G. F. C. HOUGHTON.

HOLDER FOR ASSEMBLED SHEETS.

APPLICATION FILED FEB. 10, 1910.

1,025,744.

Patented May 7, 1912.

2 SHEETS—SHEET 1.

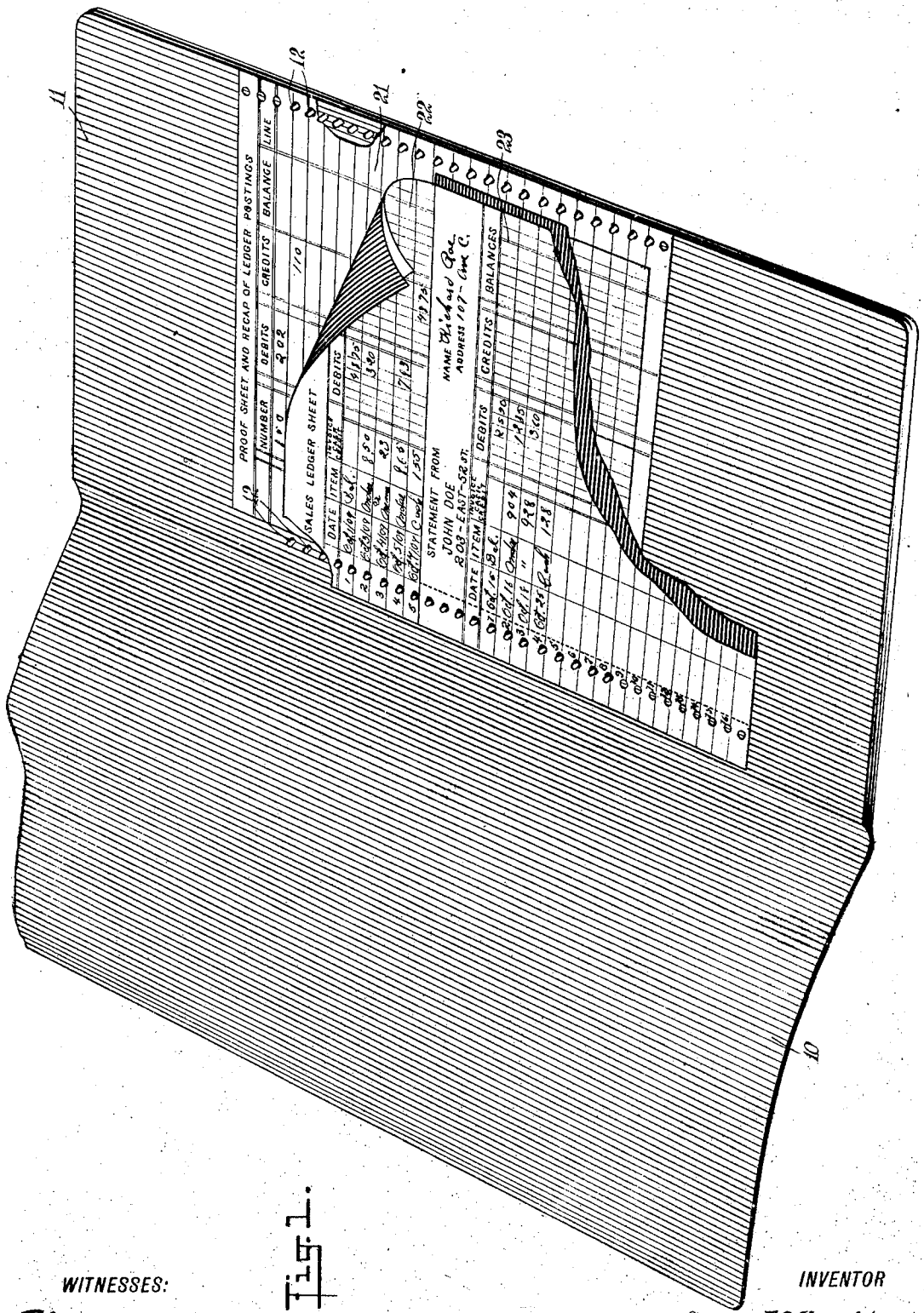


Fig. 1.

