B. C. MAXWELL.

MANIFOLDING BOOK.

APPLICATION FILED DEC. 21, 1907.

939,149.

Patented Nov. 2, 1909.

2 SHEETS—SHEET 1.

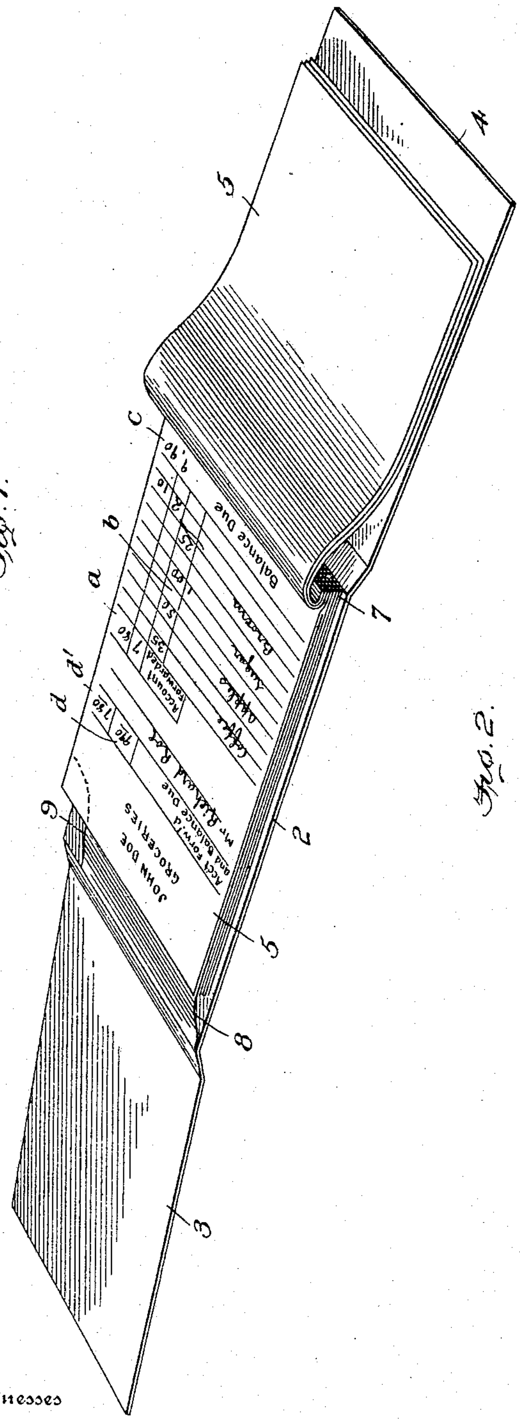


Fig. 1.

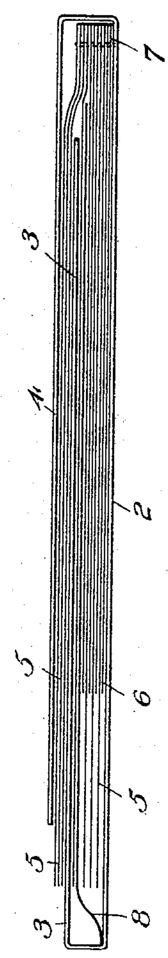


Fig. 2.

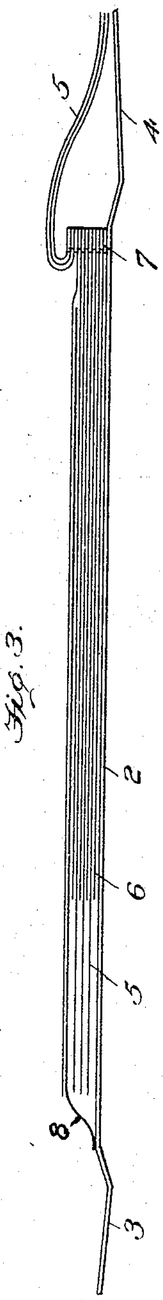


Fig. 3.

Witnesses

Edwin L. Bradford

C. C. Wright

Inventor

Bert C. Maxwell

By Edward P. Alexander

Attorney

939,149.

