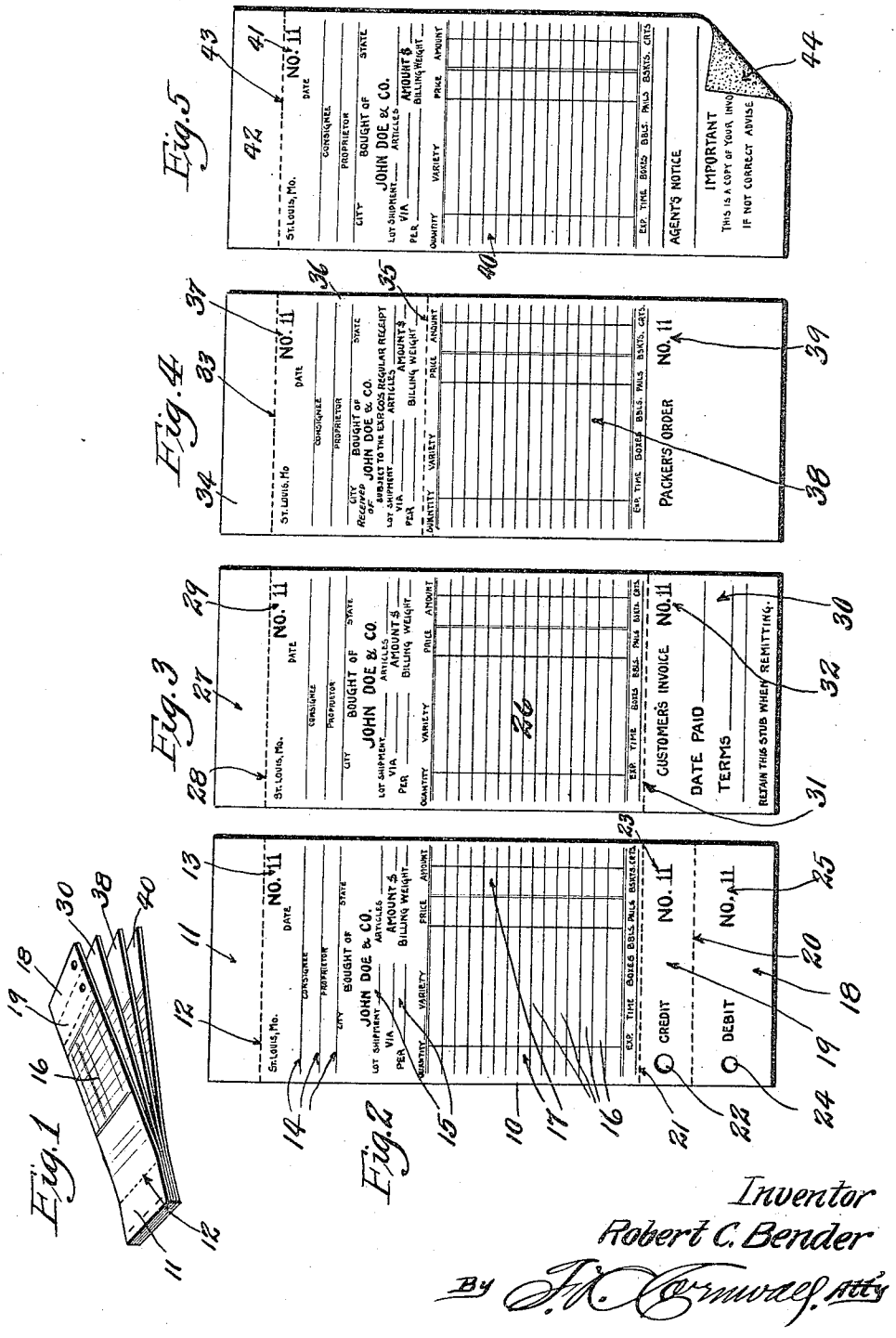
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MANIFOLDING INVOICE SHEETS, PACKER'S ORDER AND EXPRESS RECEIPT.

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1,281,897. Patented Oct. 15, 1918.



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MANIFOLDING INVOICE-SHEETS, PACKER'S ORDER AND EXPRESS RECEIPT.

