

No. 659,414.

Patented Oct. 9, 1900.

T. McDOWELL.
MANIFOLDING SALES BOOK.

(Application filed Feb. 3, 1899.)

(No Model.)

2 Sheets—Sheet 1.

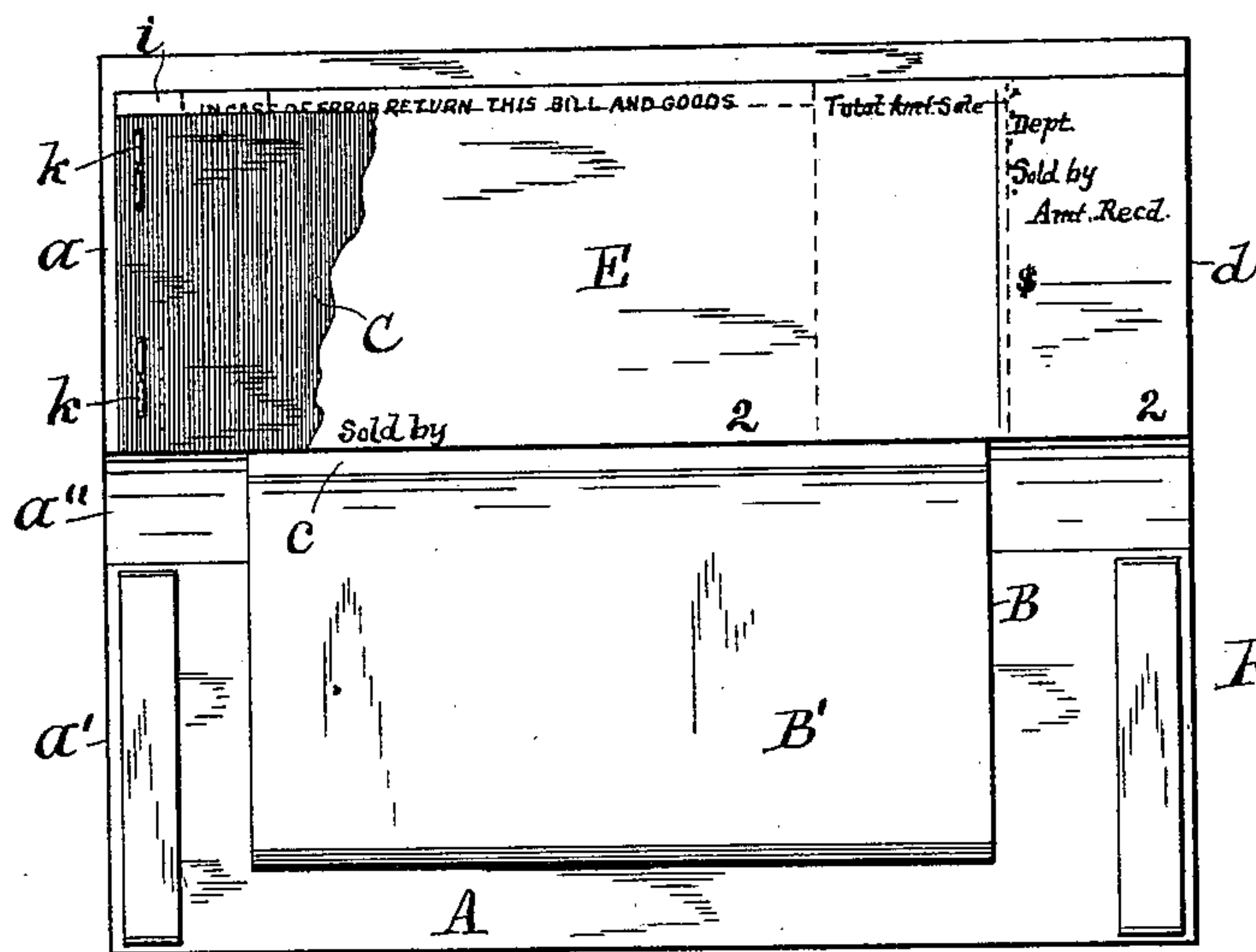


Fig. 1.