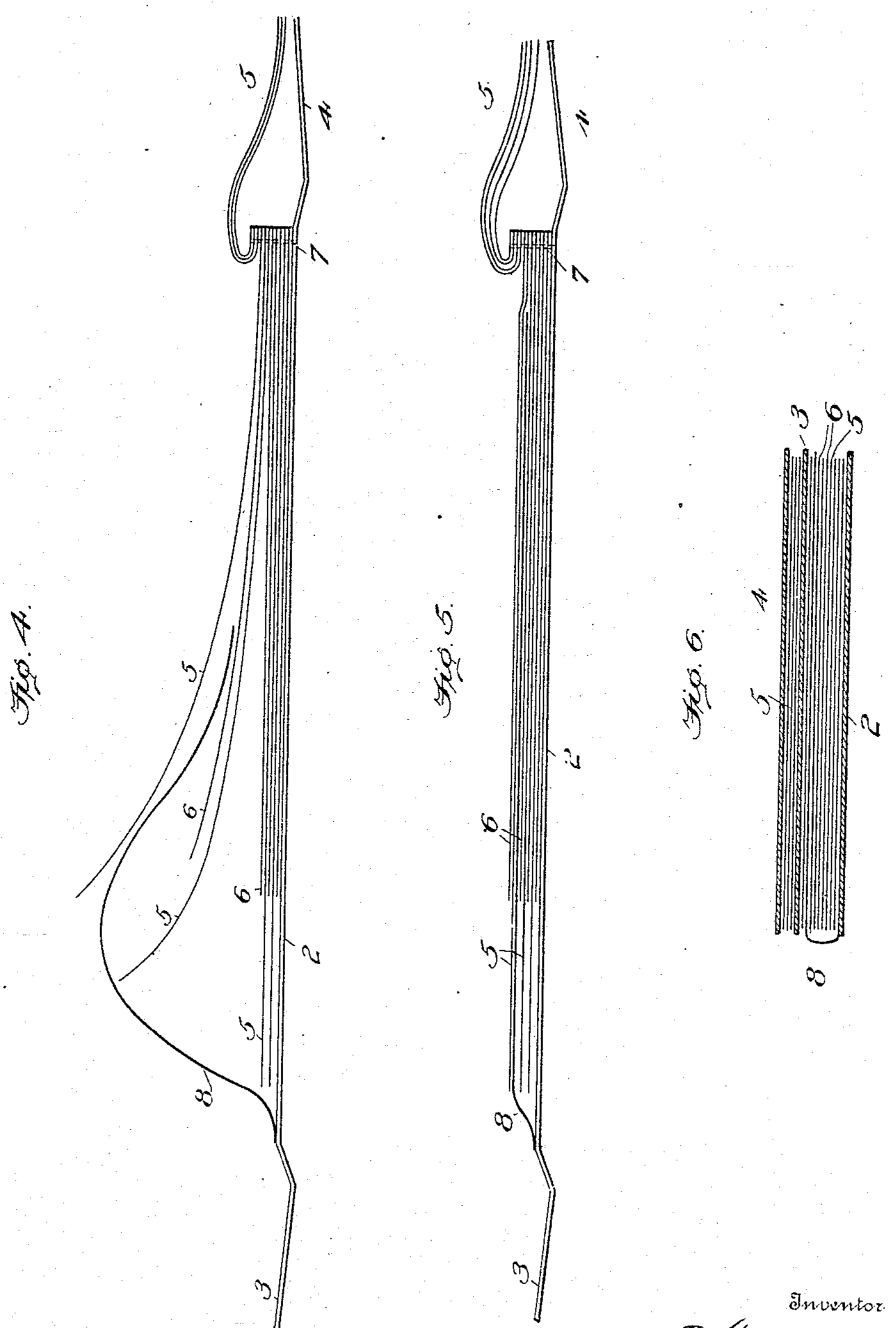
B. C. MAXWELL.

MANIFOLDING BOOK.

APPLICATION FILED DEC. 21, 1907.

Patented Nov. 2, 1909.

2 SHEETS—SHEET 2.



Witnesses

Edwin L. Bradford

C. C. Wright

Inventor

Bert C. Maxwell

By

Edward D. Alexander

Attorney

UNITED STATES PATENT OFFICE.

BERT C. MAXWELL, OF CANTON, OHIO, ASSIGNOR TO JULIUS WHITING, JR., TRUSTEE, OF CANTON, OHIO.

MANIFOLDING-BOOK.

939,149. Specification of Letters Patent. **Patented Nov. 2, 1909.**

Application filed December 21, 1907. Serial No. 407,589.

To all whom it may concern:

Be it known that I, BERT C. MAXWELL, a citizen of the United States, residing at Canton, in the county of Stark and State of Ohio, have invented certain new and useful Improvements in Manifolding-Books, of which the following is a specification, reference being had therein to the accompanying drawings.

This invention relates to that class of counter sales-books in which a separate book is given to each customer to be retained by him. With this class of books it is customary to write the order upon an original slip or leaf and to produce by manifolding sheet or otherwise a duplicate of the order upon another slip or leaf, one of the slips being allowed to remain in the book while the other is detached for filing by the merchant.

