





# UNITED STATES PATENT OFFICE.

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## SHEET FOR SERIAL BINDERS.

SPECIFICATION forming part of Letters Patent No. 700,506, dated May 20, 1902.

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*To all whom it may concern:*

Be it known that we, ANSON O. KITTREDGE and ERNEST R. KITTREDGE, citizens of the United States, residing at Tenafly, county of Bergen, State of New Jersey, have invented certain new and useful Improvements in Sheets for Serial Binders, fully described and represented in the following specification and the accompanying drawings, forming a part of the same.

The object of the present invention is to furnish a convenient means for securing together the papers involved in the purchase of goods in mercantile establishments and for filing away such papers in binders convenient for ready reference and to simplify and facilitate the posting of charges from invoices to books of account. To accomplish these objects, we employ filing-sheets which have one edge thickened to compensate for the papers to be attached thereto and such thickened edge perforated to fit the posts of a post-binder or other means by which the filing-sheets are bound and held together for reference; and to carry out our invention we provide the surface of the sheet adjacent to its upper edge and adjacent to its thickened edge with gummed spaces, by which the papers are attached to the sheet in certain convenient relations to one another. By the arrangement described the gummed spaces are disposed at right angles to one another, and inscriptions are printed in such spaces to direct the attachment of the papers, which thus overlap one another at right angles. The lines are printed upon the surface of the sheet to guide the application of the gum and the application of the papers to the gummed spaces, and the various filing-sheets are thus rendered uniform in their construction, and the papers may be secured thereto in a uniform manner. In filing invoices of goods it is desirable to file a copy of the original order and a list of the goods received with the invoice itself to facilitate comparison of the three, and we furnish a means of posting a summary of the filed invoices directly to a

ledger by numbering the filed sheets serially and attaching to the top or bottom of the file or binder a ruled sheet perforated near one edge like the filing-sheets and adapted to contain a written recapitulation of the invoices in a single binder. To refer readily to the serial numbers of the filing-sheets, a space is provided at one of the outer corners of the sheet and marked, as by the words "Binder No.," to indicate the place for the serial number.

The invention will be understood by reference to the annexed drawings, in which—

Figure 1 is a plan of one of the filing-sheets with thickened shank. Fig. 2 is an edge view of the same, and Fig. 3 represents a recapitulation-sheet for use with the filing-sheets.

The filing-sheets *e* are in practice made of strong paper, with one edge *f* thickened by folding over, as shown in Fig. 2, such thickening serving to keep the cover of the binder parallel with the base when the filing-sheets are secured together with attached papers. The thickened edge is shown at the left-hand end of the sheet in Fig. 2, and parallel lines *p* are shown upon the sheet in Fig. 1 adjacent to the upper edge of the sheet, with parallel lines *n* and *o* extended at right angles to the same adjacent to the thickened edge of the sheet, such lines forming strips or spaces in which gum is applied, the application of the gum being directed or indicated by the lines upon the sheets, so that a series of the sheets may be gummed uniformly. The space between the lines *p* is marked "Attach top of invoice here," the space between the lines *n* is marked "Attach left hand of order here," and the space between the lines *n* and *o* is marked "Attach left hand of goods received here." The upper outer or right-hand corner of the sheet is provided with a small space *q*, which is labeled "Binder No.," to receive the serial number of the sheet as arranged in the binder. The invoice projects downwardly from its line of attachment to the sheet, while the "Order" and the "Goods received" list project to the right, and the several papers thus extend at right angles to one another and overlap one



another, but can be readily turned so as to expose their surfaces for inspection. The papers relating to each particular invoice in the binder are thus conveniently held for  
 5 instant reference, and the filing-sheets being numbered serially as they are placed in the binder the sheet-numbers may be used as posting-numbers when the charges upon the invoices are carried to the purchaser's ac-  
 10 count in the ledger, the same as would a notation of a page of an invoice-book in case the posting were made from such book.

For the debit posting—that is, the charges to merchandise account or to the different  
 15 departments of the business—recapitulation-sheets, one of which is shown in Fig. 3, may be employed. Such sheets are not claimed herein, but are made the subject of a separate application, being shown in this appli-  
 20 cation to illustrate the function of the serial numbers upon the filing-sheets.

