W. C. HOCKING.

ACCOUNTING ENVELOP.

APPLICATION FILED NOV. 13, 1905.

908,671. Patented Jan. 5, 1909.

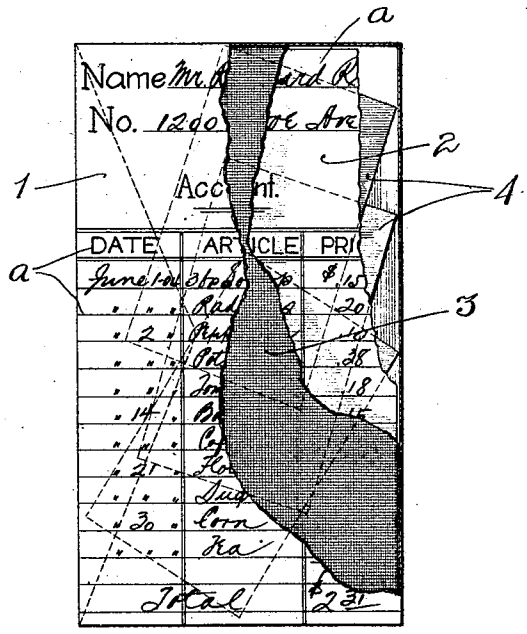


Fig. 1.

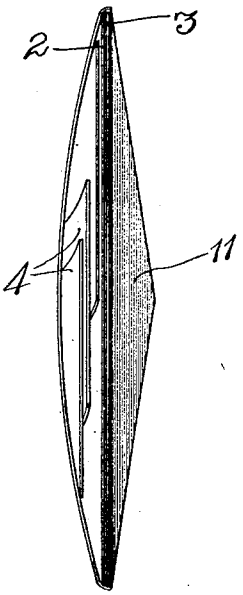


Fig. 2.

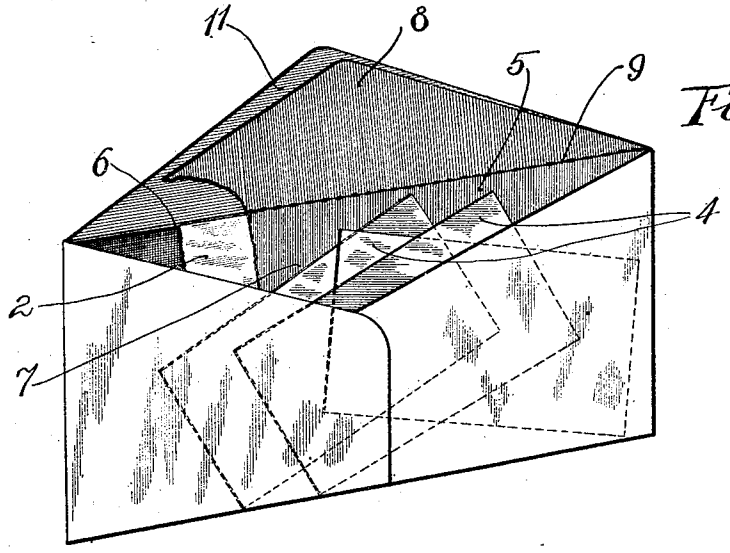


Fig. 3.

Witnesses:

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UNITED STATES PATENT OFFICE.

WILLIAM C. HOCKING, OF CHICAGO, ILLINOIS.

ACCOUNTING-ENVELOP.

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Application filed November 13, 1905. Serial No. 286,982.

To all whom it may concern:

Be it known that I, WILLIAM C. HOCKING, citizen of the United States, residing at Chicago, in the county of Cook and State of Illinois, have invented a certain new and useful Improvement in Accounting-Envelops, (Case 1,) of which the following is a full, clear, concise, and exact description, reference being had to the accompanying drawings, forming a part of this specification.

My invention relates to accounting systems and contemplates improvements in the art of keeping accounts, particularly in the manner of making original and duplicate entries and of means for preserving such entries.

Although my invention is adaptable in any system of accounting it is particularly useful in accounting kept in smaller retail businesses where heretofore it has been the custom when articles were purchased to make duplicate slips, one retained by the store keeper and the other given the purchaser, and at appropriate times the store keeper entered the matter on his slips into the proper accounting books and from these books made a statement or bill to be given or sent the purchaser. My invention greatly simplifies this method of keeping accounts and practically eliminates the necessity of the accounting books heretofore employed. In my system a slip may still be given the purchaser and a duplicate slip retained by the store keeper, but instead of transferring all the slip items to book keeping books I provide an envelop or other suitable inclosing means upon which the various items appearing on the slips can be written at suitable times to be duplicated on a statement slip within the inclosure, which statement slip at a suitable time can be sent or given the purchaser. This same inclosure can also then serve as a receptacle for the purchase slips retained by the store keeper or for any other papers which apply to the account.

