E and F when the book is closed. One object of the flap F, as above stated, is to protect the carbon. It will be evident that before the carbon can be used the flap F must be opened. When the flap F is opened, it forms a support at the proper place. Moreover, the carbon is not likely to be torn accidentally, because anything accidentally catching the carbon would also catch the flap F,

which is strong enough to prevent injury. The flap F, therefore, is a protection to the carbon-sheet when the book is open. When the book is closed, the projecting folded edge *c'* of the carbon, which would otherwise be subject to wear, is fully protected by flap F. Another object of the flap F is to provide a convenient place for the number of the book or the customer's name and the limitation-signal, which shows the limit of the customer's credit. As shown in the drawings, there are blanks on the inside of the flap F for these data—viz., a space or panel H for the number of the book or customer and a space or panel I for the amount to which the credit of the customer is limited, or panel I may be used for the amount or amounts paid for the pass-book at different times in cash or by notes when sold to customers by merchants doing a strictly cash business. Another important use for panel H on flap F is to insert the number of the ledger-page as the number of the pass-book, so that each duplicate from that pass-book refers to the correct ledger-page without referring to the ledger-index.

For the merchant who desires to have his mechanical ledger appear more tasty and uniform or who desires to have the customers' names always visible we print a check-blank K, as shown in Fig. 1, on the back of each division of the intermediate leaves, which provides a suitable place for writing the name of the customer, the date, and the amount due, &c. We print these checks upside down, so that when the top check is folded down it will fall in a convenient position to be filled out from the data which is then in sight on the front of the lower check. Thus in Fig. 4 the customer's identifying-number, the date of purchase, and the total amount are found on the lowest check, and when the upper check is folded forward upon the middle one the inverted printing upon its back will be right side up and the data from the lowest check can be copied onto it and the copy compared very readily. It is of course important to keep the checks of each order intact.

In Fig. 6 is shown a modification of our carbon pass-book in which the same letters are used as for the like parts of Figs. 1 and 2. In Fig. 6 the carbon C and the flap F to protect the carbon are shown in the front part of the pass-book instead of the rear, as in Figs. 1 and 2.

In Figs. 7 and 7ª we show a modification of the pass-book in which the carbon-sheet may be stapled or otherwise suitably fastened near the line of division between the flaps E and F of the covers, as shown. The section E of the cover is preferably made somewhat wider than the leaves of the pass-book, and the carbon-sheet is fastened in the fold of the parts E and F by wire staples *e* or other suitable means, such as stitching or paste. The modifications shown in Figs. 6 and 7 fall within the scope of our present invention, which is susceptible of still further changes in details of construction.

It is necessary to provide the merchant with a proper duplicating-pad to be used when the pass-books are forgotten and for other trade. This pad must be a duplicating-pad, so that the original bill can be sent with the goods and the duplicate retained. It must be sightly, handy, and provide for the proper protection of the carbon-sheet. In Figs. 8, 9, and 10 we show such a duplicating-pad and protecting-cover. The cover consists of two hinged sections P Q, one of said sections having on its inner wall a pocket N to receive and hold the back L' of the pad L. The pad L is divided into six panels. Panel *l'* contains directions for the customer. *l²* is a suitable ledger-check for the duplicate bill, and the four panels (marked *l³*) are for the items and totals. The carbon-sheet C is attached to one of the last leaves of the pad at *c'*, or it may be attached to the side of the pocket N at *n'*. The pad can be used for several orders at one time without detaching. This combination pad and cover has several improved and useful points. The protecting-cover can be made of any suitable material, preferably binders' board covered with binders' leather and made of heavy enough material to thoroughly protect the pad and carbon sheet.

The carbon duplicates which are removed by the merchant may be filed in the compartments of a suitable mechanical ledger, such as shown in Patent No. 544,280, or they may be pasted or otherwise attached to a scrap-book or filed away in pockets or envelops in a suitable file. They should in any event be preserved in a systematic manner, so that the merchant may readily refer to the account of any customer. It is contemplated in the use of this pass-book to add each order to the sum of the previous orders and from time to time deduct from the total amounts paid on account, so that after each transaction the total amount due from the customer will appear at the foot of the account in the pass-book and at the foot of the last detached check or coupon. By referring to the pass-book the customer can always tell just what his bill at the store is, and by referring to the ledger or the last carbon-slip the merchant can tell at a glance the total amount due from the customer.

If it is desired to keep the accounts on the old-style ledger as at present, then the pass-book should not be totaled, but each transaction should be added separately and each duplicate bill posted directly to the ledger.

Some of the advantages of our carbon pass-book over the ordinary pass-book now used by merchants are given herewith. The present method of using a pass-book is to write the items in the pass-book and then rewrite them on the counter-book, making two writings. This is done frequently when customers are waiting, which is very annoying to

both customers and merchant. With the carbon pass-book the one writing makes the two copies, the duplicate of which is detached and put in the bill-receiver or sent to the office on the various cash-carrier systems and are then ready to be cared for by the bookkeeper or cashier.

Another advantage of the carbon pass-book over the present method is the fact that the bookkeeper can be posting the duplicate slips to his ledger just as rapidly as they are made, while with the present method he can use the counter-book for posting only during the dull hours of business.

Still another advantage of the carbon pass-book is the fact that the carbon duplicate is the best proof of the original order, and it thus very largely avoids disputed accounts. These disputed accounts generally occur through mistakes being made by transcribing the items from one book to another. A carbon duplicate cannot differ from the original. Neither can it be modified or substituted without detection.

We desire it to be understood that we do not limit our invention to the use of carbon-paper only. By "carbon" or "carbon-sheets" in this application we mean any copying or duplicating paper or device which can be applied to pass-books and which will make duplicate bills, as described herein.

Having fully described our invention, what we claim, and desire to secure by Letters Patent, is—

1. A pass-book comprising a series of permanent leaves, a series of alternate check-leaves consisting of detachable checks, two cover-sections bound with the leaves and opening in the same direction as the leaves, a third section or flap connected to the outer edge of one of said cover-sections, and a carbon-sheet permanently connected to the book at one edge and arranged to be inclosed and protected between the flap and the adjacent cover-section when the book is not in use, substantially as described.

2. A pass-book comprising a series of permanent leaves, a series of intermediate leaves consisting of detachable checks, and a connected carbon-sheet adapted to be folded in upon the check-leaves, the backs of the checks being printed with inverted ledger-blanks.

3. A pass-book comprising a series of permanent leaves, a series of check-leaves consisting of detachable checks, a carbon-sheet connected to the margin of one of the leaves, two cover-sections for the book, and a third section or flap connected to one of said cover-sections and adapted to support the carbon when open and to fold over and protect it when closed, substantially as described.

In testimony whereof we affix our signatures in presence of two witnesses.

WARREN F. BECK.
FRED C. RUFFHEAD.

Witnesses:
U. G. BECK,
L. H. BECK.