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To all whom it may concern:

Be it known that I, ROBERT C. BENDER, a citizen of the United States, residing at St. Louis, Missouri, have invented a certain new and useful Improvement in Manifolding Invoice-Sheets, Packer's Order and Express Receipts, of which the following is a full, clear, and exact description, such as will enable others skilled in the art to which it appertains to make and use the same, reference being had to the accompanying drawings, forming part of this specification.

My invention relates generally to recording sales system and more particularly to a manifolding arrangement of sheets which are formed and printed so as to be particularly adapted for all business purposes, and especially those businesses where credit is extended to the customers, my present invention being an improvement on the system disclosed in my Patent No. 1,220,589, dated March 27, 1917.

The principal objects of my present invention are, to generally improve and simplify the system disclosed in my patent aforesaid; to materially reduce the time and labor involved in making out the necessary invoice sheets, express receipt, packer's order, and shipping tag; to reduce to a minimum the liability of mistakes in filling out the various sheets, and likewise to minimize the time and labor involved in keeping an accurate account of all transactions relating to customers' orders which are handled by a business house or selling establishment.

With the foregoing and other objects in view, my invention consists in certain novel features of construction and arrangement of parts, hereinafter more fully described and claimed, and illustrated in the accompanying drawings, in which—

Figure 1 is a perspective view of a pad or book made up of the various sheets contemplated by my invention.

Fig. 2 is a view of the front face of the first or top sheet of each series and which sheet is termed the original invoice.

Fig. 3 is a front or face view of the second sheet, the same serving as the customer's invoice.

Fig. 4 is a front or face view of the third sheet and which constitutes the express receipt and packer's order.

Fig. 5 is a front or face view of a fourth sheet, the rear face of which is gummed and which sheet serves as a shipping tag.

Referring by numerals to the accompanying drawings, 10 designates the original invoice sheet which is preferably formed of paper, substantially rectangular in form and provided at its upper end with a comparatively narrow section 11 which serves as a stub whereby the sheet may be bound or secured to the other sheets to form a book or pad.

A row of perforations 12 is formed between the body of sheet 10 and stub portion 11, thereby permitting the original invoice to be readily removed from the stub when properly filled out.

Appearing on the upper portion of the original invoice sheet 10 and preferably in the upper right hand corner thereof is a serial number 13 by means of which the individual orders are identified, and as will be understood, the remaining sheets of each set or series are printed with the same serial number. Further, the book or pad formed of the sets or series of sheets are arranged in numerical order, for instance; the first or original book of a business house will contain the sets of sheets numbered consecutively from one to one hundred.

Printed on the upper portion of sheet 10 is a series of lines 14 upon which is adapted to be written the date on which the sale is made, the name of the buyer or consignee, and likewise his address, and immediately below these lines is printed the name of the seller or consignor.

Immediately below the printed name of the business house is printed headings such as Lot, Shipment, Via, Per, Articles, Amount, and Billing weight, said headings being followed by small spaces 15 which are adapted to receive written data relating to the items purchased by the customer or consignee. Immediately below this data is printed a series of horizontally disposed lines 16 inscribed by a series of vertically disposed lines 17, thereby forming columns which are provided with printed headings such as Quantity, Variety, Price and Amount, and when a sale is made, the proper data relative thereto is written in the proper spaces in these columns. Immediately below the space occupied by these lines 16 is printed headings such as Express, Time,

Boxes, Bbls., Pails, Bskts., and Crts. These different indications are to be suitably checked with a pencil to indicate the particular receptacle in which the customer's order is to be packed and shipped.

That portion of the sheet 10 below the headings just mentioned constitute a debit slip 18 and a credit slip 19, said slips being separated by a transversely disposed line of perforations 20 and the credit slip being separated from the body of the sheet 10 by a line of perforations 21.

The credit slip 19 is provided near one end with an aperture 22 and on its face is printed the word Credit and a serial number 23, the latter corresponding to the serial number 13.

The debit slip 18 is provided near one end with an aperture 24 and printed on the face of said debit slip is the word Debit and a serial number 25, the latter corresponding to the serial numbers 13 and 23.