The details of my invention will be better understood by referring to the accompanying drawing, in which

Figure 1 is a plan view of an envelop, parts thereof and of the contents being broken away to show the arrangement. Fig. 2 is a top view of the envelop with the flap turned back to show the arrangement of the parts within. Fig. 3 is a perspective view illustrating modified arrangements.

On the face of the envelop 1 suitable legends and ruling *a* may be printed or otherwise placed. In the simplest embodiment of my improved arrangement a slip such as a statement slip 2 is inserted in the envelop, and between this slip and the wall of the envelop is placed a slip of carbon paper or other copying medium 3, the carbonized face of this paper lying against the statement slip 2. As the various items are at suitable times entered on the envelop they will be transferred and appear in duplicate on the slip 2, and at the end of the month or other suitable period these slips may be taken from the envelop and delivered to the purchaser while the envelop is kept by the store keeper as his record, the accounts appearing on the envelop and statement slip being absolutely identical owing to this manner of entering them. The statement slip 2 and the carbon slip are preferably of a size to fill the envelop which will prevent displacement thereof and insure the proper spacing of the transferred entries. They may, however, be of any shape and size. The envelop will also serve as a receptacle for the purchase slips 4, duplicates of which have been given the customers at the time of purchase, and thus the store keeper has at all times a complete record of all the transactions pertaining to a certain account.

As a modification of the arrangement just described the carbon sheet may be omitted and the transferring medium or substance may be applied directly to the inner surface of the top wall of the envelop. As the envelop will be opened more or less by the store keeper to examine the slips 4 therein or to enter new slips, there is danger of disarrangement of the statement slip with respect to the entry on the envelop, and as a second modification, to avoid such interference, a partition 5 may be inserted directly below the statement slip to divide the envelop into two compartments, the compartment 6 containing the statement slip and the transfer medium, while the compartment 7 will contain the purchase slips and other papers. This partition may also be provided with a flap 8 which forms a guideway to insure better access to the compartments. This partition also is preferably of more rigid material such as thick paper which will thus form a smooth and even surface for the statement slip as items are entered in the envelop. When this partition is employed it will not be necessary to

use a separate statement slip. The partition may be laid directly against the copying medium, and entries made upon the envelop will then appear directly on the partition, which in this case is the statement slip. When such an arrangement is used the partition may be perforated along the line 9 so that the flap 8 may be torn therefrom before the statement is sent to the customer.

When the partition is in place papers may readily be taken from or inserted in the compartment 7 without disturbing the arrangement of the duplicating parts or papers. The flap 11 also may be gummed so that after the statement has been withdrawn the envelop and the inclosed purchase slips and other papers may be sealed and filed away for future reference. The store keeper by means of my invention then has all his records and accounts in very compact form, the records and accounts having been entered with very little labor and without the use of special account books and complicated bookkeeping. The original entry and statement being made in the manner described are absolutely identical, thus eliminating all chances of error which may so readily occur where the entries are carried through the various books heretofore used for keeping like accounts.

I claim as new and desire to secure by Letters Patent:

1. As an article of manufacture, an envelop having a removable partition therein for dividing it into compartments, copying material applied to the interior surface of a wall of the envelop so that impressions made upon said envelop will be duplicated on the partition or on sheets placed between said wall and the partition, a guiding flap extending from said partition, there being a weakened line between the flap and the partition so that the flap can be readily torn from the partition.

2. An envelop or inclosure having a removable partition dividing the envelop into two compartments, a removable sheet within one of said compartments, copying material disposed between said sheet and the wall of the envelop to permit impressions made on said envelop to be transferred to the sheet in said compartment, said sheet and envelop being suitably ruled and provided with suitable legends to indicate the position of said entries, a flap on said partition, there being a weakened line between the flap and partition to permit said flap to be readily removed from the partition.

3. An envelop or inclosure having a removable partition dividing the envelop into two compartments, a removable sheet within one of said compartments, copying material disposed between said sheet and the wall of the envelop to permit impressions made on said envelop to be transferred to the sheet in said compartment, said sheet and envelop being suitably ruled and provided with suitable legends to indicate the position of said entries, said partition having perforations along the line 9 to form a flap 8, said flap permitting ready access to each compartment.

In witness whereof, I hereunto subscribe my name this ninth day of November A. D., 1905.

WILLIAM C. HOCKING.

Witnesses:
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