

No. 847,062.

PATENTED MAR. 12, 1907.

F. E. GETZ.

RECORDING SYSTEM FOR SALESMEN'S ORDERS AND SHIPMENTS.

APPLICATION FILED JULY 3, 1906.

4 SHEETS—SHEET 1.

[illegible]

Witnesses:
 C. Kessler
 J. B. Kessler

Fig. 1.

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4 SHEETS—SHEET 2.

[illegible]

Witnesses,

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Fig. 2.

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4 SHEETS—SHEET 3.

164 Fig. 3

| 66 | | 67 March | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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65

Witnesses:
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J. B. Kester

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Frederick E. Getz
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UNITED STATES PATENT OFFICE.

FREDERICK E. GETZ, OF ELLICOTT CITY, MARYLAND.

RECORDING SYSTEM FOR SALESMEN'S ORDERS AND SHIPMENTS.

No. 847,062.

Specification of Letters Patent.

Patented March 12, 1907.

Application filed July 3, 1906. Serial No. 324,663.

To all whom it may concern:

Be it known that I, FREDERICK E. GETZ, a citizen of the United States, residing at Ellicott City, in the county of Howard and State of Maryland, have invented new and useful Improvements in Recording Systems for Salesmen's Orders and Shipments, of which the following is a specification.

This invention relates to a recording system for salesmen's orders and shipments whereby a plurality of recording-sheets is provided which afford means for the entry of complete data regarding such transactions.

In the drawings which form a part of this specification, Figures 1 and 2 when taken together illustrate a salesman's sheet forming a part of the system, the sheet being broken away at its bottom. Fig. 3 illustrates a reference-sheet, and Fig. 4 a modified form of reference-sheet.

The salesmen's sheets are consecutively numbered and only one is shown. The sheet, which is designated generally by the reference character 1, is divided by a series of vertically and longitudinally extending lines into a series of vertically-extending columns of spaces, which are designated by the reference characters 2 to 34, both inclusive. At the lower portion of the sheet a series of longitudinally-extending rows of spaces is provided and which are designated by the reference characters 35, 36, 37, and 38. The sheet is furthermore provided with a suitable inscription to indicate the name and number of the salesman and which is shown, by way of example, at the top of the sheet at one corner and indicated by the reference character 39.

The purposes for which the columns 2 to 34 are intended are as follows: the column 2 for receiving the number of the salesman's order; the column 3, the date of the salesman's order; column 4, the names of the purchasers; columns 5 and 6, the address of the purchaser; column 7, separate amount of the orders; column 8, data indicating the limit of credit; column 9, the amount shipped to the purchaser (whether said amount equals the amount of the order or not); column 10, the date on which the order in whole or in part was shipped; column 11, data upon what terms the order was sold; column 12, any remarks in connection with the receiving or filling of the order. Columns 13, 13^a, and 14

are what may be termed "order-clerks' " columns, column 13 to receive the time on which the order was given to the clerk, the column 13^a the time on which the order was returned to the clerk, and the column 14 the clerk's number or designation; column 15, for receiving the day-book page on which the order was written; column 16, the ledger index; column 17, the date of back orders; column 18, remarks in connection with the payments or the amount of payments by the purchasers; column 19, data as to whether any merchandise has been returned or not; column 20, for receiving the letter-file designation; column 21, data in regard to claims made or not. At the top of the columns 2 to 21, both inclusive, suitable inscriptions, as indicated by the reference characters 40 to 60, both inclusive, are provided for designating for what purposes the columns 2 to 21 are used. The columns 22 to 33, both inclusive, are what may be termed "dating-columns" for indicating upon what day of the month the order is to be shipped. The columns are of sufficient length to allow for the use of thirty-one days. Extending over said columns at the top is a suitable inscription, as at 61, to designate for what purpose the columns are to be used, and at the top of each of the columns 22 to 33 a suitable inscription, as at 62, is provided to indicate the month of the year. As shown, twelve columns are provided; but it is evident that a single column can be employed or any other suitable number, preferably twelve columns, are employed, one for each month of the year. The column 34 is adapted to receive shipping instructions for the various orders to be furnished, and at the top of said column a suitable inscription, as at 63, is provided to designate for what purpose said column 34 is used.