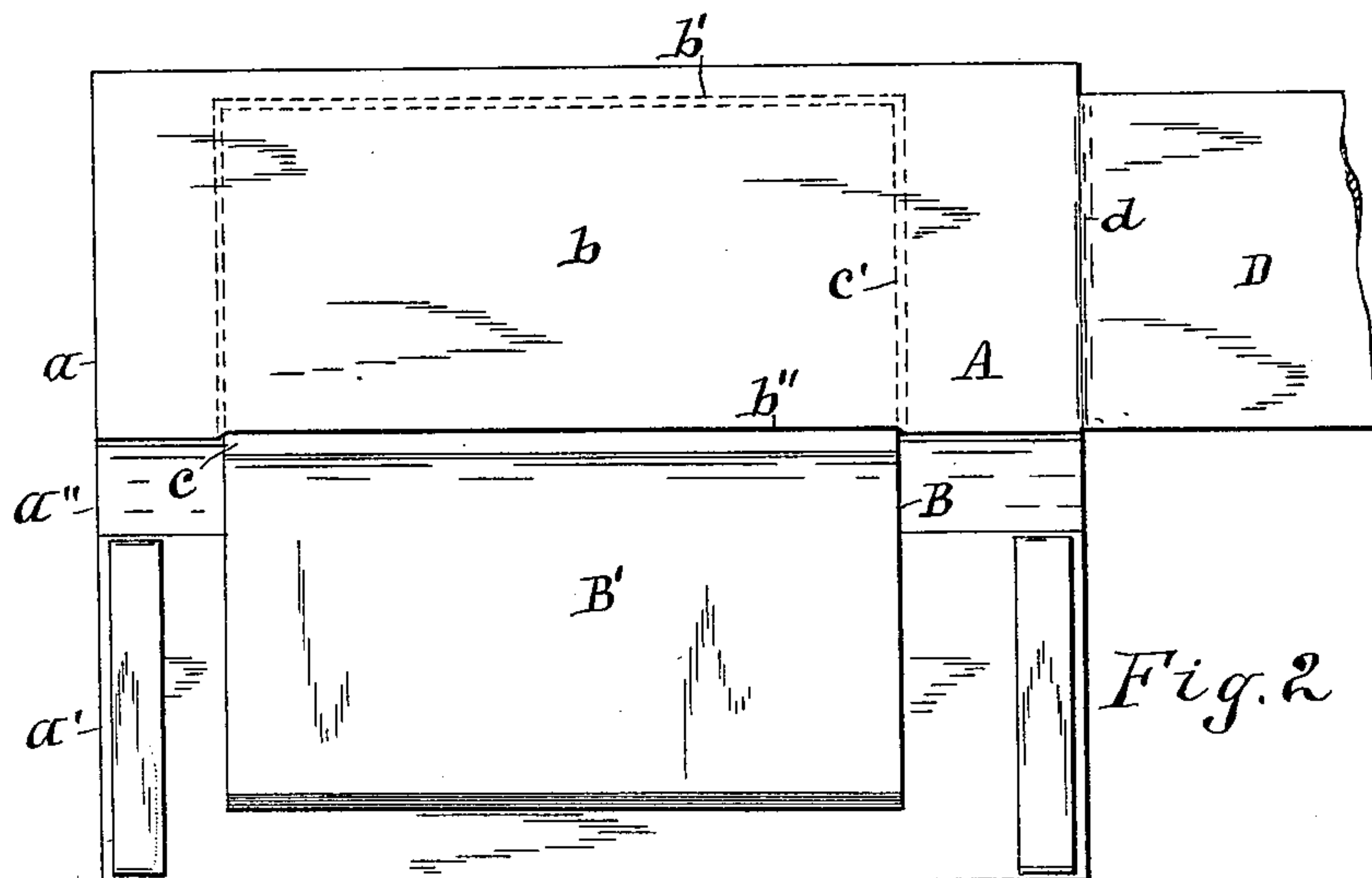


Fig. 2.

