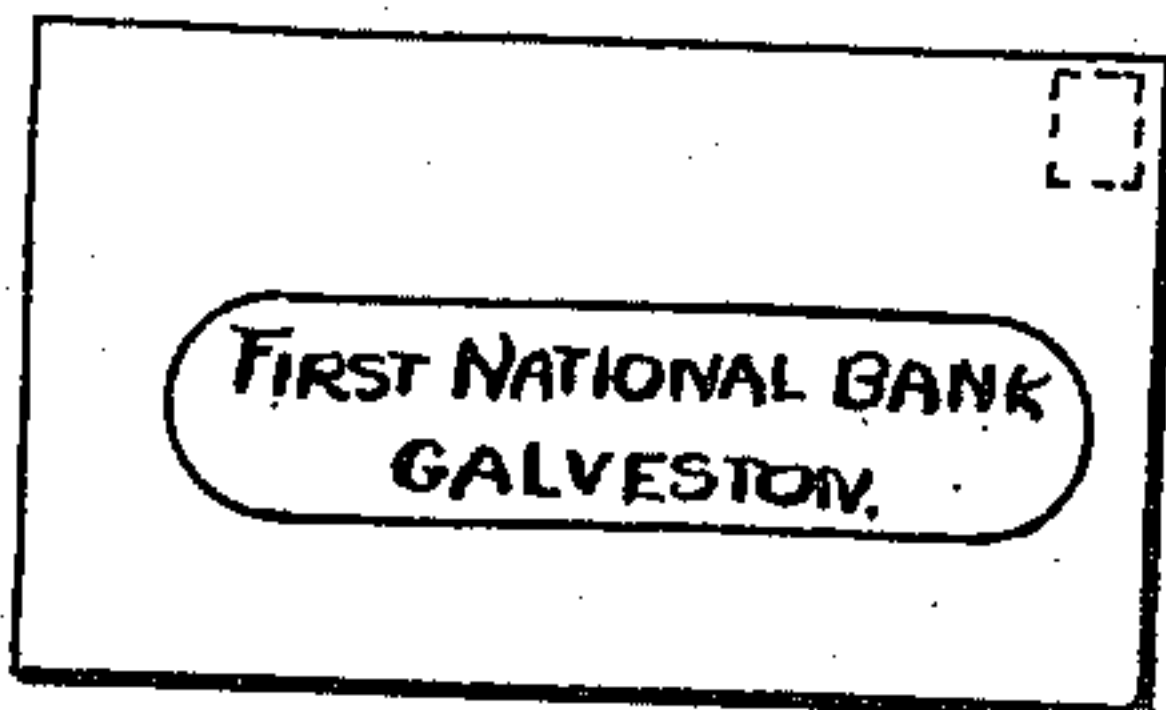


Fig. 1

OWNER		
To		
ON	AMOUNT	No 125
To FIRST NATIONAL BANK GALVESTON,		
ON	AMOUNT	No 126
To		
ON	AMOUNT	No 127
To		
ON	AMOUNT	No 128

Fig. 2

Witnesses *B. J. Lorkowski*
L. J. Knight



Inventor
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J. L. PRICE.

STATIONERY FOR TRANSMITTING AND RECORDING BANK COLLECTIONS.

APPLICATION FILED MAY 7, 1909.

966,359.

Patented Aug. 2, 1910.

2 SHEETS—SHEET 2.

Fig. 2

To	FIRST NATIONAL BANK GALVESTON,,	18
ON	AMOUNT	No 126
<p>STOCKYARDS NATIONAL BANK</p> <p>All enclosures on this sheet are handled by us as cash, and are sent you for PROMPT REMITTANCE. All items marked "X" and those \$10.00 and under, No Protest. Wire non-payment items \$500.00 or over</p> <p>Respectfully yours JOHN N. SPARKS Cashier</p> <p>Please return this letter with your remittance</p>		

Fig. 3

OWNER	DRAW ON	AMOUNT	TO WHOM SENT
			No 125
			No 126
			No 127
			No 128

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Inventor,
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UNITED STATES PATENT OFFICE.

JACOB L. PRICE, OF FORT WORTH, TEXAS.

STATIONERY FOR TRANSMITTING AND RECORDING BANK COLLECTIONS.

966,359.

Specification of Letters Patent.

Patented Aug. 2, 1910.

Application filed May 7, 1909. Serial No. 494,695.

To all whom it may concern:

Be it known that I, JACOB L. PRICE, a citizen of the United States, residing at Fort Worth, in the county of Tarrant and State of Texas, have invented certain new and useful Improvements in Stationery for Transmitting and Recording Bank Collections, of which the following is a specification.

This invention relates to stationery for keeping transit accounts or collection accounts, and the object is to provide stationery for making accurate records of items for collection, such as are deposited with banks for collection, and by which much time may be saved and much expense avoided.

