

Sept. 9, 1924.

1,508,095

F. L. FULLER

COMBINED RECORD SHEET AND RECEIPT

Filed May 5, 1919

2 Sheets-Sheet 2

FIG. 2

Mch. 8	Tel.	230	.75	147	147	47	147	47	147	47	147
				258	258	58	258	58	258	58	258
				369	369	69	369	69	369	69	369

FIG. 3

(27)

REMARKS

John Doe Dayton Ohio

ROOM RATE ARRIVAL DATE

315 \$600 9 A.M. 3-5-17

HOTEL ROE

NEW YORK CITY

					DOLLARS		CENTS	
<input type="radio"/>	Mch. 5	Dining Room	88	1.75				
<input type="radio"/>	Mch. 5	Cafe	94					
<input type="radio"/>	Mch. 6	Bar						
<input type="radio"/>	Mch. 6	Cafe						
<input type="radio"/>	Mch. 7	Grill						
<input type="radio"/>	Mch. 7	Cafe						
<input type="radio"/>	Mch. 7	Dining Room	15					
<input type="radio"/>	Mch. 8	Grill	198					
<input type="radio"/>	Mch. 8	Cafe	217	1.15				
<input type="radio"/>	Mch. 8	Bar	224	.50				
<input type="radio"/>	Mch. 8	Tel.	230	.75				
<input type="radio"/>	Mch. 9	Barber	237	1.35				
<input type="radio"/>	Mch. 9	Dining Room	243	1.85				
<input type="radio"/>	Mch. 9	Trans.	254	7.50				
<input type="radio"/>	Mch. 9	Room	256	24.00				
<input type="radio"/>								
<input type="radio"/>	Mch. 9	Rec. A/C	257	46.85				
<input type="radio"/>								
<input type="radio"/>								
<input type="radio"/>								

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UNITED STATES PATENT OFFICE.

FREDERICK LINCOLN FULLER, OF BRIDGEPORT, CONNECTICUT, ASSIGNOR TO THE NATIONAL CASH REGISTER COMPANY, OF DAYTON, OHIO.

COMBINED RECORD SHEET AND RECEIPT.

Application filed May 5, 1919. Serial No. 294,841.

To all whom it may concern:

Be it known that I, FREDERICK L. FULLER, a citizen of the United States, residing at Bridgeport, in the county of Fairfield and State of Connecticut, have invented certain new and useful Improvements in Combined Record Sheets and Receipts, of which I declare the following to be a full, clear, and exact description.

This invention relates to improvements in a combined record sheet and receipt and has, among its objects, the provision of improved means for receiving thereon various items and the amount thereof in connection with a transaction extending frequently over several days, means for receiving an entry of said amounts so that the record sheet may be passed through a tabulating or sorting machine to keep summed up the current items following the entry of each item, an itemized receipt, exactly the same as the account at any time the transaction may be closed, upon which shall be finally entered the total amount.

With these and incidental objects in view, the invention consists in certain novel features of construction and combinations of parts, the essential elements of which are set forth in appended claims, and a preferred form of embodiment of which is hereinafter specifically described with reference to the drawings which accompany and form part of this specification.

Of said drawings:—

Figure 1 represents a record sheet with the receipt attached thereto, the same being totaled and ready to be removed from the record sheet.

Figure 2 shows a portion of a transverse broken-away portion of the record sheet and at the right thereof shows the squares of Figure 1 with numerals assigned to the various portions of said squares.

Figure 3 shows the receipt partially removed from the record sheet.

While the drawings show and the description herein relates to a record sheet and receipt embodying the items entered thereon in connection with the stay of a guest at a hotel, it should be understood that the use of the record sheet and receipt is not restricted in any way. However, for the sake of brevity, the specification will relate to the

application of this invention to hotel accounting from which its application to any other business will be perfectly obvious.

The record sheet 1 is formed of fairly firm material, such as a good quality of cardboard or bristol-board, and of suitable thickness so that when punched, as described later, clear-cut perforations will be made. At the right hand top of said sheet is a space 2 allotted to the heading "Remarks," and therebelow is a portion of the card ruled so as to provide spaces 3 one on each of the right and left hand edges of sheet 1, each space being provided with aligning holes 4. These holes on each side of the sheet are provided for the purpose of fixedly holding the sheet in a punching apparatus the use of which is later to be more completely referred to. It will be noted that the holes 4 are practically centered with spaces arranged in columns 5 and 7 extending from top to bottom on the sheet. The two columns 5 at the left of the right hand aligning holes 4 comprise spaces devoted to units and tens of cents and the four columns 7 to the left of columns 5 comprise spaces devoted to dollars. In connection with these spaces reference should be made to Figure 2, wherein they are shown to contain nine figures indicated by the numeral 10, that is, from 1 to 9 inclusive, each of which figures occupies identically the same location in each of said spaces. It will be noted in Figure 2 that perforations 6 occur in the spaces in columns 5 and 7 and that the digit 5 in the right hand space, the digit 1 in the tens space, the digit 2 in the units of dollars space and the digit 1 in the tens of dollars space have been punched thus indicating \$12.15 which is the total amount of the first eleven items illustrated in Fig. 1.