The second sheet 26 of the series and which is positioned immediately beneath the original invoice sheet 10, serves as the customer's invoice, and this second sheet is the same size and printed identically the same as the original invoice heretofore described. The upper portion of this second sheet is provided with a stub section 27, the latter being separated from the body of the sheet 26 by a row of perforations 28 and the upper right hand corner of said separate sheet being printed with a serial number 29 which corresponds to the serial number 13. The lower portion of sheet 26 or that portion corresponding to the credit and debit slips of sheet 10 constitutes a customer's invoice slip 30, the same being separable from the body of the sheet 26 along a row of perforations 31, and this customer's invoice slip is printed with a serial number 32 which corresponds to the serial number 29 and said slip being also printed with the title Customer's invoice and with headings such as Date paid and Terms.

The third sheet of the series illustrated in Fig. 4, is the same size as the sheets 10 and 26 and the greater portion of the face of said third sheet is printed with the same matter that appears on the first and second sheets. The upper portion of said third sheet is provided with a transversely disposed row of perforations 33, thereby forming a stub 34 which is adapted to be secured to stubs 11 and 27 and arranged immediately above the headings for the columns formed on said third sheet is a transversely disposed row of perforations 35. That portion of the sheet between the row of perforations 33 and 35 constitutes an express receipt 36 and printed immediately above or in front of the firm name are the words Received from and below the firm name is printed the words Subject to the express co.'s regular form of receipt. This receipt is also printed with a serial number 37 which corresponds to the serial numbers 13 and 29. That portion of the third sheet below the row of perforations 35 and having the columns headed Quantity, Variety, Price and Amount constitutes a packer's order sheet 38, the lower portion of which is printed with the words Packer's order and also with a serial number 39 corresponding to the serial number 37.

The fourth sheet of the series constitutes the shipping tag, the face thereof being printed the same as sheets 10 and 26 and said sheet bearing in its upper righthand corner a serial number 41, corresponding to the serial numbers of the other sheets of the set. The upper portion of this fourth sheet is provided with a stub 42 separated from the main body of the sheet by a transverse row of perforations 43 and the lower portion of said sheet is printed with a heading Agent's notice and with instructions to the consignee. The rear face of this sheet 40 is coated with a suitable adhesive as designated by 44, thereby enabling the sheet or tag to be readily pasted onto a box, crate or like package.

The four sheets of the set or series are preferably of different colors in order that they may be readily distinguished.

The operations incident to the use of my improved manifolding invoice system are as follows:

When a salesman or invoice clerk receives an order, carbon sheets are placed between the original invoice and the customer's invoice, between the latter and the combined express receipt and packer's order, and between the latter and the shipping tag 40. The date, name of purchaser or consignee and the address of the latter are now written in the proper spaces above lines 14 and the proper data relative to the item sold, the prices therefor and the like are written in the spaces 15 and in the proper columns between lines 17. Necessarily the carbon sheets transfer this written matter to the successive sheets of the series so that all of said sheets are properly filled out at one time.

The combined express receipt and packer's order and the shipping tag are now removed from their respective stubs 34 and 42 along the perforated lines 33 and 43, and these sheets are delivered to the packing clerk who, after noting the data written on the packer's order, packs the items written on said order in a container, the latter being indicated by a pencil check mark at the proper point on said packer's order.

In thus packing the order, the packing clerk checks off the items and if there is any data to be made relative to said items, such data is written by the packer on the

lower portion of the sheet 38, after which the packing slip is temporarily applied to the packed container to serve as a guide for the shipping clerk. When the shipping clerk receives the packed container, he compares the packing slip thereon with the shipping tag, and after checking the items to see that the same correspond, moistens the adhesive on the rear side of the shipping tag and pastes the same on the package. The express receipt 36 is now detached from the packer's order or slip, along the row of perforations 35, and said receipt is temporarily placed in a suitable receptacle from which it is removed by the express agent or person receipting for the express company or other common carrier.

It will be understood that an agent of the express company or other common carrier calls periodically at the shipping rooms of concerns having daily shipments to out-of-town customers, and this express agent or collector removes the express receipts from the receptacle and after comparing same with the packages to be shipped, signs said receipts and returns same to the receptacle, or to the proper clerk who, at the close of a day's business, places the signed express receipts with the corresponding packer's orders, in a suitable container or holder thereby forming a permanent record for the packing and shipping operations.

