

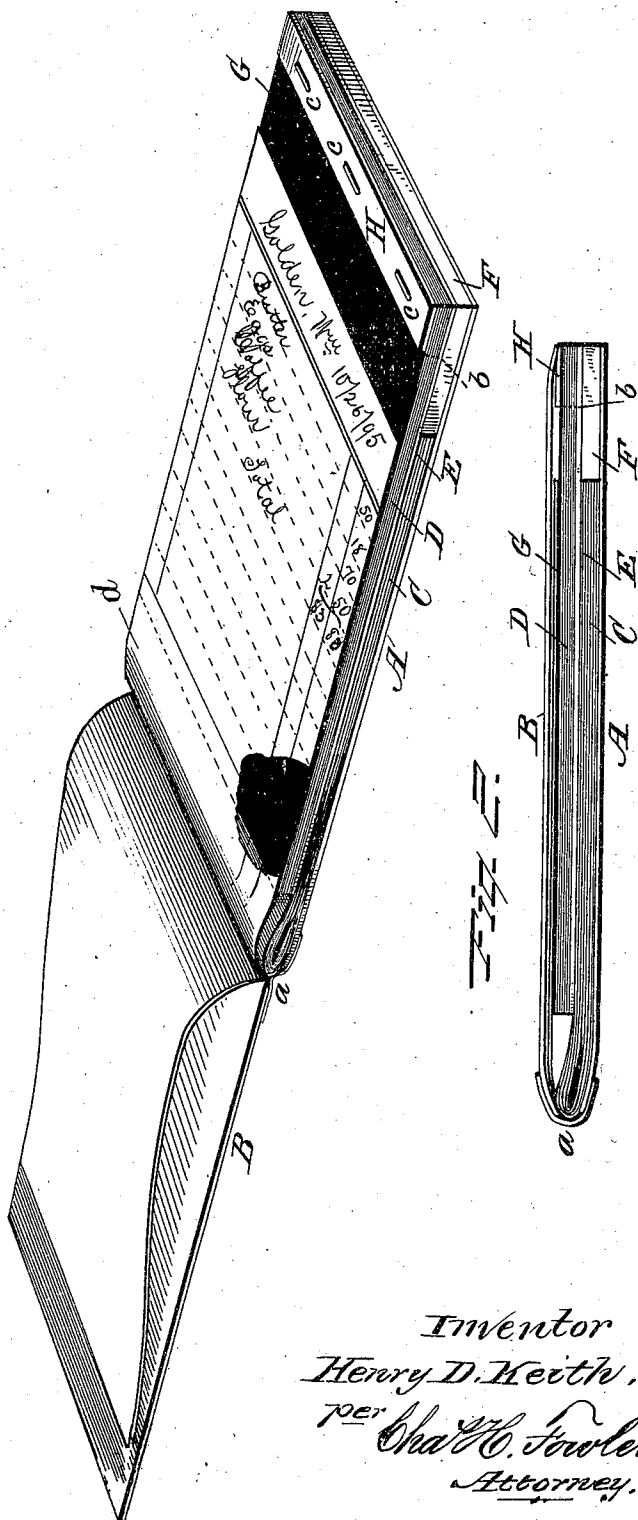
(No Model.)

H. D. KEITH.
MANIFOLD ACCOUNT AND SALES BOOK.

No. 553,916.

Patented Feb. 4, 1896.

Fig. 1



Witnesses

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UNITED STATES PATENT OFFICE.

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MANIFOLD ACCOUNT AND SALES BOOK.

SPECIFICATION forming part of Letters Patent No. 558,916, dated February 4, 1896.

Application filed November 4, 1895. Serial No. 567,828. (No model.)

To all whom it may concern:

Be it known that I, HENRY D. KEITH, a citizen of the United States, residing at Mansfield, in the county of Richland and State of Ohio, have invented certain new and useful Improvements in Manifold Account and Sales Books; and I do hereby declare that the following is a full, clear, and exact description of the same, reference being had to the annexed drawings, making a part of this specification, and to the letters of reference marked thereon.

The object and purpose of the present invention is to provide a manifold account and sales book that will save time in bookkeeping, the merchant devoting one book to each regular credit customer, the several books, properly marked, being retained in a suitable cabinet, case or rack adapted to the purpose; and in using the book the cost of goods ordered by the customer may be added to his or her past account, thereby giving both the customer and merchant a complete balanced account.

The invention therefore consists in a manifold account and sales book constructed substantially as shown in the drawings and hereinafter described and claimed.

Figure 1 of the drawings is a perspective view showing the leaves of the book and the carbon sheet in position to take down the sales in duplicate by writing upon the blank sheet over the carbon sheet and making a duplicate upon the blank sheet immediately under and adjacent to the carbon sheet; Fig. 2, an edge view showing the book as it will appear when closed.

In the accompanying drawings, A represents the back of the book, which may be of cardboard or other material found best adapted to the purpose and of any suitable length and width.

A cover B, of cardboard or other suitable material and of a size to correspond with the size of the back A, is connected to one end of the back by a flexible hinge *a*, so that it may be thrown back to the position shown in Fig. 1 of the drawings. Two independent leaf-sections C D are employed, the section C being attached to the hinge *a* and the section D being attached to the back A of the book, as shown.

