E. J. HOSKINS.

COMBINED ORDER BOOK AND CHECKING AND CONTAINING DEVICE.

APPLICATION FILED MAY 20, 1914.

1,164,612. Patented Dec. 14, 1915.

Fig. 1.

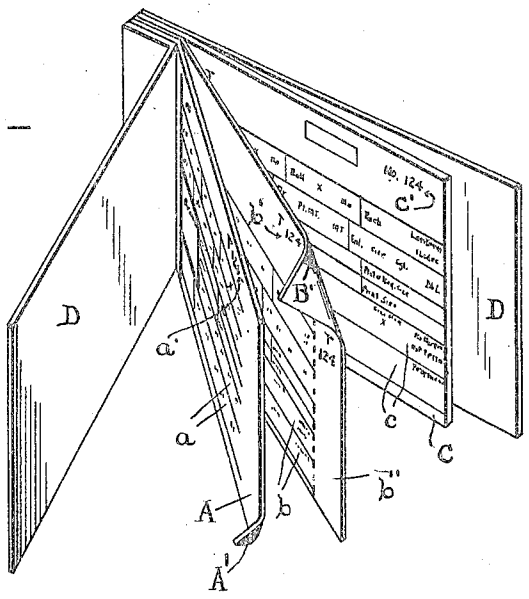
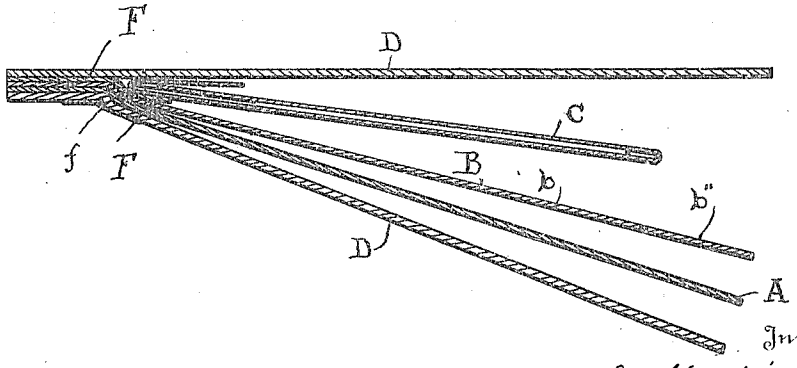


Fig. 2.



Witnesses

G. R. Driscoll

David Connell

Inventor,

Ernest J. Hoskins,

By Wm. F. Bellows,

Attorney

UNITED STATES PATENT OFFICE.

ERNEST J. HOSKINS, OF SPRINGFIELD, MASSACHUSETTS, ASSIGNOR TO ART PHOTO COMPANY, OF SPRINGFIELD, MASSACHUSETTS, A CORPORATION OF MASSACHUSETTS.

COMBINED ORDER-BOOK AND CHECKING AND CONTAINING DEVICE.

1,164,612. Specification of Letters Patent. Patented Dec. 14, 1915.

Application filed May 20, 1914. Serial No. 839,740.

To all whom it may con rn:

Be it known that I, ERNEST J. HOSKINS, a citizen of the United States of America, and resident of Springfield, in the county of Hampden and State of Massachusetts, have invented certain new and useful Improvements in Combined Order-Book and Checking and Containing Devices, of which the following is a full, clear, and exact description.

This invention relates to a device, to be made up in the form of a book for recording orders for a given class of work in a particular line of business and for holding the pieces to be worked upon and to which the order relates, and for also finally receiving and holding the pieces presented with the original order, together, in many cases, with pieces additional to those presented with the order, the receptacle member of the device receiving a duplicate of the order and the parts furnished therewith so that such receptacle member of the device with the complete order record thereon, and its contents as required by the order, may be delivered to the customer.

The invention, as carried out for especial applicability in a photo developing and printing establishment includes primarily an order sheet on which suitable memorandum spaces are arranged for the guidance of the order clerk in making the entry of the order, a detachably connected envelop underlying the order sheet and adapted to receive, by carboning, a duplicate of the order, such envelop receiving therein at the time the order is left, the films to be developed; and which envelop, with the films therein, and the particulars of the order on the face thereof are sent to the developing or printing room for the execution of the work. The developed films and all prints made therefrom, as called for by the order, when finished are placed in the envelop, and the envelop having all the data of the order thereon, and its contents form a packet for delivery to the customer. And as the device under the invention is augmented, it comprises in addition to the primary order sheet, the second sheet underlying it and having memorandum spaces corresponding to those on the first sheet and for receiving as well as the work receiving envelop or receptacle, the full recorded particulars of the order exactly the same as made on the primary sheet and reproduced on the receptacle.

Where the supplemental order sheet is provided to receive the carbon duplicate of the order once and originally made, the supplemental sheet with the envelop and the work are sent to the work room, the duplicate order sheet being there kept for a permanent record,—the parts of the device constituting proof alike in the order department that the order has gone to the work room, and in the work department that the order has been fulfilled and sent out or remains in course of execution.

The invention is fully disclosed in the following description in conjunction with the accompanying drawings and is set forth in the claims.

