

No. 788,346.

PATENTED APR. 25, 1905.

W. F. BECK.

FORM FOR SALES SLIPS.

APPLICATION FILED AUG. 22, 1904.

[illegible]

Fig. 1.

2 SHEETS—SHEET 1.															
A	C	Date June 30, 1904	Forward This Bill												
		Name John Adams	1 75												
		Address 23 John St.	Total 24 76												
A	C	Date Aug. 1... 1904	Forward This Bill												
		Name J.C. Andrews	2 00												
		Address SDI Henry St.	Total 7 35												
A	C	Date July 15, 1904	Total 8 75												
		Name D.W. Ball													
		Address 45 East St.													
A	C	Date July 20, 1904	Total 14 46												
		Name H.H. Benjamin													
		Address 308 West St.													
D	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Forward</td> <td style="padding: 2px;">12 50</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">35</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">08</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">23</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">1 30</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">14 46</td> </tr> </table>			Forward	12 50		35		08		23		1 30		14 46
	Forward	12 50													
		35													
		08													
		23													
	1 30														
	14 46														

Fig. 2.

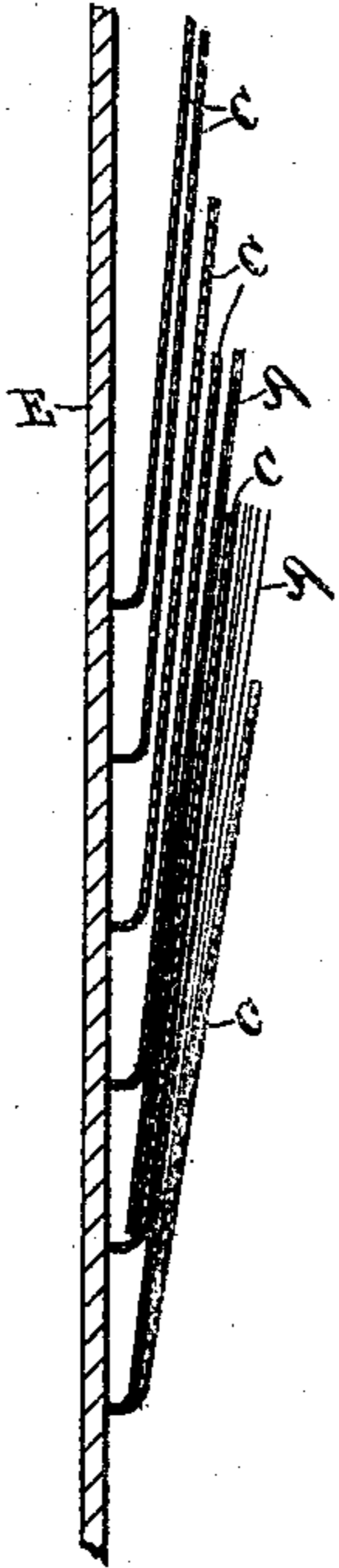


Fig. 3.

WITNESSES:

H. A. Kaufelt
E. C. Randall

INVENTOR

Warren F. Beck

BY

BY
Eugene Diven
ATTORNEY

ATTORNEY

No. 788,346.

PATENTED APR. 25, 1905.

W. F. BECK.
FORM FOR SALES SLIPS.
APPLICATION FILED AUG. 22, 1904.

2 SHEETS—SHEET 2.

[illegible]

Fig. 4.

WITNESSES:

At Kaufelt
C. C. Brandall

INVENTOR

Warren F. Beck
BY
Eugene Diven
ATTORNEY

UNITED STATES PATENT OFFICE.

WARREN F. BECK, OF ELMIRA, NEW YORK.

FORM FOR SALES-SLIPS.

SPECIFICATION forming part of Letters Patent No. 788,346, dated April 25, 1905.

Application filed August 22, 1904. Serial No. 221,602.

To all whom it may concern:

Be it known that I, WARREN F. BECK, a citizen 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 Forms for Sales-Slips, of which the following is a specification.

My invention relates to improvements in the printed forms for sales-slips which are used generally by merchants in transacting business with their customers; and the object of my improvements is to provide a form whereon at the top of the slip or some other suitable place may be displayed in a position convenient for inspection when the slips are filed away in a manner substantially as hereinafter explained not only the name of the customer, but also the total amount of the charges against him, so that a mere inspection of the exposed portion of the slip will give at once the condition of the customer's account.

I attain my object by means of printed blanks, such as illustrated in the accompanying drawings, in which—

Figure 1 represents a blank leaf with my preferred form printed thereon; Fig. 2, an illustration of the manner of filing away these slips by the merchant; Fig. 3, a detail showing a transverse section of a form of filing-case adapted for this purpose, and Fig. 4 a modification in the arrangement of the form.

Like letters of reference designate like parts in the several views.