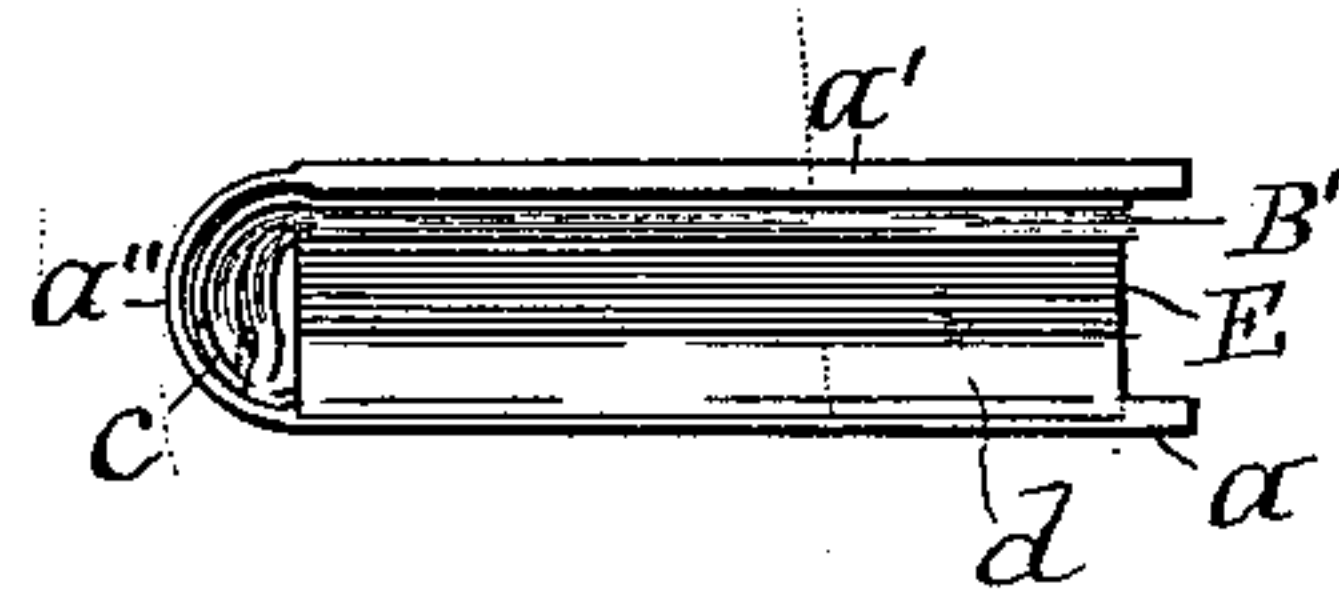


Fig. 3.

Witnesses.

N. M. Newton
H. M. Seamans

Inventor.

Thomas McDowell
By Mark W. Dewey
his Attorney.

No. 659,414.

Patented Oct. 9, 1900.

T. McDOWELL.
MANIFOLDING SALES BOOK.

(Application filed Feb. 3, 1899.)

(No Model.)

2 Sheets—Sheet 2.

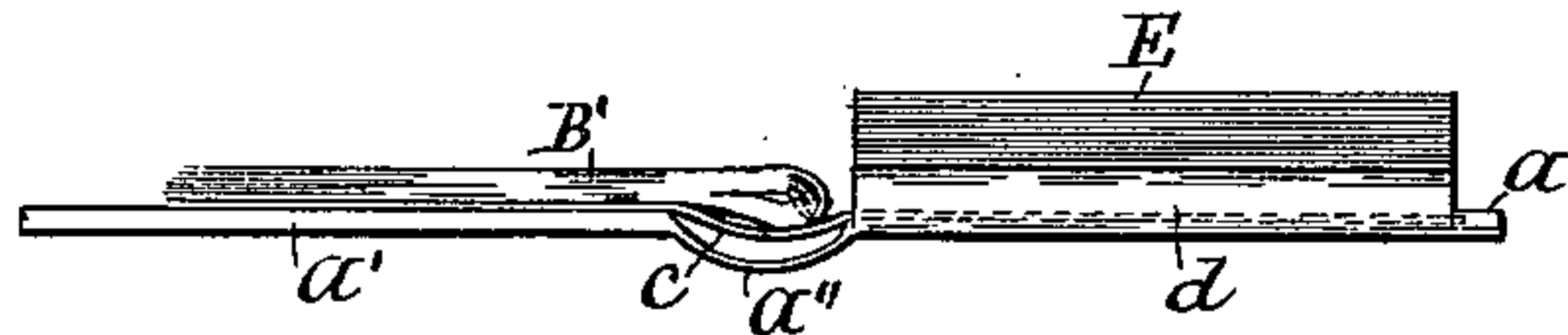


Fig. 4.

