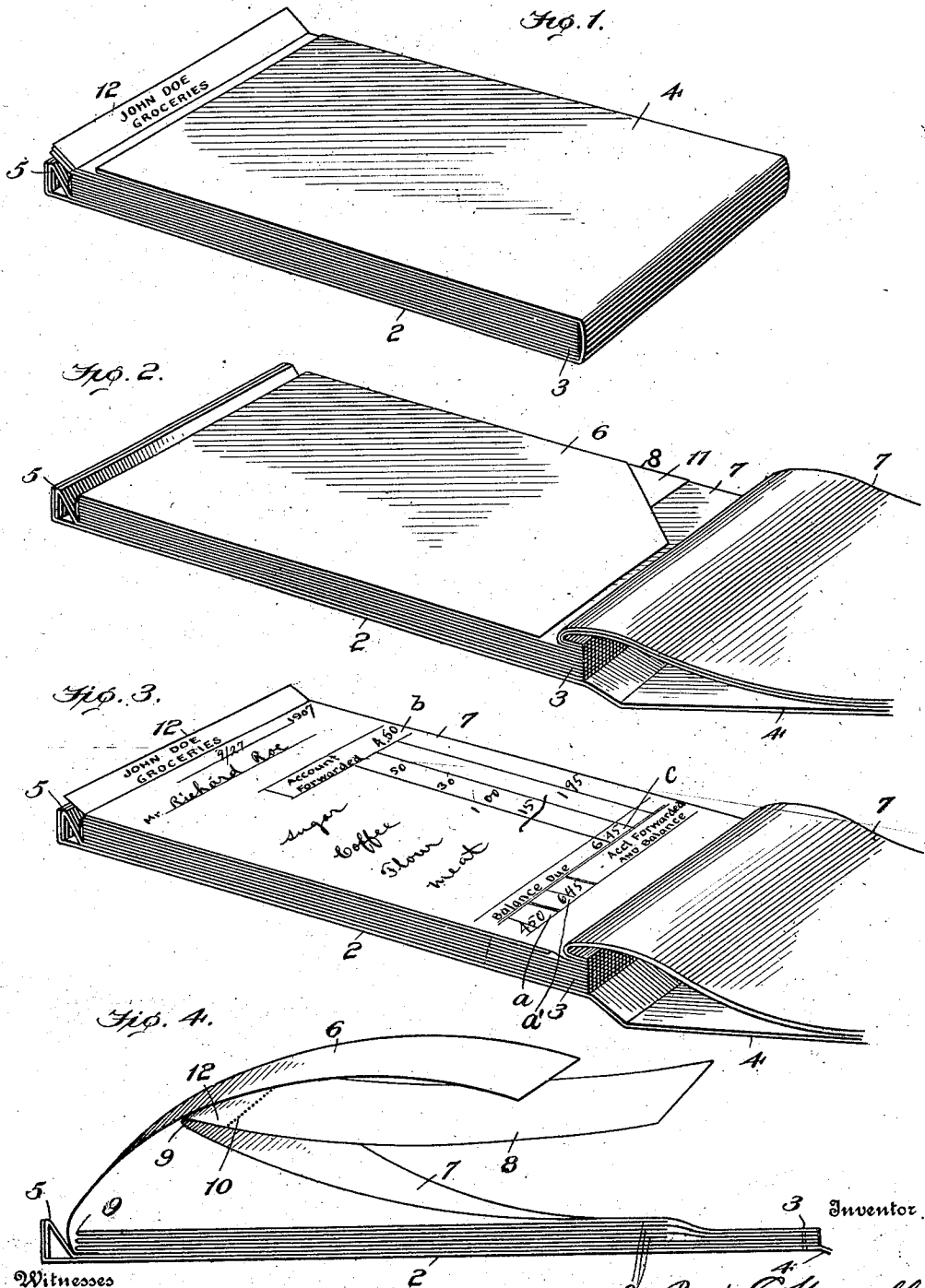


B. C. MAXWELL.
MANIFOLDING BOOK.
APPLICATION FILED DEC. 21, 1907.

1,043,330.

Patented Nov. 5, 1912.