The shipping tag 40 applied to the package contains an itemized list of the contents of the shipment as required by the laws of a number of States, and when the customer has received his invoice 26 by mail and when he has received the package bearing the shipping tag 40, he can readily check one list against the other and likewise check the contents of the package against both lists, thereby readily ascertaining any shortage or mistakes which may have occurred in packing or shipment.

When the customer makes payment for the list of items contained on his invoice, the date of payment and the amount paid are written on the customer's invoice slip 30 and the latter is detached from the invoice sheet 26, the latter being transmitted with the check or draft covering payment of the goods. The invoice slip 30 serves as a record for the customer to show the date and amount of the remittance, and likewise the number of the invoice which the particular remittance covers.

In handling sales by means of my improved system, the work is greatly facilitated if the operator will control the invoice numbers regardless of whether or not they are for purchases made by a customer (debits) or cash received for previous purchases (credits). Inasmuch as all customers' invoices are billed in numerical order, debit slips should be arranged in like manner. At the close of a day's business, all of the invoices which are intact are delivered to the proper clerk in the accounting department who immediately goes over all extensions to ascertain and correct any errors. The clerk then proceeds to list the amount of each invoice on a tape by means of an adding machine or the like, then setting down at the top, the number of the first invoice opposite the amount and then at the bottom opposite the last amount, the last invoice number. When all invoices are accounted for, debit slips are removed from the invoice sheets in numerical order and are delivered to the bookkeeper in order to be properly recorded. The invoices are then arranged in alphabetical order and are ready for posting or filing in invoice holders adapted for the purpose. As the clerk proceeds to file or post, he notes the amount of the invoice and the number thereof and marks said number opposite the corresponding amount on the tape. After this work has been completed, all invoice numbers will be opposite their respective amounts, or, in other words, the clerk has mechanically back-posted all debits for the day, likewise giving the bookkeeper or person in charge of the books a duplicate stub number (debits) of all invoices posted or filed.

Practically these same operations apply to the credit slips. Usually when cash is received to cover a purchase, the amount of the cash is entered in the cash book in alphabetical order and at the end of the day's business, the total amount of cash is added up and proper entry made of said total amount. The proper clerk then takes the cash book to the cabinet containing the invoice holders where the various accounts are arranged in alphabetical order and removes the particular invoices to which the cash received applies. After this operation, all paid invoices (credits) are added up in the same manner as are all charges (debits). A comparison is made of the footings of cash received and the accounts must balance. If there is any discrepancy, the same will appear and can be corrected at once.

When the amounts are in balance, the credit slips are removed and delivered to the proper person for record of all invoice numbers paid (credits). By arranging the credit slips in numerical order from time to time as they are paid and listing the numbers and amounts of all invoices still outstanding unpaid at trial balance periods, a complete checking and accounting of all invoice numbers and amounts can be had for any period.

When the paid invoices are removed from the invoice holders and the credit slips detached, the original invoices are then filed in a trade folder or suitable container as a permanent record of any and all paid trans-

actions of any particular customer. The credit slips when arranged in numerical order act as a control account of all paid invoices and permit the clerk or person in charge to readily locate any lost or mislaid invoice.

My improved system provides for the filling out by one person and at one operation, an original invoice sheet, a customer's invoice sheet, the express receipt and packer's order, and a shipping tag, thus materially reducing the time and labor involved where such sheeets are copied by different persons from the original invoice. Further, my improved system eliminates mistakes which are liable to occur where data is copied from one sheet to another, and the use of said system materially lessens the work of the bookkeeper or clerk having in charge the records of all transactions.

It is obvious that minor changes in precise embodiment of the invention herein disclosed can be made within the scope of the claims, without departing from the spirit of the invention.

I claim:

1. In a recording sales system, an original invoice sheet, a customer's invoice sheet, and a sheet comprising an express receipt and a packer's order, all of which sheets are printed with identical headings and are provided with spaces which are adapted to coincide when the sheets are assembled in superimposed relationship, all of said sheets bearing the same serial number, and the third sheet being provided with a transversely disposed weakened line to permit the packer's order to be readily detached from the express receipt.