The recapitulation-sheet *r* (shown in Fig. 3) is represented near one edge with a division *s*, containing the numbers of the several  
 25 filing-sheets *e*, and other divisions (marked, respectively,  $D'$   $D^2$   $D^3$   $D^4$ ) to summarize the invoices to a business divided into four departments. A division, lettered "*G E*," is provided to summarize any items of general  
 30 expense from such invoice, and a succeeding division, marked "*Total*," is provided for the total of the postings in the preceding divisions. The serial numbers in the division *s* designate the spaces in which the contents of the cor-  
 35 responding invoice are summarized, and the filing-sheet which bears the invoice is correspondingly numbered, so that it can be referred to in verification of such summary at any time.

The divisions  $D'$   $D^2$ , &c., are ruled with two sets of money-columns marked at the top "*Mdse.*" to receive the charges for merchan-  
 40 dise, and "*Exp.*" to receive the charges for expenses against such department. At the bottom of each division are two spaces to re-  
 45 ceive the footings for the several divisions and the posting-marks made when transferring such footings to the ledger. The sheets are shown with holes *h* in the edge *f* to fit  
 50 upon the posts *b* of a binder or to receive any other fastening device by which the filing-sheets may be secured in a binder or fastened together for storage in book form when removed from the binder.

The recapitulation-sheet is not claimed here-  
 55 in, as it is made the subject of a separate application; but the filing-sheet is claimed with the characteristics which adapt it for use with such recapitulation-sheet or any form of in-  
 60 dex. The filing-sheet furnishes a most convenient means of securing together the papers relating to a given order or purchase, and such sheets may be used with any suitable index for referring to the papers upon the  
 65 several filing-sheets. The serial number upon

the filing-sheet is necessary to permit the use of any kind of index in connection with a group of filing-sheets, and the serial number is also necessary when the filing-sheets are used with the recapitulation-sheet, from which  
 70 references may be made to the several filing-sheets by their serial number. When used with the recapitulation-sheet, the items upon the invoices may be readily divided among  
 75 other departments of the business, and all the debit and credit postings required in connection with the invoices may be made without the intervention of a journal, while the  
 80 preservation of the order and list of goods received with each invoice furnishes a means of comparing the items upon those papers whenever any questions arise regarding the same.

Having thus set forth the nature of the in-  
 85 vention, what is claimed herein is—

1. As a new article of manufacture, the loose sheet *e* for a serial binder having one edge thickened to compensate for attached papers and such thickened edge perforated for the purpose set forth, and the surface of  
 90 the sheet having adjacent to its upper edge and adjacent to the thickened edge the gummed spaces arranged at right angles to one another, whereby such papers when at-  
 95 tached project at right angles over one another.

2. As a new article of manufacture, the loose sheet *e* for a serial binder having one edge thickened to compensate for attached papers and such thickened edge perforated  
 100 for the purpose set forth, the surface of the sheet having lines at right angles to each other adjacent to the upper edge and adjacent to the thickened edge to guide the application  
 105 of papers to the sheet, and gummed spaces adjacent to such lines for the attachment of the papers, whereby such papers when at-  
 110 tached project at right angles over one another.

3. As a new article of manufacture, the loose sheet *e* for a serial binder having one edge thickened to compensate for attached papers and such thickened edge perforated  
 110 for the purpose set forth, the surface of the sheet having lines at right angles to each other  
 115 adjacent to the upper edge and adjacent to the thickened edge to guide the application of papers to the sheet, and inscriptions adjacent to such lines for directing the attach-  
 120 ment of the papers, whereby such attached papers project at right angles over one an-  
 125 other, substantially as herein set forth.

4. As a new article of manufacture, the loose sheet *e* for a serial binder having one edge thickened to compensate for attached  
 125 papers and such thickened edge perforated for the purpose set forth, the surface of the sheet having lines at right angles to each other adjacent to the upper edge and adjacent to the thickened edge to guide the application  
 130



of papers to the sheet, gummed spaces adjacent to such lines for the attachment of papers, whereby such papers when attached project at right angles over one another, and  
5 one of the outer corners of the filing-sheet having a space indicated for a serial number, as and for the purpose set forth.

In testimony whereof we have hereunto set

our hands in the presence of two subscribing witnesses.

ANSON O. KITTREDGE.  
ERNEST R. KITTREDGE.

Witnesses:

JOHN J. McBRIDE,  
THOMAS S. CRANE.