In the drawings:—Figure 1 is a perspective view of the device showing the various parts thereof separated and portions of the primary and supplemental record sheets reversely turned to expose the carbon surfaced under sides thereof. Fig. 2 is a sectional view through the device with the parts thereof in an abnormally spread relation and intended to more particularly illustrate the arrangement and utility of the envelop for initially receiving the films and for finally containing the films and prints for delivery.

Referring to the accompanying drawings intended to illustrate the practical embodiment of the invention in a form adapted for a business carried on under a given established system, A designates the original office record sheet, B the developing and printing department record sheet, and C the work receiving and identifying envelop, and D the covers between which the respective sheets and the envelop are secured.

In the drawings a single set of record sheets and one envelop is shown, but it is understood that any number of sets of envelops and sheets may be arranged in book form, of small or large size according to the magnitude of the business.

The original or office record sheet A is provided with suitable memorandum spaces *a*, designed to meet the special needs of each particular business, and adapted to receive data of the details of each order given, such, for instance, as the number and kind of films furnished, kind of prints, size of prints, style of printing, and finish of work required, time for delivery and name and address of customer.

The second sheet B is provided with memorandum spaces *b*, similar to the spaces *a* of the sheet A, and arranged to lie directly under the spaces *a*, so that the entries on the sheet A will be duplicated in the proper places on the sheet B. The envelop C is also provided with memorandum spaces *c*, similar to those of the sheets A and B, and adapted to lie directly under said spaces. The sheet A is provided with suitable carbon or transferring material A′, on the underside thereof, which is designed to contact with the upper face or side of the sheet B, and said sheet B is provided with carbon or transferring material B′, on the underside thereof, which is designed to contact with the upper face or side of the envelop C, whereby the entries made on the sheet A will be simultaneously duplicated on the sheet B and on the envelop C.

Instead of having the sheets A and B provided with carbon or transferring material, separate insertible carbon sheets may be used.

The sheets A and B are suitably numbered, as at *a′* and *b′*, and the envelop C is numbered, as at *c′*, so that all the pieces of the device pertaining to a given order will have a single number and can be instantly identified.

A detachable coupon or check *b″* is provided on the end of one of the sheets,—here sheet B,—and is provided with a number corresponding to that of the sheets A and B, and the envelop, which coupon is given to the customer and is used by him for claiming the finished work ordered.

The envelops are in the original make-up of the book affixed thereon by the comparatively narrow paper sheet F having weakened or perforated lines at *f*.

When the customer leaves the films and the order relative thereto, the clerk, by one writing, makes the entry on the primary order sheet A, and duplicates the same on the supplemental sheet B and also on the envelop C. The envelop is then detached together with the secondary order sheet B; the films, etc., are placed in the envelop, and the envelop and the duplicate order are sent to the work room where the duplicate order sheet is retained for permanent record. The prints or matter called for by the order, when completed, are, with the films, placed in the envelop which is sent out from the work room to the custody of the clerk or attendant in the establishment; and placed by the latter to be quickly accessible on call and presentation of the check by the customer.

Owing to the simplicity of the device and the manner of its utilization, manifestly the work of taking care of, and delivery of, a given order is greatly simplified and facilitated.

While the execution of the order in the work room might be carried forward with reference only to the data on the envelop, and the secondary or duplicate order sheet dispensed with, it is preferred, especially for photographic reproduction work to provide a duplicate order sheet for the work room as thereby the envelop need not be handled until the finished work is placed therein and so that, consequently, the packet for delivery may be in unsoiled condition when presented to the customer.

It is, of course, conceivable that the device in which this invention resides is readily adaptable to other than the photographic business, such, for example, as the jewelry business. Also for any concern making articles of any description who would find it expeditious in the process of manufacture, to have recorded directions pass with the article from one department to another.

I claim:—

1. A device for the purpose described comprising an original order sheet, a duplicate order sheet, and an envelop detachably secured in superimposed relation, said original order sheet and duplicate order sheet having definitely outlined spaces adapted to register when the sheets are in superimposed relation, and means intermediate the original order sheet and duplicate order sheet and between the duplicate order sheet and envelop to transfer impressions on the original order sheet to both the duplicate order sheet and envelop, the envelop being readily severable from its position, said original order sheet, duplicate order sheet and envelop bearing permanent identification on it.

2. A device for the purpose described comprising an original order sheet, a duplicate order sheet, and an envelop detachably secured in superimposed relation, said original order sheet and duplicate order sheet having definitely outlined spaces adapted to register when the sheets are in superimposed relation, and means intermediate the original order sheet and duplicate order sheet

and between the duplicate order sheet and envelop to transfer impressions on the original order sheet to both the duplicate order sheet and envelop, the envelop being readily severable from its position, the duplicate order sheet being divided by a weakening line to present an identifying tab, said tab, original order sheet, duplicate order sheet and envelop bearing permanent identification data.

Signed by me at Springfield, Mass., in presence of two subscribing witnesses.

ERNEST J. HOSKINS.

Witnesses:

G. R. DRISCOLL,

WM. S. BELLOWS.