No. 664,384. Patented Dec. 25, 1900.

# S. S. COOKE.

## MANIFOLDING ORDER BOOK.

(Application filed June 18, 1900.)

(No Model.)

Fig. 1.

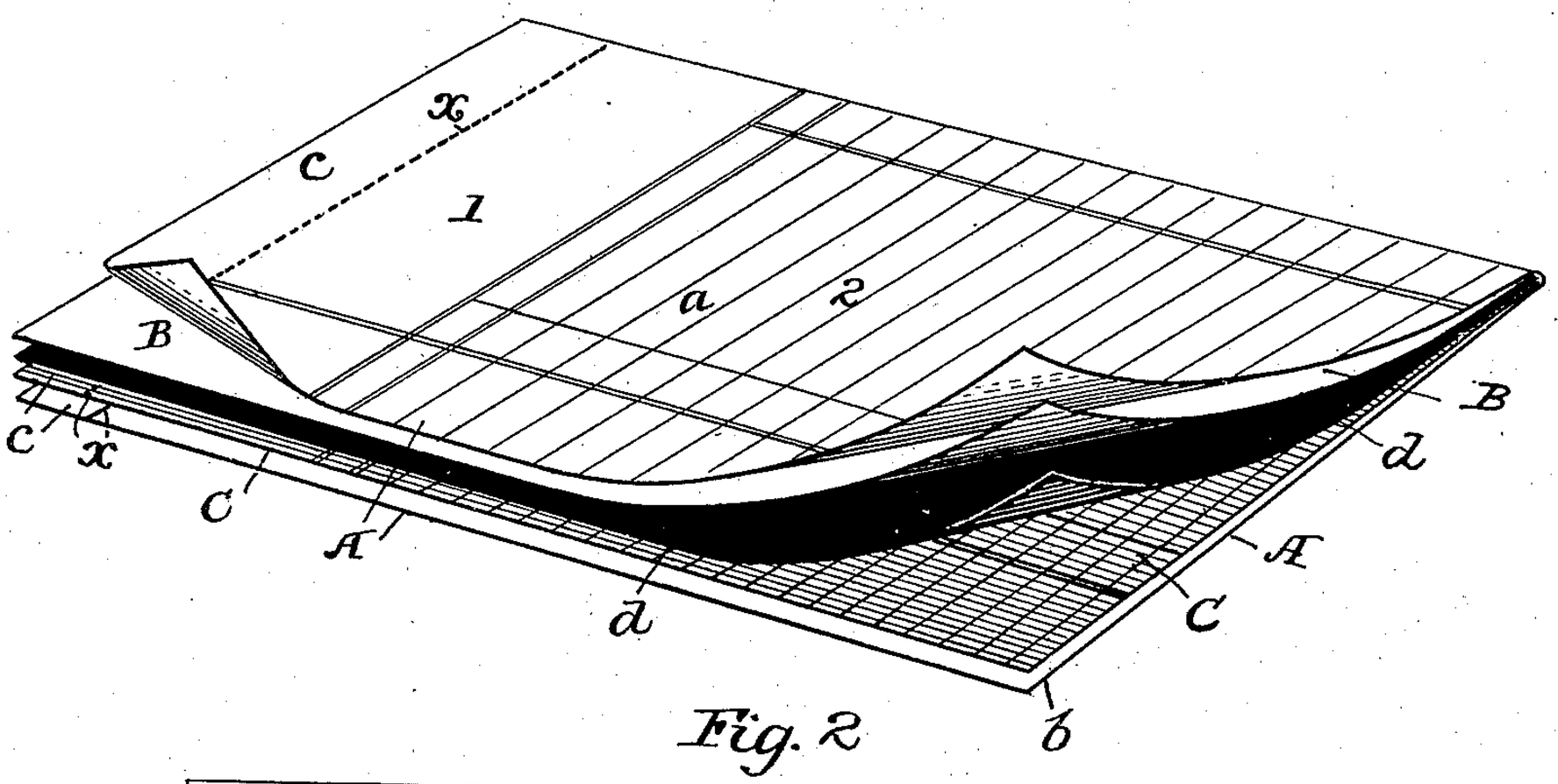
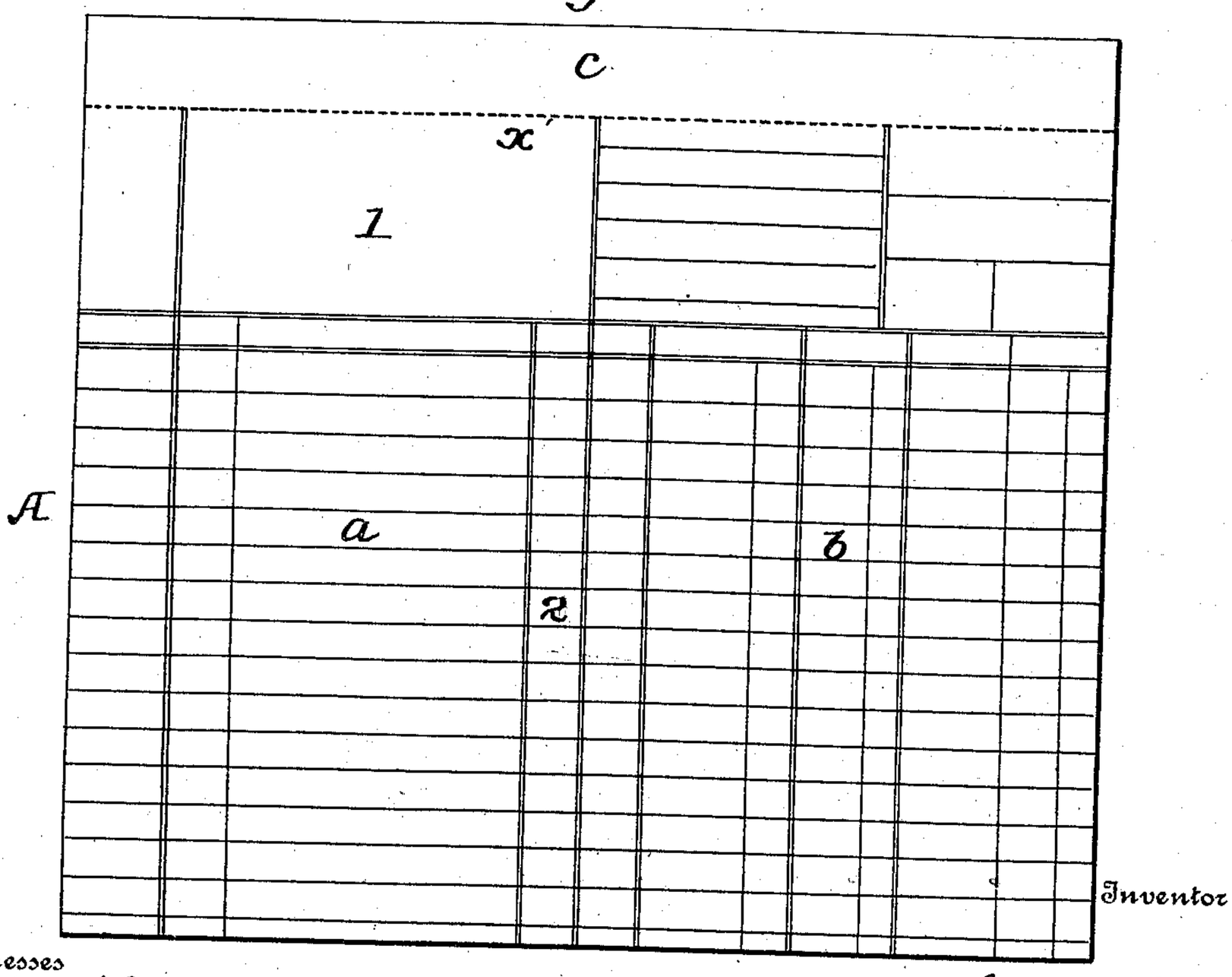