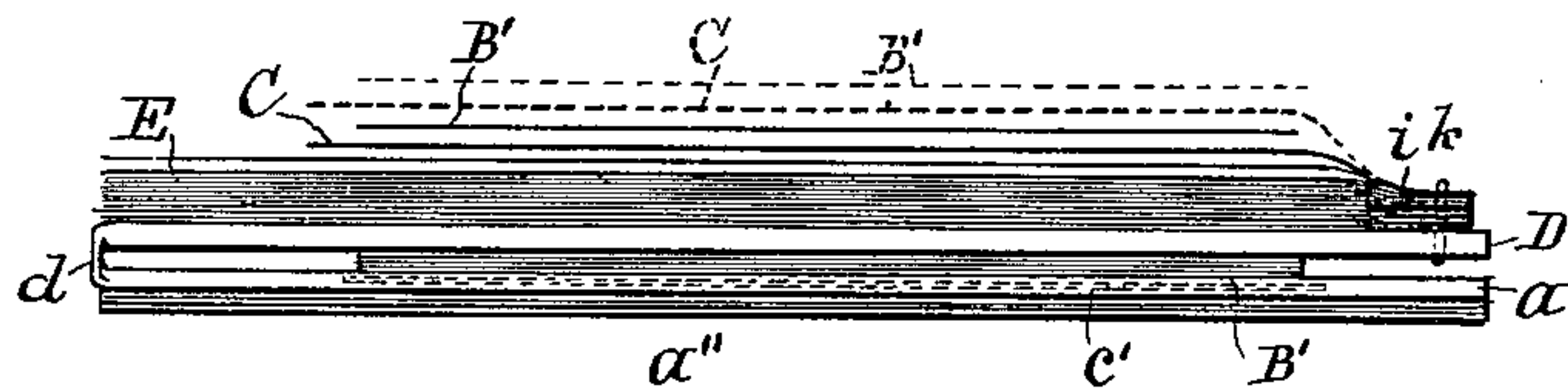


Fig. 5.