WITNESSES:

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2 SHEETS—SHEET 2.

Fig 2

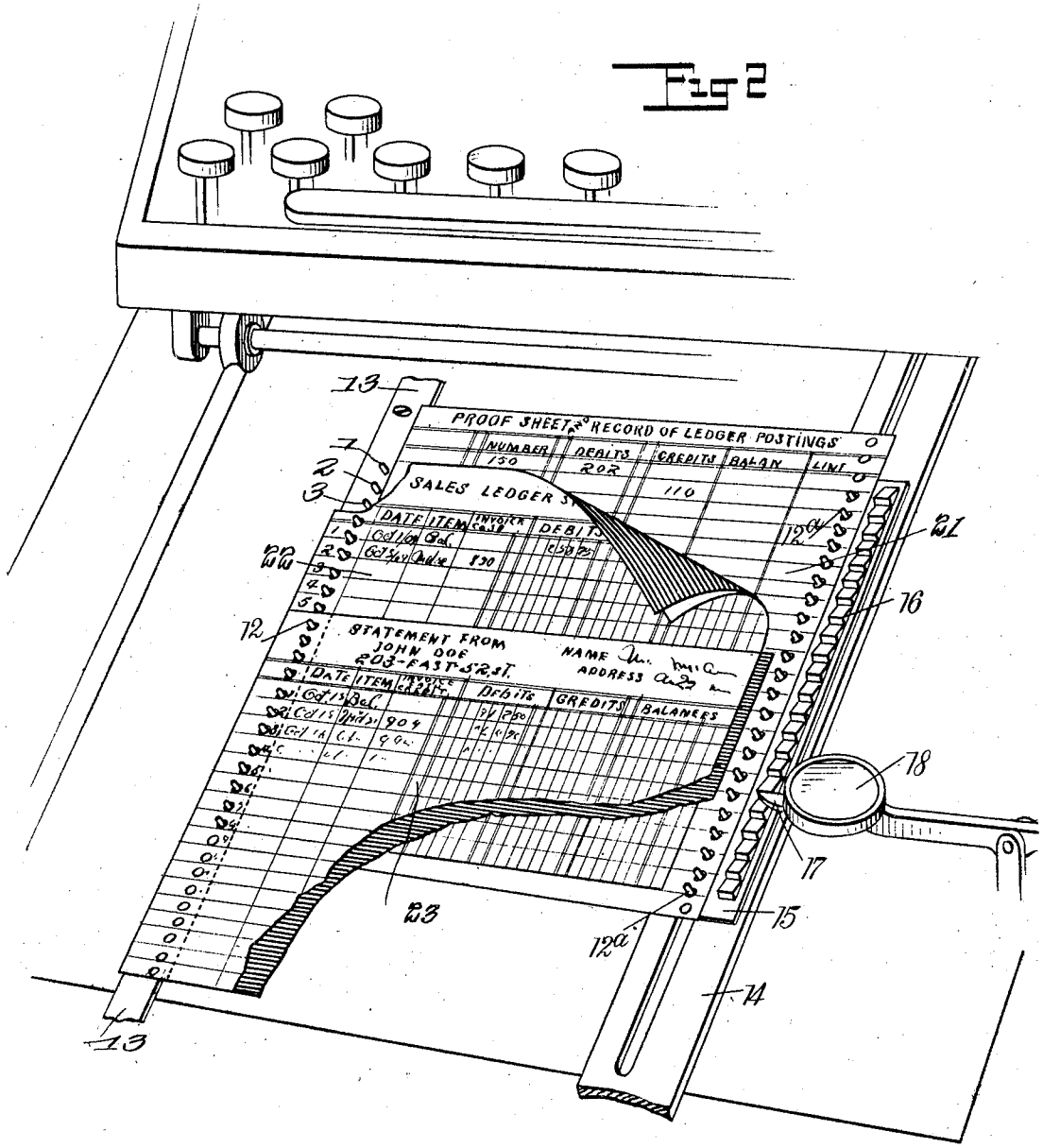
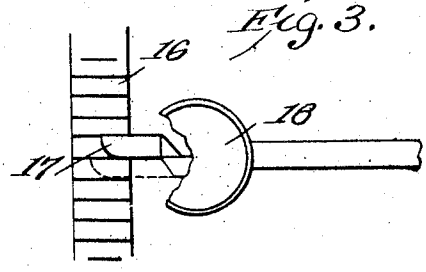