The numerals 10 may be omitted as the punching machine when correctly aligned invariably perforates in the right section of the spaces. An experienced operator scarcely needs the printed figures, as a glance at the space is sufficient to read the number punched and it may be even clearer to have the spaces blank for then the eye is not drawn away from the perforation to the numbers but centers upon the location of the perforation and immediately reads its value. For the beginner the printed numbers are

helpful and may therefore be used at times and omitted at will.

The perforations 6 are obviously for the purpose of adapting the record sheet for use in any of the well-known tabulating machines, auditing machines or the like, in which the advantage of perforations is had to sum up amounts of money represented by said perforations and also to indicate many other features. In punching the record sheet at hand, the aligning holes 4 above described are depended upon to position the sheet 1 so that the punch forming the perforations 6 shall, without special adjustment, punch out the desired number. To the left of the columns 5 and 7 there is seen the receipt 8 which is attached at its top and bottom by a line of stitching 9. This stitching obviously has the function of holding the receipt to the record sheet and might very well be replaced by glue or any other means temporarily holding the receipt to the record sheet and permitting ready removal thereof.

The top of the receipt in this case is arranged to contain the name of a guest 11, home city of guest 12, room number 13, rate thereof 14, time of arrival 15, date 16, name of hotel 17 and address thereof 18. Below the heading above referred to there are ruled spaces for the dates 19, item space 22, check number space 23 and amount space 24. The record sheet is ruled to include the same items as mentioned in the foregoing and in exactly the same places in the space allotted thereto as occupied thereby on the receipt. The receipt when attached to the sheet has all its items superimposed on the items of the record sheet.

The receipt 8 has upon its under surface a suitable layer of copying carbon 26 so that the writing upon the face thereof shall be copied upon the surface of the record sheet and everything upon the receipt is thus transferred to the record sheet which is retained by the hotel. At the time of the guest's departure the receipt is handed to the guest or mailed to an address in accordance with a request therefor.

After the arrival of a guest, the headings above referred to are entered upon the receipt by a typewriter or otherwise, and thereafter all charges against said guest and payments made thereby are forwarded upon a suitably numbered slip to an accountant who may be the person who filled out the receipt. The accountant's duty is to write upon the receipt the date, the department of the hotel in which the expense was incurred, the number of the check and the amount thereof upon the receipt. At the time of the entry of the first item, the amount thereof is punched in the correct places in the columns 5 and 7, while at the time of entry of a succeeding item by punching instead of punching the amount of the

said individual item, the perforating machine after entry of the last item therein sums up the foregoing item and the present item and punches a total so that while on the receipt in writing there is a figure indicating the individual item, in the columns 5 and 7, at the right there appears a total. When the line of the last entry is reached, a final total is found without additional action on the part of the accountant. As is perfectly obvious, the request of the guest for a statement of the amount is immediately met by reading either by the eye or by mechanical means the perforations 6 upon the last line and settlement is made in accordance therewith. When a mechanical means is used the total may be printed as indicated on line 25 of the receipt, or when read by the eye the total may be set down by typewriter or by hand.

Succeeding the entries of the writing of line 25, the receipt 8 is readily removed by tearing it from the securing means 9, and in Figure 3 there will be shown the under side of the receipt 8 and its blackened copy carbon surface 26, whereby, as shown by a comparison of Figures 1 and 3, all of the items upon the receipt 8 occur on the sheet 1 upon the receipt space 27 thereon. When the receipt 8 is removed from the sheet it is disposed of according to the directions of the guest, whereas the sheet 1 is retained by the hotel accountant and filed in accordance with the regulations of the accounting department.

While the form herein shown and described is admirably adapted to fulfill the objects primarily stated, it is to be understood that the invention is not intended to be confined to the one form herein shown and disclosed as it is susceptible of various embodiments all coming within the scope of the claims which follow.

What is claimed is:—

1. A combined record sheet and receipt comprising a member capable of being perforated, aligning means, a portion of said member being spaced with regard to said aligning means whereby it is capable of being perforated in definite parts of any desired space whereby the identity of the perforations may be determined, another portion thereon for the reception of itemized transactions in writing, a receipt form and means detachably connecting the same to said sheet.

2. A combined record sheet and receipt comprising a member capable of being perforated, aligning means, a portion of said member being spaced with regard to said aligning means and capable of being perforated in definite parts of any desired space whereby the identity of the perforations may be determined, another portion thereon for the reception of itemized trans-

actions in writing, a receipt form with copying means upon said receipt whereby writing thereupon is transferred to said sheet, and means for detachably connecting the same to said sheet.