2. In a recording sales system, an original invoice sheet, a customer's invoice sheet and a sheet comprising an express receipt and a packer's order, all of which sheets are printed with identical headings and are provided with spaces which are adapted to coincide when the sheets are assembled in superimposed relationship, all of said sheets bearing the same serial number, portions of the original invoice sheet being separable from each other and from said sheet by weakened lines to form credit and debit slips which bear the same serial number as the sheet to which they are attached, and the third sheet being provided with a transversely disposed weakened line to permit the packer's order to be readily detached from the express receipt.

3. In a recording sales system, an original invoice sheet, a customer's invoice sheet and a sheet comprising an express receipt and a packer's order, all of which sheets are printed with identical headings and are provided with spaces which are adapted to coincide when the sheets are assembled in superimposed relationship, all of said sheets bearing the same serial number, a portion of the customer's invoice sheet being detachable along a weakened line to form a customer's invoice slip which bears the same serial number as the sheet to which it is attached, and the third sheet being provided with a transversely disposed weakened line to permit the packer's order to be readily detached from the express receipt.

4. In a recording sales system, an original invoice sheet, a customer's invoice sheet and a sheet comprising an express receipt and a packer's order, all of which sheets are printed with identical headings and are provided with spaces which are adapted to coincide when the sheets are assembled in superimposed relationship, all of said sheets bearing the same serial number, portions of the original invoice sheet being separable from each other and from said sheet by weakened lines to form credit and debit slips which bear the same serial number as the sheet to which they are attached, a portion of the customer's invoice sheet being detachable along a weakened line to form a customer's invoice slip which bears the same serial number as the sheet to which it is attached, and the third sheet being provided with a transversely disposed weakened line to permit the packer's order to be readily detached from the express receipt.

5. In a recording sales system, a series of separate and independent sheets of uniform size, which series comprises an original invoice sheet, a customer's invoice sheet, a sheet comprising an express receipt and a packer's order, and a shipping tag, the reverse side of the latter being provided with a suitable adhesive, all of which sheets are printed with identical headings and are provided with spaces which are adapted to coincide when the sheets are assembled in superimposed relationship, all of said sheets being provided with the same serial number, and portions of the original invoice sheet being separable from each other and from the main body of said sheet along weakened lines to form credit and debit slips, each of the latter bearing the same serial number as the original invoice sheet to which they are attached, and there being apertures formed through said credit and debit slips to permit the same to be filed on a hook or hanger.

6. In a recording sales system, a series of separate and independent sheets of uniform size, which series comprises an original invoice sheet, a customer's invoice sheet, a sheet comprising an express receipt and a packer's order, and a shipping tag, the reverse side of the latter being provided with a suitable adhesive, all of which sheets are printed with identical headings and are pro-

vided with spaces which are adapted to coincide when the sheets are assembled in superimposed relationship, all of said sheets being provided with the same serial number, portions of the original invoice sheet being separable from each other and from the main body of said sheet along weakened lines to form credit and debit slips, the same being perforated and provided with the same serial number as the original invoice sheet to which they are attached, and a portion of the customer's invoice sheet being detachable along a weakened line to form a customer's invoice slip.

7. In a recording sales system, a series of separate and independent sheets of uniform size, said series comprising an original invoice sheet having portions separable along weakened lines to form credit and debit slips, each of which latter is provided near one end with an aperture, a customer's invoice sheet having a portion separable along a weakened line to form a customer's invoice slip, a third sheet comprising portions separable along a weakened line to form an express receipt and a packer's order, all of said sheets being printed with identical headings and are provided with spaces which are adapted to coincide when the sheets are assembled in superimposed relationship, and all of which sheets and slips bear the same serial number.

8. In a recording sales system, a series of separate and independent sheets of uniform size, said series comprising an original invoice sheet having portions separable along weakened lines to form credit and debit slips, each of which latter is provided near one end with an aperture, a customer's invoice sheet having a portion separable along a weakened line to form a customer's invoice slip, a third sheet comprising portions separable along a weakened line to form an express receipt and a packer's order, all of said sheets being printed with identical headings and are provided with spaces which are adapted to coincide when the sheets are assembled in superimposed relationship, all of which sheets and slips bear the same serial number, and a fourth sheet printed with identical headings and provided with spaces which are adapted to coincide with the spaces on the other sheets, said last mentioned sheet constituting a shipping tag and having its reverse side coated with an adhesive.

In testimony whereof I hereunto affix my signature this 17th day of January, 1918.

ROBT. C. BENDER.

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