Fig. 3.



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UNITED STATES PATENT OFFICE.

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HOLDER FOR ASSEMBLED SHEETS.

1,025,744. Specification of Letters Patent. Patented May 7, 1912.

Application filed February 10, 1910. Serial No. 543,190.

To all whom it may concern:

Be it known that I, GEORGE F. C. HOUGHTON, a citizen of the United States, and a resident of the city of New York, borough of Manhattan, in the county and State of New York, have invented a new and Improved Holder for Assembled Sheets, of which the following is a full, clear, and exact description.

The invention relates to holders for assembled sheets in the keeping of accounts, and has for its object to provide a holder in which several different characters of sheets such as ledger sheets, statement sheets and proof sheets are grouped so that relatively different lines on the several sheets may be superimposed and held in order that all the sheets may receive the same data by a single writing. To this end I provide the holder with a series of holding studs arranged in a column and spaced equi-distant, ordinarily the distance between the rulings or lines of the sheet, the studs projecting above the upper face of the holder and engaging in correspondingly-arranged openings punched in the edges of the sheets, the studs and also the openings in the sheets, being suitably designated, as by numbers, so that the relative line registration between the sheets can be instantly and accurately changed, as when applying several statements to one sheet of the ledger or proof-sheet.

The invention contemplates a holder of the above character, not only for hand-writing but for typewriting in connection with either a flat-bed typewriting machine or any so-called cylindrical typewriter, both for blind and visible writing.

Reference is to be had to the accompanying drawings forming a part of this specification, in which similar characters of reference indicate corresponding parts in all the views.

Figure 1 is a perspective view of a holder for collating hand-written account sheets, constructed in accordance with my invention; Fig. 2 is a perspective view showing an embodiment of my holder on the bed of a flat bed typewriter; and Fig. 3 is an enlarged plan view showing the step by step feeding member.

Referring more particularly to Fig. 1, the holder therein shown for assembling account sheets when the writing is done by hand, is preferably in the nature of a book having the covers 10 and 11, the cover 11 being relatively thick and stiff and providing an inner writing surface. Arranged in columns at each side edge of the board or on the bed of a typewriter and projecting above the writing surface are holding studs 12, the studs of each column being located equi-distant, ordinarily the distance between the rulings or lines of the sheets which are to be collated. The studs are suitably designated, as by numbers, beginning from either end of the column.

The holder shown in Fig. 2 for flat-bed typewriting machines, comprises a left and right-hand holding strip 13 and 14 respectively, the right-hand holding strip having holding studs 12^a, corresponding to the holding studs 12 of the holder shown in Fig. 1, and likewise arranged and similarly designated, and the holding strip 14 having a feed strip 15, on which are carried the holding studs 12^a, corresponding to the holding studs 12 of the holder in Fig. 1, at the right-hand side of the writing-board. The holding strip 14 is provided with suitable means for applying it to the machine or other writing body, and the slidable connection of the feed strip 15 therewith is effected by providing the strip 14 with a longitudinal slot, with which the strip 15 is engaged, the latter also having the feed ratchet-bar 16 engaged by the feed pawl 17 of the depressible step-by-step feed member 18, the teeth of the ratchet-bar being spaced correspondingly to the spacing of the holding studs so that when the feed-bar is moved one tooth, the sheet engaged with the studs will be moved relatively to the sheet or sheets engaged with the holding studs of the strip 13, one line.