3. A combined record sheet and receipt comprising a member capable of being perforated, aligning means, a portion of said member being spaced with regard to said aligning means and capable of being perforated in definite parts of any desired space, whereby the identity of the perforations may be determined, another portion thereon for the reception of itemized transactions in writing, a receipt form, and means detachably connecting the same to said sheet, said sheet and receipt being correspondingly ruled in their adjacent portions.

4. The combination of a record sheet and a receipt, spaces on the receipt adapted to receive written entries, adjacent spaces on said sheet adapted to receive perforated entries, aligning means on the sheet arranged relative to the spaces on the sheet and on the receipt whereby the sheet may be positioned to receive perforations in the space on the sheet corresponding to the space on the receipt in which an entry has been made.

5. The combination of a record sheet and a receipt, spaces on the receipt adapted to receive written entries, adjacent spaces on the sheet adapted to receive perforated entries, means for detachably connecting the receipt to the sheet, and aligning means on the sheet arranged relative to the spaces on the sheet and on the receipt whereby the sheet may be positioned to receive perforations in the space on the sheet corresponding to the space on the receipt in which an entry has been made.

6. The combination of a record sheet and a superimposed receipt, spaces on the receipt adapted to receive written entries, spaces on the sheet adapted to receive entries, adjacent spaces on the sheet adapted to receive perforated entries, means whereby the entries on the receipt are transferred to the first mentioned spaces on the sheet, aligning means arranged relative to the spaces on the receipt and said adjacent spaces on the sheet whereby the sheet may be positioned to receive perforations in the space on the sheet corresponding to the space on the receipt in which an entry has been made, and means for detachably connecting the receipt at opposite edges to the sheet.

7. The combination of a record sheet and a superimposed receipt, ruled spaces on the receipt adapted to receive written entries, ruled spaces on the sheet in transverse alignment with the spaces on the receipt and adapted to receive perforated entries, and aligning means adjacent each space whereby the sheet may be positioned so that the

perforations will come in a space on the sheet opposite the space on the receipt in which an entry has been made.

8. The combination of a record sheet and superimposed receipt, ruled spaces on the sheet adapted to receive entries, adjacent ruled spaces adapted to receive perforated entries, means detachably connecting the receipt to the sheet adjacent the top and bottom, ruled spaces on the receipt adapted to receive written entries, means whereby said written entries are transferred to the first mentioned spaces on the sheet, and aligning means adjacent two edges of said sheet whereby the sheet may be positioned so the perforations will be in one of said adjacent spaces corresponding to the space used on the receipt.

9. The combination of a record sheet and a superimposed receipt, ruled spaces on the sheet adapted to receive entries, adjacent ruled spaces adapted to receive perforated entries, ruled spaces on the receipt adapted to receive written entries, means whereby said written entries are transferred to the first mentioned spaces on the sheet, and means detachably connecting the receipt to the sheet at opposite edges.

10. The combination of a record sheet and a superimposed receipt, ruled spaces on the sheet adapted to receive perforated entries said spaces having arranged therein symbols whereby the identity of the perforations may be determined, adjacent ruled spaces on the sheet adapted to receive entries, ruled spaces on the receipt adapted to receive written entries, means detachably connecting the receipt to the sheet adjacent opposite edges so that the spaces on the receipt coincide with said adjacent spaces on the sheet, and means whereby all writing on the receipt is transferred to the coinciding spaces on the sheet.

11. A record sheet bearing ruled spaces adapted to receive written entries, ruled spaces adapted to receive perforated entries, said spaces having arranged therein symbols whereby the identity of the perforations may be determined, a superimposed receipt detachably connected adjacent two edges to the sheet, ruled spaces on the receipt coinciding with the first mentioned spaces when said receipt is attached to the sheet, and means whereby all writing on the receipt is transferred to the sheet.

12. A record sheet bearing ruled spaces adapted to receive written entries, adjacent ruled spaces adapted to receive perforated entries said last mentioned spaces having arranged therein symbols whereby the identity of the perforated entry may be determined, and aligning means whereby the adjacent space opposite the entry space used may be positioned for perforation.

13. A record sheet bearing ruled spaces

adapted to receive written entries, adjacent ruled spaces adapted to receive perforated entries said last mentioned spaces having arranged therein symbols whereby the identity of the perforated entry may be determined, and aligning means corresponding to and adjacent each space.

14. A record receiving means involving a card provided with a portion containing invariable printed matter, a portion for receiving a perforated record, and a portion for receiving a carbon record, and a receipt

provided with a portion containing invariable printed matter and a portion adapted to receive a written record secured in superimposed relation to said card to bring the printed matter on the receipt directly over the printed matter on the card and the written record receiving portion of the receipt directly over the carbon record receiving portion of the card.

In testimony whereof I affix my signature.

FREDERICK LINCOLN FULLER.