These sales-slips are ordinarily put up in pads or pass-books, from which they or some of them are rendered detachable either by means of perforated lines at one side or one end of the slips or otherwise. They are usually put up with a carbon transfer-sheet, so that an original and duplicate may be made of each transaction, one for the customer and one for the merchant, and it is with the slips that are retained by the merchant that my invention has principally to do.

For convenience in filing the merchant will be provided with a filing case or receptacle made up of a series of compartments, preferably of a flexible nature, as illustrated, for example, in Figs. 2 and 3, within which the sales-slips are placed, with an inch or so of

the top displayed above the tops of the compartments, the compartments being so arranged that the top of each package of slips will be shown above the top of the slips in the next lower compartment, thus economizing space. In order that the condition of the customer's account may be ascertained by the merchant without removing the slips from the compartments, I print one end of the slips with a form which when filled out will give to the merchant all the necessary information, so that by simply glancing at his file he can ascertain at once the state of any of his customers' accounts.

In my preferred form the sales-slips A will be printed at the top at one side with name, date, and address lines, and at the other side, preferably the right-hand corner, with a form of ruling for dollars and cents, as indicated at B. On the upper line of this ruling will be placed the amount of the customer's account as brought forward from the sales-slip last made out to him, and underneath this will be placed the footing of the items as shown on the slip itself, whether these items be debit or credit, and the footings of these two items will be placed opposite the word "Total" in the third line. Thus in the files, as illustrated in Fig. 2, the sales-slips belonging to John Adams, which are placed in the upper compartment C, will show that there has been brought forward from the last transaction previous to June 30 the amount of twenty-three dollars and one cent, that the amount of his purchase of June 30 was one dollar and seventy-five cents, and his total account twenty-four dollars and seventy-six cents. In the next lower compartment the package of slips belonging to J. C. Andrews show that on August 1 there was brought forward a balance against him of nine dollars and thirty-five cents, that on August 1 he paid, as shown by his last slip, two dollars on account, leaving a total charge against him of seven dollars and thirty-five cents. In this manner the files will be made up to show the individual accounts of customers, the slips of each customer being placed together in a compartment by themselves with the slip of the latest date outermost and all arranged in alphabetical

order, and it will be apparent that the whole story of each customer's transactions will be ascertained by a glance at the files without requiring the slips to be removed.

5 In some instances the sales-slips are put up in pass-books, the original slips being retained by the customer, while the duplicates are taken by the merchant and filed away. In this form of book the condition of the cus-
10 tomer's account is shown to the salesman by the preceding slip of the book, so that the salesman himself may carry forward the amount already standing against the customer and include it in the items of the slip which
15 he is making out in the manner shown on the lower package of slips in Fig. 2, where the compartment is broken away at D to show the items on the slip. In this form of slip it will not be requisite to carry up to the top of the slip
20 the amount brought forward or the footing of the items charged on the slip, since these are all footed up in the body of the slip, and therefore I may provide only a ruling at the top for the entry of the total charge against the
25 customer, as shown at 'B' on the slips under the name of T. H. Ball and H. C. Benjamin. This, however, will be an optional modification, my preferred form for the slips in these
30 pass-books being that first described, since thereby the whole story of each slip is told in condensed form and in a convenient manner and place for inspection.

By this improvement in the form of sales-slips I provide means whereby the merchant,
35 in connection with a suitable filing-case, can do all of his bookkeeping by means of the sales-slips themselves by arranging said slips in a most convenient and compact manner, thereby saving much time and labor and do-
40 ing away with keeping a set of books in which entries must be made from the slips.

I do not confine myself to the precise arrangement and location of the rulings and other data on the slips as hereinabove de-

scribed. It may not be required to place the 45 date where it will show when the slips are in the files, and the entry-spaces entitled "Forward" and "This bill" may be transposed, so that either entry may be placed above the other. Moreover, since the filing case or re- 50 ceptacle may be arranged with its compartments opening in the reverse position to that shown in Figs. 2 and 3 it may be desired to place my form for entries at the bottom of the sales-slips, as shown in Fig. 4. Any po- 55 sition on the slips which will meet the requirements of the arrangement of the file adopted for use so as to expose the specified entries to view will come within the spirit of my in- 60 vention.

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

1. A sales-slip having one end provided with a space containing a place designated to receive 65 a customer's name, said space also containing a designated place of entry for the amount of the customer's account brought forward from a preceding slip, a designated place of entry for the footing of the items entered on the 70 slip, and a designated place of entry for the total account.

2. A sales-slip having one end provided with a space containing designated name and date lines, together with places of entry for the 75 amount of a customer's account brought forward from a preceding slip, the footing of the items entered on the slip, and the total account, said places of entry being arranged in sequence at one side of said space and appro- 80 priately designated.

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

WARREN F. BECK.

Witnesses:

W. C. METZGER,
A. H. MARKS.