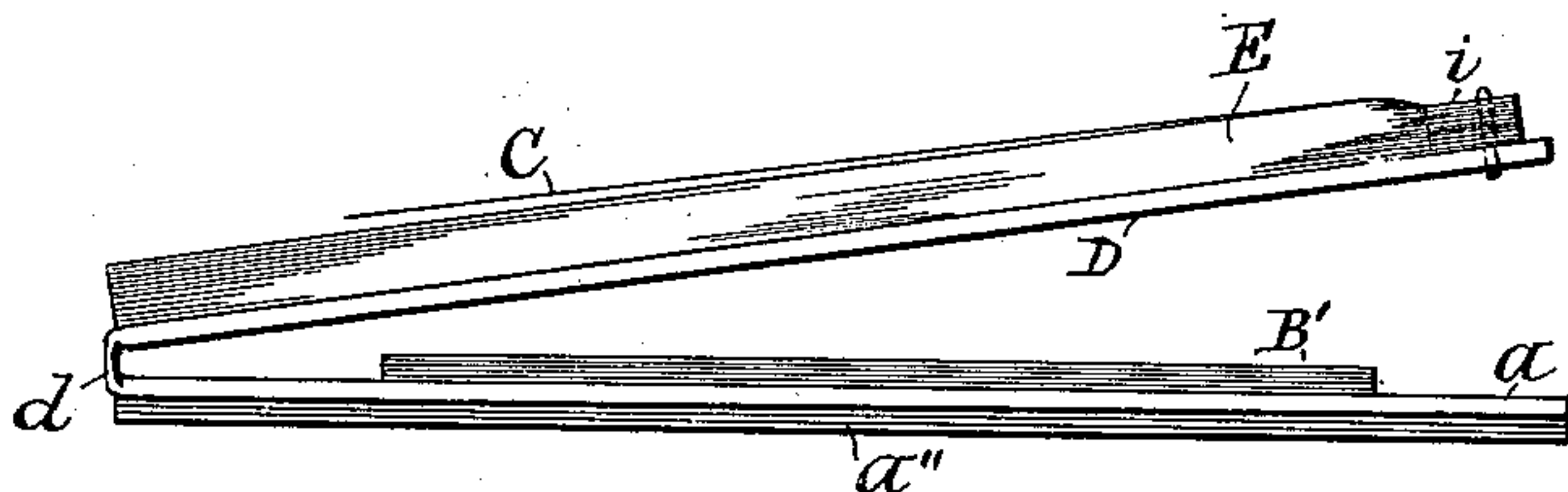


Fig. 6.

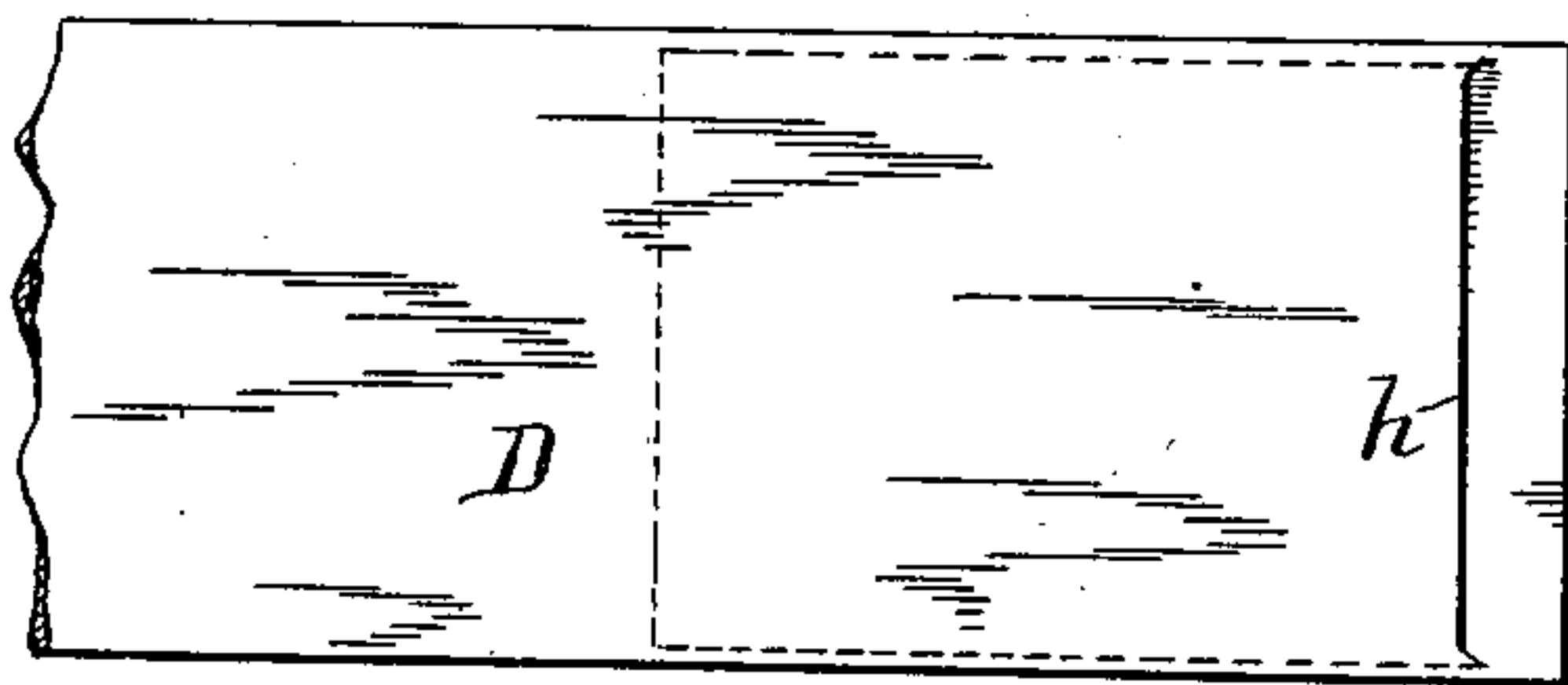


Fig. 7.