The sheet, at the bottom thereof, is provided with a series of longitudinally-extending rows of spaces, each of which is adapted to receive the total amount of a day's sale. The rows of spaces are usually of a number equal to the number of days of a month. The longitudinally-extending rows of spaces, which are shown by way of example, are indicated by the reference characters 35, 36, and 37. The sheet, at its bottom, is furthermore provided with a longitudinally-extending row of spaces 38, which is adapted to receive the aggregate amount of sales set forth

in the longitudinally - extending rows of spaces 35, 36, and 37.

It is thought only necessary to illustrate and refer to but one shipper's reference-sheet, which is indicated by the reference character 64, as all of said reference-sheets are formed alike. The reference-sheet 64 is provided with a series of vertically and longitudinally extending lines to form a series of vertically-extending columns of spaces 65, there being a vertically-extending column of spaces 65 for each day of the month, and at the top of each column a suitable indication is provided, as at 66, to designate for what day of the month the column is used. Above the indication 66 an inscription is provided to designate which month of the year the sheet is used for. The columns of spaces 65 are adapted to receive the number of a salesman's sheet, so that the shipper by reference to any one of the day-columns can ascertain that on a certain day there is an order on a certain salesman's sheet to be filled and shipped. For example, it will be stated that in that column 65, which is used for the 15th day of the month, the ordinal "1" appears. This will indicate to the shipper on salesman's sheet numbered 1 that there is an order to be shipped on the 15th day of March, so the shipper will then refer to salesman's sheet numbered 1 and discover that on the 15th day of March a certain purchaser has an order to be filled. Although preferably twelve separate shippers' reference-sheets are used in the system, yet it is evident that the reference-sheets may be arranged to run quarterly or semi-annually.

The rows of spaces 35, 36, and 37 are each adapted to receive the amount of daily receipts from a salesman. For example, if the receipts for one day were one hundred dollars it would be entered in that space of the rows of spaces 35 at the bottom of the column 18. If the next day's receipts were a hundred dollars, it would be entered in that space of the row of spaces 36 below the spaces in which the first entry was made. If the third day's receipts were forty dollars, it would be entered in that space of the row of spaces 37 below that space in which the second entry was made. It will be assumed, by way of example, owing to the fact that but three rows of spaces 35, 36, and 37 are shown in the drawings for want of space, that the three days' receipts referred to were all the receipts for the month from the salesman. Then the total amount of the receipts would be entered in that space of the row of spaces 38 below the space in which the third entry was made. When it is necessary to compute any of the other matters in any of the other columns, the same system will be carried out.

The system of recording salesmen's orders and shipments is carried out as follows: An

order is received from a salesman and the matter necessary to be inserted in the columns 2, 3, 8, 11, 12, 15, 16, 17, 18, 19, 20, 21, and 34 is then entered and also in the necessary column of the columns 22 to 33. The shipping clerk is then informed of the order and enters in the necessary column 65 the number of the salesman's sheet. It will be assumed, by way of example, that the order is to be shipped on the 15th of March. On the 15th day of March, or thereabout, the shipping clerk examines his reference-sheet and notes that on the 15th day of March an order on salesman's sheet 1 is to be filled. He then refers to salesman's sheet 1, examines column 24, and notes that on the 15th day of March a shipment is to be forwarded to John Doe as per order No. 3. The shipment is then made and the necessary matter entered in the columns 9, 10, 13, 13^a, and 14.

The modified form of reference-sheet shown in Fig. 4 consists of a suitable sheet of material provided with a series of vertically and longitudinally extending lines to form a series of vertically-extending columns of spaces 68, there being a vertically-extending column of spaces 68 for each month of the year, and at the top of each column a suitable indication is provided, as at 69, to designate for what month of the year the column is used. Above the indications 69 an inscription 70 is provided to designate for which day of the month the sheet is used. The vertically and longitudinally extending lines also form a column of spaces 71 at one side of the first column of spaces 68, which is adapted to receive any note which is desired, or preferably the top space of said column of spaces is provided with the inscription "Salesman's sheet number," so as to designate that the number placed in any one of the columns of spaces 68 indicates the number of the salesman's sheet. The number of reference-sheets of the modified form shown in Fig. 4 used is thirty-one, so that there will be a reference-sheet for each day of the month. The manner of using the reference-sheet is as follows: It will be assumed that upon referring to the sheet for the first day of the month the ordinals 1, 8, and 9 appear in that column 68, having at its top an inscription to designate the said column 68 for the month of May. These ordinals 1, 8, and 9 will indicate that on salesman's sheets 1, 8, and 9 there is an order to be shipped on the first day of May, the sheet in itself indicating the first day of the month.