Fig. 2




Witnesses
J. J. Finkel
H. N. Gillman, Jr.

Inventor
Sidney S. Cooke
By Foster & Freeman,
Attorneys

# UNITED STATES PATENT OFFICE.

SIDNEY S. COOKE, OF TOLEDO, OHIO.

## MANIFOLDING ORDER-BOOK.

SPECIFICATION forming part of Letters Patent No. 664,384, dated December 25, 1900.

Application filed June 18, 1900. Serial No. 20,745. (No model.)

*To all whom it may concern:*

Be it known that I, SIDNEY S. COOKE, a citizen of the United States, residing at Toledo, in the county of Lucas and State of Ohio, have invented certain new and useful Improvements in Order-Books, of which the following is a specification.

My invention relates to agents' order-books, and particularly to the construction and arrangement of a plurality of sheets of suitable material whereby a bundle comprising a plurality of leaves is formed, it being intended to bind a series of such bundles together to form the order-book.

The invention will be fully described hereinafter, reference being had to the accompanying drawings, in which—

Figure 1 is a perspective view showing one of the bundles of leaves, and Fig. 2 is a plan showing the inclosing leaf unfolded.

The order-book is designed to be made up of a series of bundles of sheets bound together, each bundle having preferably three different leaves: first, the leaf A, which is a double leaf of two parts *a b*, the part *a* above and the part *b* folded under below the part *a;* second, a leaf B, preferably of tissue or copy paper; third, a leaf C, preferably of a different color from the others.