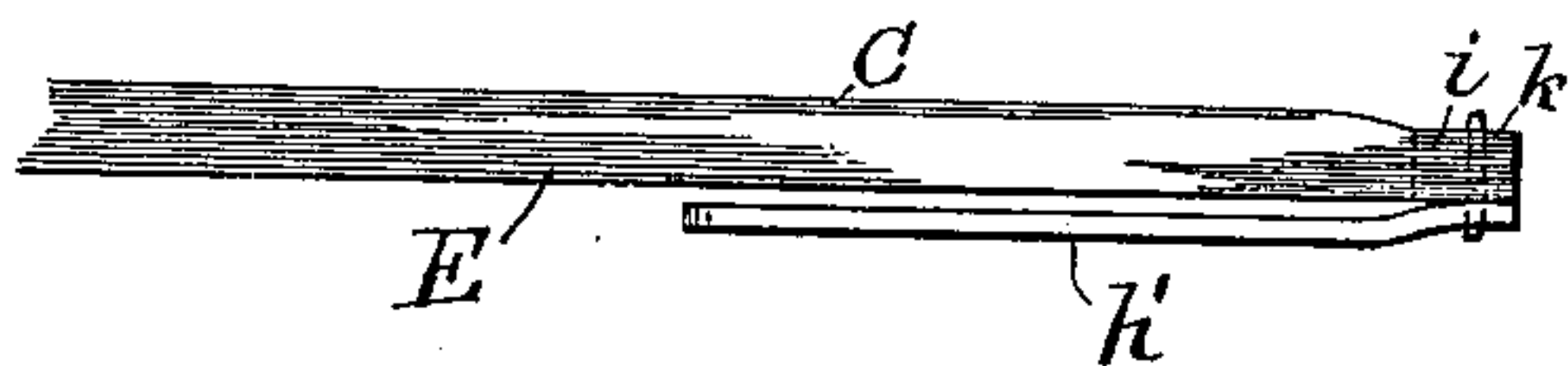


Fig. 8.

Witnesses.

N. M. Newton
H. M. Seamans

Inventor.

Thomas McDowell
By Mark W. Dewey
his Attorney.

UNITED STATES PATENT OFFICE.

THOMAS McDOWELL, OF NIAGARA FALLS, NEW YORK, ASSIGNOR TO THE
CARTER-CRUME COMPANY, OF SAME PLACE.

MANIFOLDING SALES-BOOK.

SPECIFICATION forming part of Letters Patent No. 659,414, dated October 9, 1900.

Application filed February 3, 1899. Serial No. 704,341. (No model.)

To all whom it may concern:

Be it known that I, THOMAS McDOWELL, of Niagara Falls, in the county of Niagara, in the State of New York, have invented new and useful Improvements in Manifold Order-Books, of which the following, taken in connection with the accompanying drawings, is a full, clear, and exact description.

My invention relates to manifold order-books or sales-books, and has particular relation to duplicate sales-books or those containing originals and one set of copy-sheets; and the object of my invention is to produce a more simple and convenient book of this class and one that has its original sheets in book form which is separable from the main portion of the complete book, thus allowing the removal of the originals in suitable condition for filing away and the ready insertion of a new set of originals when desired.

To this end my invention consists in the combination, with the cover and a pile of duplicates, said duplicates being bound together at one edge with a leaf coated with transferring composition bound upon the top of the pile, of a board hinged to the cover and supporting the said pile, a pocket in the cover below the said hinged board and opening at or near the center of the cover, and a small book containing the original sheets, one of the covers of the latter book being entered and retained in the said pocket; and my invention consists in certain other combinations of parts hereinafter described, and specifically set forth in the claims.

In the drawings hereto annexed and forming a part of this specification, Figure 1 is a top view of my preferred book when open. Fig. 2 shows the same with the hinged section turned to one side. Fig. 3 shows an edge view of the book when closed. Fig. 4 shows the right-hand edge view when open. Fig. 5 shows the upper edge of the book when open. Fig. 6 shows the same with the hinged section partly raised. Fig. 7 is a rear view of the hinged section, and Fig. 8 shows the piece on the duplicates for entering the pocket of the hinged section.