It is thought that many advantages of a recording system for salesmen's orders and shipments in accordance with this invention will be readily apparent from the preferred embodiment of the invention as herein described, and illustrated in the accompanying drawings, but it will be understood that changes, variations, and modifications can

be resorted to, such changes, variations, and modifications coming within the scope of the claims hereunto appended.

What I claim is—

5 1. A recording system for salesmen's orders and shipments thereof comprising a salesman's sheet provided with means to identify it and further provided with means to form a plurality of vertically-extending
10 appropriately-designated columns of spaces to receive the number of the salesman's order, name and address of the purchaser, amount of the order, said sheet further provided with means at one side of the columns of spaces to
15 form an appropriately-designated group of columns each of which is further designated, which latter designation indicates a month of a year, said last-mentioned columns each adapted to receive data to indicate on which
20 day of the month an order is to be shipped, and a shipper's sheet provided with means to designate it for a month of a year and further having means to form a plurality of columns of spaces, each of said last-men-
25 tioned columns designated by a numeral, said numerals equal in number to the days of the month, for the purpose set forth.

30 2. A recording system for salesmen's orders and shipments thereof comprising a salesman's sheet provided with means to identify it and further provided with means to form a plurality of vertically-extending appropriately-designated columns of spaces to receive the number of the salesman's or-
35 der, name and address of the purchaser, amount of the order said sheet further provided with means at one side of the columns of spaces to form an appropriately-designated group of columns each of which is fur-
40 ther designated, which latter designation indicates a month of a year, said last-men- tioned columns each adapted to receive data to indicate on which day of the month an order is to be shipped, said sheet further pro-
45 vided with means at one side of said last-mentioned plurality of columns to form an appropriately-designated column of spaces to receive data in relation to shipping in- structions, and a shipper's sheet provided
50 with means to designate it for a month of a year and further having means to form a plu- rality of columns of spaces, each of said last-mentioned columns designated by a numeral, said numerals equal in number to the days of
55 the month, for the purpose set forth.

3. A recording system for salesmen's orders and shipments thereof comprising a salesman's sheet provided with means to identify it and further provided with means
60 to form a plurality of vertically-extending

appropriately-designated columns of spaces to receive the number of the salesman's or- der, name and address of the purchaser, amount of the order, said sheet further pro-
65 vided with means at one side of the columns of spaces to form an appropriately-designated group of columns each of which is further designated, which latter designation in- dicates a month of a year, said last-men-
70 tioned columns each adapted to receive data to indicate on which day of the month an or- der is to be shipped, said sheet further hav- ing means to form an appropriately-design-
75 nated longitudinally-extending column of spaces to receive totals, and a shipper's sheet provided with means to designate it for a month of a year and further having means to form a plurality of columns of spaces, each of
80 said last-mentioned columns designated by a numeral, said numerals equal in number to the days of the month, for the purpose set forth.

4. A recording system for salesmen's orders and shipments thereof comprising a salesman's sheet provided with means to
85 identify it and further provided with means to form a plurality of vertically-extending appropriately designated columns of spaces to receive the number of the salesman's or-
90 der, name and address of the purchaser, amount of the order, said sheet further pro- vided with means at one side of the columns of spaces to form an appropriately-designated group of columns each of which is further des-
95 ignated, which latter designation indicates a month of a year, said last-mentioned columns each adapted to receive data to indicate on which day of the month an order is to be shipped, said sheet further provided with
100 means at one side of said last-mentioned plu- rality of columns to form an appropriately- designated column of spaces to receive data in relation to shipping instruction, said sheet fur-
105 ther having means to form an appropriately- designated longitudinally-extending column of spaces to receive totals, and a shipper's sheet provided with means to designate it for a month of a year and further having means to form a plurality of columns of spaces, each of
110 said last-mentioned columns designated by a numeral, said numerals equal in number to the days of the month, for the purpose set forth.

In testimony whereof I have hereunto set my hand in presence of two subscribing wit-
115 nesses.

FREDERICK E. GETZ.

Witnesses:

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CHAS. S. HYER.