Another object is to provide stationery which is adapted for use on typewriters which are provided with tabulating attachments and adding devices and which can also be used equally as well as any other stationery with pen and ink or pencil.

Other objects and advantages will be fully explained in the following description and the invention will be more particularly pointed out in the claim.

Reference is had to the accompanying drawings which form a part of this application.

Figure 1 is a face view of a piece of stationery folded in position for making entries of items to be transmitted for collection, the letter of advice being indicated by dotted lines. Fig. 2 is a face view of a detached letter of advice, drawn on an enlarged scale. Fig. 3 represents the piece of stationery, shown in Fig. 1, on a reduced scale, unfolded, the letters of advice being indicated by dotted outline. Fig. 4 illustrates a letter of advice inclosed in an envelop which has a portion of the back transparent to expose the address to view.

Similar characters of reference are used to indicate the same parts throughout the several views.

The forms herein shown include a sheet of paper consisting of a body portion 1 which comprises all the sheet to left of the dotted line 2 in Fig. 3, and a number of detachable parts 3. The parts 3 may be detached separately or all together or any number may be detached. Each part 3 constitutes a complete letter of advice, giving the name and address of the party to whom items of collection are sent, the payee of each item, and the amount of each item. The letter 3 has

a space for entering the address which space is included between the double horizontal lines 4. The letters 3 are numbered consecutively. Each letter 3 has a space 5 for names of payees and a space 6, for listing the amount of the items to be collected. The body 1, for each letter 3, has also a payee column under the word "On" and a column under the word "Amount" for listing the items. Attention is called to the fact that the several letters of a sheet are in line with each other and that the "payee" and "amount" columns of one letter are respectively in line with these columns on the other letters. The object of this arrangement is that if there are more items to be listed than can be listed on one letter, the columns of items can be continued directly on the next letter below and on as many letters as may be necessary to complete the listing of items to be sent to one party for collection. In order to do this it will be necessary to list items across the addressing space. For this reason the column lines 7 are made light enough across the addressing space so that the column lines 7 will not interfere with entering addresses in the addressing spaces.

The letters are to be folded once and are to be folded so that the address will be exposed when folded. The object is to avoid writing the address a second time. This is accomplished by using envelops which have a transparent portion. In order to accomplish this the address must be written in a particular space and the letter must be folded in a certain manner. In the addressing space a guard line 8 for the typewritist is placed so that the typewritist will know to place the address entirely to the left of the line 8. In order that the addressing space or address shall be under the transparent portion of the envelop the letter sheet must always be folded uniformly and this is accomplished by placing short indicating lines 9 in the margins of the letters to indicate the place of folding the sheet. When the letter sheets are folded in this manner and placed in the window envelop of ordinary commercial size, the addresses can always be seen, as illustrated in Fig. 4. The letter sheets are thus provided with indicators for the typewritists or other writers and also provided with folding indicators.

Records of the items sent for collection are preserved in the following manner: The

letters 3 are folded on the body portion 1, the edge 10 lapping as far over as the line 11 and an impression sheet being placed between the letters and the body portion 1 so that the writing will be transmitted to the body portion 1 in the respective columns of payee or "drawn on" and "amount." The numbers of the letters will register with the numbers on the body portion 1. The parties to whom the collections are sent are not interested in the ownership of the items of collection. For this reason the letter sheets are not extended over the column for entry of the owners. Thus a complete record of all matters is kept on the sheets 1. These sheets may be perforated and bound in volumes for permanent record.

The paper may be perforated along the dotted lines so that the letters may be easily detached. The sheets are prepared for use on typewriters, but they are equally adapted for pen or pencil. If there are more items than can be entered on one letter, the columns can be extended as far down as necessary. By printing the words "To," "On," and "Amount" in light face type and making the lines between the vertical lines 7 light, the words and the lines will not materially interfere with the entries of the collection items. Thus the addressing space can be utilized for the address and also for entries of items if more space than one letter sheet is needed. The forms are adapted for use on typewriters with tabulating attachments, and for use on those equipped with adding devices. These forms

following each other, the typewritist is enabled to print the total of one letter and thus clear the adding machine and proceed with the next letter. The main body portion receives all the entries made on the letters so that the amounts of the letters may be totaled on the body portion which is to be filed for permanent record.

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

A collection and recorder sheet comprising a main body portion having ruled lines forming spaces for making entries thereon and a plurality of detachable portions, each detachable portion having a letter of advice printed thereon, ruled lines forming vertical columns adapted to register with a portion of the spaces on said body portion when folded thereon, and having ruled lines thereon forming an addressing space extending across said columns, the lines of said addressing space included between the column lines and the lines of said columns included between the addressing space lines being lightly ruled with relation to the lines on the remaining portion of the said detachable portion of which they constitute a continuation.

In testimony whereof, I set my hand in the presence of two witnesses, this first day of May, 1909.

JACOB L. PRICE.

Witnesses:

A. L. JACKSON,
J. W. STITT.