All sheets used in conjunction with either the hand-writing holder or typewriting holders are punched at one edge, with the openings arranged the same distance apart and designated the same as the holding studs, which obviously allows the sheets to engage over the studs and be brought into juxtaposition in any relative line registration, the proof-sheets 21 being punched at the right-hand edge to engage over the studs at the right-hand side of the holder, and the other sheets, such as the sales ledger sheets 22 and statement sheets 23, being punched at the left-hand side to engage over the studs at the left-hand side of the holder,

this order of arrangement, however, being modified as desired. Between the sheets are placed either specially carbonized sheets or carbon paper so that it will be possible to reproduce on each sheet, in different positions, information and other data which it may be necessary to enter. In making original entries, line 1 of the ledger sheet is arranged over line 1 of the proof-sheet; the statement is then laid over the ledger sheet so that line 1 falls over line 1 of the ledger sheet. This permits of the ledger sheet and statement acting as a single sheet for the entries on a single line or a series of lines while the sheets are held in juxtaposition. At the end of a period (which is optional with the user) the statement is taken from a binder which held it and is detached at the perforations and sent to the customer. In order to utilize the balance of the ledger sheet it is necessary to dispose another statement sheet upon the unused portion; therefore, when the writing is done it is necessary to engage the statement on the next vacant line of the ledger sheet, shown in the drawing to be line 5, in order that line 1 on the statement will take the same entry, but the entry on the ledger sheet taking place on line 5 in order that it should immediately follow the used portion of the ledger sheet. In the case of handling for ledger and statement work as described, the proof-sheet simply takes a line-by-line entry so that a proof may be obtained of all the entries, and in principle it acts the same as the gathering of the ledger and statement. The holder in this way registers sheets so that all entries on the original sheet will show in their proper position on any other sheets which may be assembled therewith, allowing the elimination of unnecessary sheets and preserving the life of a single sheet as long as it has lines on which there have been no entries made. It further gathers the sheets of every description and holds them in such a position as may be necessary for their handling, either for filing purposes or for recording by writing, printing and typewriting.

In purchasing, the holder permits of the grouping together of such number of sheets as may be necessary to purchase goods and keep a proper record of the same, including a line-by-line numerical register of all orders placed. In order and billing, the holder permits of the grouping together of such sheets as may be necessary to properly enter an order received and to automatically recap the same line by line so that a numerical register of each order is had, the final recapitulation of the individual sales of the day being secured line by line. In credit memoranda the holder insures the proper entry of the credit memoranda and a duplicate with an automatic register line by line of each and every entry.

In the statement and ledger, the arrangement of the statement, ledger and proof-sheets in the holder is as above described, so that should a customer buy monthly and pay regularly and receive for a year twelve statements, there would only appear on the ledger twenty-four entries; twelve for the charges and twelve for the payments; in other words, by the assembling of the sheets on the studs on sending out twelve statements, but twelve lines would be used on the ledger sheets for the charging of goods purchased, unless in the case of an itemized statement, *i. e.*, a statement wherein are enumerated each item of an invoice, the same number of entries as made on the ledger sheet. The proof-sheet is an automatic recapitulation of all postings made to the ledger, and by the action of the studs on the right-hand side it is possible to vary the position of this sheet to bring it into juxtaposition with both the ledger sheet and statement, so that it is a line-by-line record of the entries appearing on the statement and ledger sheet. The proof-sheet is only removed from the holding studs when the lines are all filled, or when a certain amount of work is completed.