The employment of the flexible hinge enables the cover B to be brought under and against the back A when the book is being used, the cover in such position forming a support for the back to stiffen it and prevent it from bending.

The flexible hinge also admits of the leaves of the section C being turned under and against the cover when said cover has been folded against the back, as above described, thereby preventing those of the leaves already used from interfering with those being used.

If desired the back and cover may be formed of one and the same piece of cardboard or other material, as found most desirable.

The leaves of the section C remain permanently in the book, and the leaves of the section D are perforated at *b* and are removed successively after receiving the carbon impression of the writing upon the sheet which is placed immediately over and upon the carbon sheet, which sheet is represented at G.

Between the two leaf-sections C D is an interposed support E upon which rests the section D, thereby separating the two leaf-sections, and after the leaves of the section D have all been removed providing a supplemental cover in the support E for the permanent leaves of the book to hold them down in place.

In order to have the leaves of the section D remain at all times in a horizontal position or parallel with the back A of the book until all have been removed, there is provided a block F, which block is secured in any suitable manner to the back A, at one end thereof. This block F is of any suitable width and of a thickness corresponding to the thickness of the leaf-section C, and extends across the entire width of the cover A, as shown in Fig. 1 of the drawings.

It is always desirable, in order to give a good and clear carbon copy of the writing, that the carbon sheet should lie smooth and flat over the sheet upon which the impression is to be made, and for this reason the block F is used in order to take up the space at the end of the cover at the termination of the leaves of the section C, thereby forming a support for the leaf-section D of a uniform thickness throughout the length thereof.

A binder H holds the perforated ends of the leaves of the section D together upon the support E and block F, and are connected together by wire staples c, or by ordinary stitching, or in any other well-known manner found most preferable.

The binding-strip H may be of cardboard, or of any other material best adapted to the purpose, and forms a cutter to the perforated sheets in separating them from the stubs.

The several leaves of the sections may be lined and numbered or have any desirable arrangement of printing thereon to adapt the book to the various uses to which it may be applied.

The support E not only forms a separator for the two leaf-sections C D, and a supplemental cover for the former-mentioned section after the leaves of the perforated section have all been torn out, but by the employment of said support E the person can insert a finger, or fingers, under it without injury to the leaves of the section D, thereby quickly raise the entire section and remove or replace a leaf of section C, which action would occur at every use of the book.

A decided advantage is gained in the employment of the support E, in preventing the ends of the leaves of section D from being crumpled by the frequent raising of the section, the support lifting the section when the former is raised.

The leaf from section C must lie perfectly flat upon the carbon sheet and take the same position every time until the order is finished; otherwise the carbon copy would be blurred, unreadable and useless, and to form a perfectly-flat surface throughout the length of the book is the purpose of the block F, which block prevents the carbon sheet from turning up at the end and being broken in folds when the leaf from the section C is hastily pressed down upon it; as when broken the carbon sheet would be worthless.

It will be noticed that the leaf-section D when resting upon the leaf-section C will leave a space or margin *d* at the lower end of the latter section for the purpose of carrying forward the total of past accounts.

In using the book the first unused leaf of section C, after raising the section D, is thrown back, and after section D is in the position shown in Fig. 1 of the drawings the thrown-back leaf is placed over and upon the carbon leaf, as shown. The total past account that has been previously entered upon the bottom or margin *d* of the unused leaf is carried to the top thereof and added in with

the cost of the goods purchased at that time, after which the leaf of section D containing the carbon copy is removed and sent with the goods to the customer, the original upon the leaf of section C being retained in the book and the total thereon carried forward to the exposed margin *d* of said section.

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

1. A manifold account and sales book, consisting of two independent leaf-sections attached at the opposite ends of a suitable back, a suitable cover therefor, a block connected to the outer end of said back to form a support to the upper one of the sections at the end thereof, and a carbon sheet secured over the upper leaf-section, substantially as and for the purpose set forth.

2. A manifold account and sales book, consisting of a suitable back and cover, two independent leaf-sections attached at their outer ends, a block secured to the outer end of the back, an interposed support between the leaf-sections, and a carbon sheet above the upper one of said sections, substantially as and for the purpose described.

3. A manifold account and sales book, consisting of a suitable cover and back connected by a flexible hinge, a block connected to the outer end of the back, two independent leaf-sections connected to the hinge and block respectively, an interposed support between the leaf-sections, a carbon sheet above the upper one of said sections, which section is of decreased length to leave a space or margin on the under section at the attached end thereof for the purpose of providing space for carrying forward the total of past account, substantially as and for the purpose set forth.

4. A manifold account and sales book, consisting of a suitable back and cover, two independent leaf-sections attached at their outer ends as shown, a block secured to the outer end of the back, and an interposed support between the sections, a carbon sheet above the upper one of said sections, the leaves of which are perforated transversely, and a binder to hold the perforated ends of the leaves together, substantially as and for the purpose set forth.

In testimony that I claim the above I have hereunto subscribed my name in the presence of two witnesses.

HENRY D. KEITH.

Witnesses:

G. L. BILLINGSLEY,
MARTIN HAMMOND.