Referring now specifically to the drawings and particularly to Figs. 1 to 6, inclusive, the

cover A is composed of a rigid or stiff back a and a front a' , hinged at a'' by a suitable flexible material, as usual. When the book is open and ready for use, the hinge lies in a horizontal position. The upper leaf of the cover or back a is provided with a pocket b , which is preferably nearly as extensive as the back a , though it may be much smaller, and which opens at or near and on a line parallel with the flexible hinge a'' of the cover A. The extent of this pocket b is shown by the broken lines b' in Fig. 2 of the drawings. The slit or opening edge of the pocket is shown at b'' . The pocket b is designed to receive the upper leaf of a cover c , preferably a flexible cover, of a small book B, containing leaves B' of thin manifold-paper, which are permanently bound to the cover c at its fold or on a central line between its two leaves and retain the book B in position for use. The leaves B' form the originals, may be numbered correspondingly, and when formed of thin paper occupy but little space and do not greatly increase the thickness of the book.

The book B is made smaller or much shorter than the cover A for several reasons, viz: to prevent interference with the binding devices holding the duplicates when one of the leaves B' is turned over upon them, to expose to view the right-hand end of the duplicate when an original is lying upon it, and so that the edges of the leaves will be protected against injury when the book is folded and carried in the pocket. When the leaves of the book B are all used, the said book is removed from the pocket b and is in good condition for preservation and filing.

Secured to the upper part of the right-hand edge of the cover A by a hinge d of flexible material is a base or board D, which extends to the upper left-hand edge, but preferably not to the upper edge of the cover. This board is adapted to be raised and turned over to the right or to the position shown in Fig. 2. It will be obvious that the board may be somewhat shorter than the cover. After a leaf B' has been used this board is raised and the used leaf is then placed beneath the board, the latter resting upon it, and this operation is performed at each time one of the leaves B' is used. In Figs. 1, 2, and 4 all the

leaves B' are shown lying upon the lower leaf of the cover *c*. The broken lines *c'* indicate the edge of the cover *c* within the pocket.

On the board D is a pile of duplicate sales-slips composed of single leaves E bound together at one edge, preferably the short left-hand edge, as shown in the drawings, with lines of perforations between the body of the slips and the vouchers at the right-hand end of the slips and lines of perforations between the leaves or slips and bound edge, which forms a stub from which the leaves may be separated. The vouchers may be dispensed with when not required. These duplicates may be held on the board D by attaching the bound edge of the leaves to the left-hand or free end of the board or hinged section by any suitable and well-known means, as staples *k k* or rivets; but they may be held by a suitable spring-clamp, if desired.

To allow the removal of the stubs *i* of the used duplicates from the cover A and the ready insertion of a new pile or tablet of duplicates, I provide the upper side of the board D or hinged section with a pocket *h*, the pocket being near and parallel with the free end of the board, as shown in Fig. 7 of the drawings, and provide the pile of duplicates with a board or piece *h'* on its lower side and secured to the pile by the rivets, said piece *h'* being adapted to enter the pocket *h* and hold the pile to the board D. The upper end of the single carbon-sheet C is also held by the said staples, lies upon the top of the pile, and extends to about the middle of the voucher at the right-hand end of original sheets. Both sides of the carbon or transfer leaf are preferably coated with transferring composition, so that only the single sheet is required to make a copy on both the original and the duplicate leaves and also upon triplicate leaves when the original is written upon.

To prepare the book for use, the upper original or leaf B' is turned over upon the carbon-sheet C, lying upon the printed duplicate. Any writing now done upon the leaf B' will be copied upon the duplicate. The duplicate may then be detached from its stub on the perforated line near it, and the voucher may be detached from the duplicate for the usual purpose. The original B' written upon may be then placed under the board D by raising the same more or less and retained in the book. This process or these operations are repeated until all the duplicate leaves are exhausted, when the stubs *i* are removed by withdrawing the piece *h'* from the pocket *h*, the leaf of the cover of the book of originals is removed from its pocket *b* for filing, and the cover is ready to receive a new set of originals and duplicates.