In the use of the holder for cash disbursements and general ledger segregation, the stud holder, either for hand-work or for the use of assembling on flat-bed or cylindrical typewriters, is the means of collecting such general ledger sheets as might be affected by the payment of an account. Each of the general ledger sheets takes its proper heading, such as "Merchandise," "Cash," "Labor," "Discount," "Bank," etc., and is used in connection with a combined check, letter of remittance and duplicate of check, on which there would be no numbers, but the duplicate of the check would be punched with a series of holes to engage over the studs. The writing line on the duplicate of the check is indicated by a line which is the means of placing the check and the duplicate in its proper position with the ledger sheets.

The manner of assembling is as follows: The proof-sheet and recap of general ledger postings lie on a flat writing surface which carries the series of studs at the right-hand side. The general ledger sheets are then disposed over this proof-sheet so as to be placed in position line by line. If the proof-sheet is written upon until a certain line was the first open or vacant line, the first open line on the sheet above it is placed in position with the said certain line. Any other sheets follow on top on the first open line of each, and the act of assembling these sheets gathers them in position by the designated number of the line which has been printed on the sheets opposite the perforations or openings. The check and dupli-

cate then lie over the first open line of the collated set. Either a special strip of carbon is used or regular carbon inserted between the sheets when the proper entries are made for the amount of the check. The proof-sheet is advanced forward or upward line by line until each entry is accounted for to make a proper debit and credit for the entire transaction.

Having thus described my invention, I claim as new and desire to secure by Letters Patent:

1. In combination with a holder having a series of studs arranged equidistant in a column, sheets having a series of apertures adapted to register on said studs, and lines on said sheets at right angles to the column of said apertures, one line to each aperture whereby the different sheets may be arranged on the studs with relatively different lines superposed, and means disposed between the different sheets whereby all the sheets will receive on relatively different lines the same data by a single writing.

2. In combination with a holder having a series of studs arranged equidistant thereon, sheets having a series of apertures arranged in the same order as said studs are arranged, a space designated for entries, one space to each aperture, said sheets disposed on said studs, different sheets arranged on the studs with relatively different spaces superposed, and carbon paper disposed between the sheets whereby all sheets will receive in relatively different spaces the same data by a single writing.

3. In combination with a holder having a series of studs arranged equidistant thereon, sheets having a series of apertures therein arranged in the same relative order as said studs and disposed on said studs, a space designed for entries to each aperture, said spaces being numbered consecutively, different sheets arranged on the studs with relatively different spaces superposed, a second series of studs on said holder disposed parallel to said first series and spaced apart therefrom a distance greater than the width of the sheets, other sheets having apertures therein in the same relative order as said second series of studs are arranged, sheets carried by said second-mentioned studs adapted to be interleaved with the sheets carried by said first-mentioned studs, and means changing the location of one series of studs with reference to the other series whereby the spaces of one set of sheets may be varied with reference to the spaces on the sheets carried by the other set of studs.

4. A holder having a series of holding studs arranged equidistant and designated in consecutive order, sheets engaging said studs, said sheets having correspondingly designated apertures therein corresponding to and in alinement with the designated studs whereby three different designated apertures on the different sheets may be superposed by disposing the sheets on the proper studs.

5. In a holder having oppositely-disposed sets of parallel studs, each set comprising at least three studs spaced apart equidistant, one set of studs being movable relatively to the other set, a feed ratchet bar attached to said movable set, one tooth of said bar to each stud, and a step-by-step feeding means engaging said ratchet bar whereby one set is moved relative to the other set of studs a distance equal to the distance between studs at each actuation of the feeding means.

6. A holder for holding lined sheets, having separate and distinct means arranged at one side in a column and located apart exactly the distance equal to the distance between two adjacent lines on the sheets and designated in regular order, said sheets adapted to engage the studs so as to secure line registration between certain of the sheets in relative different positions, and having separate and distinct means arranged on the opposite side of the holder to engage other sheets to secure desired relative line registration between the last mentioned and the first mentioned sheets.

In testimony whereof I have signed my name to this specification in the presence of two subscribing witnesses.

GEORGE F. C. HOUGHTON.

Witnesses:
W. W. Holt,
Philip D. Rollhaus.