

H. BUCKLIN.
ORDER SHEET AND BOOK.
APPLICATION FILED NOV. 1, 1909.

994,372.

Patented June 6, 1911.

The illustration shows a three-page order sheet book. The top page is partially visible, showing the company name 'ACME GRINDING CO.' and a date 'June 1909'. The middle page is the main focus, showing the company name 'ACME GRINDING CO.' and 'ROCHESTER, N.Y.' followed by the date 'June 1909'. Below this, it says 'Messrs. Roe & Richards'. The main body of the page contains the text 'PLEASE FURNISH us with 1/2 dozen cutters 6" diam 2" face solid carbide - Goods to be delivered on date indicated in margin'. To the right of this text is a vertical list of months from JAN to DEC, with a bracket indicating a range from JAN to MAR. The bottom page is also partially visible, showing the company name 'ACME GRINDING CO.' and a signature 'J. A. Smith'.

Witnesses

Nelson C. Lipp
J. H. Simms

Inventor

Harrison Bucklin

By

Charles F. Rich
his Attorney

UNITED STATES PATENT OFFICE.

HARRISON BUCKLIN, OF ROCHESTER, NEW YORK.

ORDER SHEET AND BOOK.

994,372.

Specification of Letters Patent.

Patented June 6, 1911.

Application filed November 1, 1909. Serial No. 525,606.

To all whom it may concern:

Be it known that I, HARRISON BUCKLIN, of Rochester, in the county of Monroe and State of New York, have invented certain new and useful Improvements in Order Sheets and Books; and I do hereby declare the following to be a full, clear, and exact description of the same, reference being had to the accompanying drawings, forming a part of this specification, and to the reference-numerals marked thereon.

The present invention relates to order sheets and books and it has for an object to provide means whereby the recipient of an order is constantly advised as to the date when the order is wanted, the notice being conspicuously arranged and easily filled out.

Still another object of the invention is to provide an order book in which the party ordering the goods may keep track of the order to see whether it is filled in due time.

To these and other ends the invention consists in certain improvements and combinations of parts, all as will be hereinafter more fully described, the novel features being pointed out in the claims at the end of the specification.

In the drawings the figure illustrates a perspective view of a book embodying the present improvements.

The original order sheet 1 which contains an appropriately designated blank space 2 for the order has the months 3 of the year written or printed thereon in a column and the days 4 of a month printed thereon in a column parallel and to one side of the month column. This arrangement permits the party making out the order to draw quickly a line from the month to the day, thus indicating to a recipient, in a conspicuous and clear manner, the exact date before which the order should be filled. The order sheet is preferably fitted with others of like characters in a book and is secured to the book by a weakened or perforated portion 5 permitting the sheets to be withdrawn. Also arranged in the books are sheets 6 which are duplicates of the sheets 1 and are secured between the latter by weakened portions 7. The book also has arranged between each sheet 1 a sheet comprising a portion 8 having a permanent connection with the book and a portion or coupon 9 connected to the portion 8 by a weakened or perforated portion 10. The portion 8 contains an appropriately designated order space similar to space

2 of sheet 1 and the portion 9 contains the month column 11 and day column 14 like sheet 1.

The sheets 1 and 6 have characters, such as numerals 12 which identify each with the other while the portions 8 and 9 of the third sheet each have a character such as numeral 13 identifying them with the first and second sheet and with each other.

In use sheets of carbon are fitted between the first and the second sheet and between the second and the third sheet and the order is written on the first sheet and the date also indicated, thus causing all three sheets to receive the same matter. The first and the second sheet are removed, the former being sent to the party by whom the order is to be filled and the latter being filed away under the name of such party. The coupon 9 of the third sheet is removed and given to the receiving clerk of the establishment who files it away under its date while the portion 8 is a permanent record in the book of the whole number of orders. The receiving clerk looks over the coupons each day to see whether an order is due, and if this be the case searches the permanent record for a like numbered portion 8 so as to prompt the party who is to fill the order.

With this invention the party filling the order has before him at all times a conspicuous notice 3 as to the date when the order must be completed; while the party ordering has a record 8 of all orders sent out, a record 6 under the name of the party filling the order, and a prompt 9 to see that the order is filled in due time.

The time limiting or dating method described herein may also be used in any written or printed instrument, such as negotiable instruments, railway tickets and transfers, and the like.

I claim as my invention:

1. A written or printed instrument having time limiting means thereon embodying indicating characters for the months of the year, arranged in a single column, and indicating characters for the days of the month arranged in a single column to one side of and parallel with the first named column and at such a distance therefrom that a straight line may be drawn from any one of the month indicating characters to any one of the day indicating characters without intersecting the characters indicating any other month or day.

2. An order sheet containing an appropriately designated blank space for the reception of the order, and time limiting means embodying characters for the months of the year, arranged in a single column, and indicating characters for the days of the month arranged in a single column to one side of and parallel with the first named column and at such a distance therefrom that a straight line may be drawn from any one of the month indicating characters to any one of the day indicating characters without intersecting the characters indicating any other month or day.
3. A sheet containing an appropriately designated blank space for the reception of the order, and provided with a coupon connected to the order portion by a weakened portion and having a character identifying said coupon with the order portion and time limiting means thereon embodying indicating characters for the months of the year, arranged in a single column, and indicating characters for the days of the month arranged in a single column to one side of and parallel with the first named column and at such a distance therefrom that a straight line may be drawn from any one of the month indicating characters to any one of the day indicating characters without intersecting the characters indicating any other month or day.
- HARRISON BUCKLIN.
- Witnesses:
HAROLD H. SIMMS,
NELSON COPP.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."