The invention has for its object to improve in several particulars to be pointed out, books of this kind.

In the accompanying drawings—Figure 1 is a perspective view of a book of the preferred form embodying my invention, shown open, the exposed original slip or leaf having been filled out. Fig. 2 is an edge view of the same book, closed. Fig. 3 is an edge view of the book open, the parts being in position for use. Fig. 4 is an edge view illustrating some of the leaves lifted, to better illustrate the construction of the book. Fig. 5 is an edge or side view illustrating a position assumed by the parts at one stage of the use of the book, as will be described. Fig. 6 is a cross section of the book illustrating a different embodiment of the invention from that illustrated in the other views.

Referring to the drawing, 2 represents a back or base that constitutes the foundation or support for a pad of slips which constitute the book. The material of which the cover is composed is preferably extended in each direction beyond the pad of leaves or slips to form an inner cover or separator leaf 3, and an outer cover leaf 4. These covers could be separately formed and attached to the back, but for purposes of manufacture, it is preferred that these three parts should be integral.

The book is formed of a series of sets of original and duplicate slips arranged alternately in a pad, the slips being united near one end and secured to the back, as indicated at 7. The original slips 5 are longer than the duplicate slips 6, and extend beyond the latter at one end.

8 designates a transfer sheet suitably held in the book, preferably secured along one edge to the back and adapted to lie between the original and duplicate slips of each set of slips. This transfer sheet may be secured to the outer end of the back, as in the book represented in Fig. 1, or along one side edge, as represented in Fig. 6, as desired. When attached at one end, as shown in Fig. 1, a portion of the transfer sheet is cut away, as indicated at 9, to expose the outer right-hand corner of the next original slip below the said transfer sheet.

The front face of the main portion of each original slip, by which I mean the part that corresponds in size with the duplicate slip, may be arranged to receive the name of the holder of the book, and such other data as desired. It is also preferably provided with a space, as at *a*, to receive figures indicating the amount of the account brought forward from the slip last used, a column or columns *b*, to receive the amounts of the purchase made and indicated on the slip, and a space, as at *c*, to receive figures showing the total balance of the account, that is, the sum total of the amount indicated in the space *a*, and of the several items appearing in the column *b*.

Upon the extended portion of the original slip, that is, the part that extends beyond the free end of the duplicate slip, there are two spaces, indicated by *d*, *d'*, one of which is arranged to receive the balance due and to be carried forward to the original slip of the next set of slips in the book, and the other to receive the balance due and which was carried forward from the transaction recorded on the original slip of the set of slips last used.

It is the practice in using books of this kind to detach the duplicate slips as records are made thereon, leaving the originals in the book. The upper cover leaf or separator 3 is adapted to be thrown upon the first unused original slip in the book; the original slips that have been used and the outer cover leaf 4 are next thrown over upon the separator 3, the parts of the book being then arranged as indicated in Fig. 2.

The manner of using the book may easily

be understood by reference to the drawings. The book being folded as in Fig. 2, the first operation is to simultaneously turn back the outer cover sheet 4 and the used original slips 5, above the cover or separator 3. This latter is then thrown back, when the parts assume the position indicated in Figs. 1 and 3, and are ready for use, the transfer sheet being directly below the topmost unused original slip of the pad. Upon the upper portion of this sheet which extends beyond the duplicate slip next below it, and in one of the spaces designated d, or d', appears a number which was transferred thereto by the manifolding sheet when the last preceding original slip was filled out and the total balance was filled into the space d or d' thereon, as has been already described, it being understood that whatever is written upon the said extended upper portion of an original slip is transferred to the next original slip in the pad, and not to a duplicate slip, because of the relative shortness of the latter. The parts thus being arranged as indicated in Fig. 1, the sales order given is recorded upon the original slip and is transferred to the duplicate sheet 6. The amount brought forward or balance due indicated in the space d or d' is written in the space a. The sum-total or balance due on the account is then ascertained by adding the said amount brought forward and now shown at a to the amounts of the respective items entered upon the slip. The total thus obtained is marked upon the space c at the lower end of the original slip and also in the unused space d or d' on the upper extended portion of the slip, it appearing alongside the amount that was brought forward and which first appeared alone at the top of the slip. The entry on the slip being thus completed, the next unused original slip in the series is drawn forward from under the transfer sheet, as indicated in Fig. 4, and the used duplicate slip above it is simultaneously carried out from under the transfer sheet, and falls into the position shown in Fig. 5 when the said unused original slip is permitted to drop back upon the transfer sheet. The used duplicate slip is then detached for filing or safe keeping. Upon the newly exposed original slip will appear, in one of the spaces d, or d', the amount of balance carried forward and transferred thereto from the last used original slip. It will be understood that this amount thus carried forward from one original slip to the next is alternately written in the spaces d, and d', accordingly as one or the other of them has previously been used. The inner cover or separator 3 is then thrown over, and finally the outer cover and the bunch of original filled-up slips thereon, again bringing the parts together into the arrangement shown in Fig. 2.