The leaves B and C are of about the size of the part *a* of the leaf A and lie between the folds *a b* of the leaf A, as shown in Fig. 1, and each leaf has a top binding-section *c*, between which and the body of the leaves A and C is a line of perforations *x*. The part *a* of the leaf A is ruled or divided by lines into a heading 1 for the name and address of the purchaser, name of salesman, shipping instructions, terms, &c., and the body portion 2 has vertical lines dividing it into sections for articles and sale-price, quantity, and check columns.

The flap or section *b* of the sheet A has a heading with spaces for the names of entry-clerks, packers, shippers, &c., and columns for weight, number, lists, and prices of materials. The sheet B is perfectly plain (tissue preferred) and is not perforated, as it remains in the order-book intact for the agent's permanent record. The sheet C is ruled and divided precisely as the section *a* of sheet A.

In the class of order-blanks on which the above-described book is an improvement it is essential to have leaves similar to the leaf A, and heretofore such leaves have been bound together flat, forming a large book very inconvenient to handle, and when other leaves are inserted for duplication and copying such books are unduly expensive.

While a leaf like the leaf A is essential with each order, it is not required to have duplicates of the part or section *b*, so that if duplicating-sheets are bound with leaves A when the latter are flat or unfolded they must either be as large as the latter, which is expensive and increases the weight and bulkiness of the book, or if they are only of the size of the section *a* the book is thicker at one edge than the other and awkward to handle.

By my improvement I am enabled to use the leaves A of the full size required, and by placing upon the part *b* columns and spaces for those matters memorandum of which do not have to be duplicated and preparing the part *a* to receive the memorandum of the matters which must be upon duplicated sheets I can fold under the part *b*, as above set forth, and put between these parts *a* and *b* the thin tissue-sheet B for the agent's permanent memorandum and the sheet C, which is removed and given the customer for his memorandum, and such sheets B and C need only be of a size equal to the part *a*. These sheets are all bound together in a book by the binding-section *c;* but it will be seen that this does not interfere with the insertion between the leaves B and C of a sheet of double-faced carbon-paper *d*, as indicated in Fig. 1, or the insertion between the leaves A and B and between the leaves B and C of sheets of single-faced carbon-paper, so that the matter written on the section *a* of the original sheet A can be transferred to the sheets B and C. Then the sheets A and C are removed from the book by tearing along the perforated line *x*, sheet C being given to the customer and sheet A sent to the home office, sheet B remaining in the order-book for purposes of reference on the part of the agent.

It will be seen that by the construction described I reduce the size of the book one-half and secure a book of uniform thickness, while avoiding the use of duplicating-leaves of unnecessary size.

In using the order-book and assuming duplicating-sheets B and C are present and a double-faced carbon-sheet is to be used the section *a* of sheet A will be torn on its line of perforations *x* and turned over to the right. Sheet B can now be lifted and the carbon-sheet *d* be placed on sheet C. Sheets B and A are then turned back to position, and the order may be written on section *a* and will be duplicated on sheets B and C. Section *a* is then again turned over to the right, sheet B turned over endwise, sheet C torn on its line of perforations *x* and may be handed to the purchaser, and section *b* torn on its line of perforations, thus completely severing sheet A from the book, and sheet A may be delivered to the home office.

Without limiting myself to the precise construction shown, I claim—

1. A bundle of leaves for order-books adapted to be bound together at one edge, comprising a plurality of sheets one of which is folded upon itself to make two leaves of equal size, and another sheet of equal size to one section of the folded sheet inclosed between the folds of the latter and which constitutes another leaf, said folded sheet having a line of perforations in each half at a right angle to the folding-line and adjacent to and parallel with the binding edge, whereby the portion of the folded sheet on that side of the line of perforations remote from the binding edge may be removed without removing any part of the inclosed leaf, substantially as set forth.

2. A bundle of leaves for order-books adapted to be bound together at one edge, comprising a sheet A, which is folded upon itself to make two leaves of uniform size and duplicating-leaves B, C, inserted between the folds of the leaf A and each of the same size as one section of the sheet A, said sheet A and one of the inclosed duplicating-leaves each having a line of perforations at a right angle to the folding-line of sheet A and adjacent to and parallel with the binding edges and the other duplicating-leaf being unperforated, whereby the portions of the folded leaf and the perforated duplicating-leaf on that side of the line of perforations remote from the binding edge may be removed from about the unperforated duplicating-leaf, substantially as set forth.

In testimony whereof I have signed my name to this specification in the presence of two subscribing witnesses.

SIDNEY S. COOKE.

Witnesses:
O. H. CARROLL,
C. C. WHITMORE.