If two or more copies of the original are to be made when the original is written upon, it will only be necessary to use other leaves in the book B for the extra copies and, if necessary, increase the number of carbon or trans-

fer sheets C. It is possible with a single carbon-sheet coated on both sides, as is well known, to make two copies of the original when the latter is written upon; but should a greater number of copies be required the number of carbon-sheets must be increased, as before mentioned. Any copies made upon leaves in the small book B may be torn out and only the originals retained therein. The leaves of the small book B may be secured together at the center or hinge by stitching, staples, or other suitable means, and when it is desirable to detach the thin leaves perforated lines on opposite sides and near the staples or stitching may be provided.

Any matters shown and described herein but not claimed relative to the positions of the piles of leaves with respect to the covers are not dedicated to the public, but form the subject-matter of separate applications filed on even date herewith—namely, Serial Nos. 704,338, 704,339, and 704,340.

Having described my invention, what I claim as new, and desire to secure by Letters Patent, is—

1. In a manifold order-book, the combination with the cover and a pile of duplicates said duplicates being bound together at one edge, with a leaf coated with transferring composition bound upon the top of the pile, of a board hinged to the cover and supporting the said pile, a pocket in the cover below the said hinged board and opening at or near the center of the cover, and a small book containing the original sheets, one of the covers of the latter book being entered and retained in the said pocket, as set forth.

2. In a manifold order-book, the combination with the cover, and a pile of leaves forming duplicates said duplicates being bound together at one edge with a leaf coated with transferring composition bound upon the top of the pile, of a board supporting the said pile, hinged to the right-hand edge of the leaf *a* of the cover, and having its free end attached to the bound end of the pile of duplicates, a pocket in the cover below the said hinged board and opening at or near the center of the cover, and a small book containing the original sheets, one of the covers of the latter book being entered and retained in the said pocket, as set forth.

3. In a manifold order-book, the combination with the cover, and a pile of leaves forming duplicates said duplicates being bound together at one edge with a leaf coated with transferring composition bound upon the top of the pile, of a board supporting the said pile, hinged to the right-hand edge of the leaf *a*, of the cover, and having a pocket therein, a piece secured to the lower side of the pile of duplicates to enter the pocket and retain the said pile in position thereon with its bound end upon the free end of the hinged board, a pocket in the cover below the said hinged board and opening at or near the center of the cover, and a small book contain-

ing the original sheets, one of the covers of the latter book being entered and retained in the said pocket, as set forth.

4. In a manifold order-book, the combination with the cover, and a pile of leaves forming duplicates said duplicates being bound together at one edge with a leaf coated with transferring composition bound upon the top of the pile, of a board supporting the said pile hinged to the right-hand edge of the leaf *a*, of the cover, and having a pocket therein opening near and on a line parallel with the free end of the hinged board and on its upper side, a piece secured upon the lower side of the said pile and adapted to enter the pocket, said piece being secured to the bound end of the pile, a pocket in the cover below the said hinged board and opening at or near the center of the cover, and a small book containing the original sheets, one of the covers of the latter book being entered and retained in the said pocket as set forth.

5. In a manifold order-book, the combination with the stiff cover and its central horizontal hinge, a pocket in the inside of the leaf *a* of the cover and having its mouth near and parallel with the hinge, of a book shorter than the said cover and having a flexible

cover and containing leaves for original slips, and having one of the leaves of its cover lying in the said pocket, a board hinged to one side of the upper leaf of the latter cover, a tablet bound at one end, supported upon the hinged board and having its bound end removably secured to the free end of said section, perforated lines across the sheets of the tablet, the ends of said tablet extending beyond the ends of the small book of originals, as and for the purpose set forth.

6. In a manifold order-book, the combination with the cover and a pile of duplicates said duplicates being bound together at one edge, with a leaf coated with transferring composition bound upon the top of the pile, of a board hinged to the cover and supporting the said pile, a small book much shorter than said cover containing the original sheets, and means substantially as described detachably securing the small book to the cover, as set forth.

In testimony whereof I have hereunto signed my name.

THOMAS McDOWELL. [L. S.]

Witnesses:

JOHN R. DICKSON,
JAMES BENGOUGH.