It will be seen from the foregoing description, taken in connection with the accompanying drawings, that a salesbook embodying this invention can be operated without the necessity of handling the transfer sheet, thus avoiding the soiling of the fingers which is an objectionable feature incident to the operation of duplicating transfer books such as are now in common use.

The book described may be quickly used, it at all times being ready to be speedily opened to the place for writing the next order.

The use of designated spaces on the extended portions of the original slips for the purpose of receiving data, affords a convenient and accurate method of carrying forward at the close of each order, the balance due or sum-total of the account as it stood before and after the addition of the amounts included in the order.

Where desired, the cover or separator 3 may be dispensed with, and in this case the transfer sheet serves to mark a separation of the first unused duplicate slip of the pad from all of the original slips above it.

I claim:—

1. A manifold account book comprising a plurality of superposed sets of original and duplicate slips suitably secured together in book form, the free ends of the original slips extending beyond the free ends of the duplicate slips and being provided with designated spaces to receive numbers to indicate the amounts carried forward from one original slip to the next one in series, and a transfer sheet adapted to be inserted between an original and the next duplicate slip, and between the extended free ends of the said original slip and the next succeeding original slip.

2. A manifolding account book comprising a plurality of superposed sets of original and duplicate slips, the original slips being longer than the duplicate slips and extending beyond the latter at one end of the book, the main body portions of the original slips having spaces to receive an order given and the amounts of such order, and the extended portions of the original slips having designated spaces to receive the amount of the account to be carried forward, and a transfer sheet adapted to be placed between an original slip above it and the next duplicate slip and the extended portion of the following original slip below it, whereby the entries of the order given are transferred to the duplicate slip, and the entry of the amount is made on the extended portion of the original slip is transferred to the extended portion of the next original slip.

3. In a manifolding account book, the combination of a suitable back, a plurality of superposed sets of original and duplicate

slips attached at one end to said back, the free ends of the original slips extending beyond the free ends of the duplicate slips, a separator leaf attached to the said back adjacent to the free ends of said original slips, a cover leaf attached to the other end of said back, and a transfer sheet attached to said back and interposed when in use between the original and duplicate slips of a set of slips, and between the extended free portion of said original slip and the extended free portion of the original slip next beneath it, and exposing a portion of the free end of said last described original slip.

4. In a manifolding book, the combination of a plurality of superposed sets of original and duplicate slips, the free ends of the original slips extending beyond the free ends of the duplicate slips, a suitable back to which said sets of slips are attached, a separator leaf attached to said back and adapted to be thrown between said slips, and a transfer sheet attached to said back and interposed when in use between the original and duplicate slips of each set of slips and between the extended portion of said original slip and the extended portion of the original slip next beneath it, and exposing a portion of the free end of said last described original slip.

5. In a manifolding book, the combination of a plurality of superposed sets of original and duplicate slips, the free ends of the original slips extending beyond the free ends of the duplicate slips and each original slip having on its extended portion a marked space arranged to register with a similarly marked space on the original slip next beneath it, a suitable back to which said sets of slips are attached, and a transfer sheet attached to said back and interposed when in use between an original slip in use, its duplicate, and the extended free portion of the original slip next beneath said duplicate slip, and exposing a portion of the free end of said last mentioned original slip.

6. In a manifolding book, the combination of a plurality of superposed sets of original and duplicate slips, the original slips being longer than the duplicate slips, a suitable back to which said sets of slips are attached, and a transfer sheet attached to said back and arranged when in use beneath an original slip and to have its transfer medium in contact with the upper surfaces of both the duplicate slip and the extended free portion of the original slip next beneath said first mentioned original slip.

7. In a manifolding account book, the combination of a plurality of superposed sets of original and duplicate slips, each original slip extending at one end beyond the same end of its duplicate slip and having spaces marked upon said extended end to receive data, a transfer medium interposed between an original slip and its duplicate slip and the extended portion of the original slip next beneath said duplicate slip, and means for holding said sets of slips in book form.

In testimony whereof I affix my signature, in presence of two witnesses.

BERT C. MAXWELL.

Witnesses:
BERTHA OBRINGER,
CHAS. M. BALL.