UNITED STATES PATENT OFFICE.

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

MANIFOLDING-BOOK.

1,043,330.

Specification of Letters Patent.

Patented Nov. 5, 1912.

Application filed December 21, 1907. Serial No. 407,590.

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 Manifold-Books, of which the following is a specification, reference being had therein to the accompanying drawings.

10 This invention relates to that class of counter sales books in which a separate book is given to each customer, preferably to be retained by him, and presented whenever he makes a purchase. With this class of books
15 it is customary to write the order upon an original slip or leaf and to produce by manifold-
folding sheet or otherwise a duplicate of the order upon another slip or leaf, one of said
20 slips being allowed to remain in the book, while the other one is detached for filing by the merchant, or customer, as the case may be.

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

In the accompanying drawings, Figure 1 is a perspective view of a book embodying my invention, closed. Fig. 2 is a perspective
30 view of the same, open, some of the leaves being turned back to expose the transfer sheet. Fig. 3 is a perspective view of the book representing the parts arranged for use, an original slip being exposed and
35 shown as being filled in with an order. Fig. 4 is a perspective view showing some of the leaves of the book raised or separated one from the other, to better illustrate the construction.

Referring to the drawings—2 represents a
40 suitable back or base for the pad of slips which constitute the book. The sheets from which the sets of original and duplicate
slips are formed are preferably united to each other and to the back, as indicated at 3.
45 A cover 4 is suitably secured to the back, adjacent to the ends where the sheets are united thereto, the cover being preferably
integral or formed of the same piece of material as is the back and being arranged
50 to fold over the pad of slips, as indicated in Fig. 1. Along the free end of the back 2 is a ridge 5 preferably of inverted V-shape which is of the width of the back and practically as high as the pad is thick. This
55 ridge, which may be formed of the material

of the back, or in any suitable manner, stiffens the back along its exposed edge, protects the manifold sheet 6, one end of which is suitably secured to the back adjacent to this ridge, and serves to protect
60 the free ends of the unused slips in the pad. It also provides an edge over which the duplicate slips may be drawn and detached, or severed from the original slips.

The pad is formed of a series of super-
65 posed folded sheets. The two parts of the folded sheets are of unequal length, the longer part 7 being used as the original slip, and left in the book, while the shorter portion 8 serves as the duplicate slip and is adapted
70 to be detached. Each sheet is folded along a transverse line 9, and a little in advance of this line, that is, toward the free end of the sheet, it is weakened by scoring or a line of perforations, as represented at
75 10. It is along this latter line that the two parts of the sheet, the original and the duplicate, are separated. As stated, the two parts of each folded sheet are of unequal length, the duplicate section being the
80 shorter, so that a portion of the original section extends beyond the free end of the duplicate. The sheets are folded so that the shorter duplicate slips 8 lie uppermost in each set of slips, and the portions of the
85 original slips that extend beyond the free ends of the duplicate slips are suitably attached to the back.

The transfer or manifolding sheet 6 is of a length to lie over the upper exposed duplicate slip and the exposed part of the original
90 slip next below it. The original slip next to be filled in, and from which the duplicate slip has been removed, lies upon the transfer sheet, as indicated in Fig. 3, when the parts
95 are arranged for use.

The main body of the original slip, the part that overlies the duplicate slip, is arranged to receive entries made when a sales order is given, with the amounts charged
100 therefor. Upon the lower portions of the original slips extending beyond the free end of the duplicate slip are spaces, *a, a'*, opposite to which may be printed the words "Amount forwarded" or "Balance due",
105 or words of like import. Whenever an order is entered upon an original slip, it is transferred to the duplicate slip at the time of entry. The clerk entering the order adds the amount set down opposite the several

items. He inserts in the space *b* the amount, if any, which has been brought forward from the last used slip and appears in one of the spaces *a*, *a'*, on the original slip. He then strikes a balance and sets the total obtained in a suitable space *c* provided therefor. This total amount, which is the balance due on the account, and the amount to be carried forward to the next slip, is not only entered upon the main body portion of the original slip at *c*, and hence appears upon the duplicate slip, but is also set down in one of the spaces *a*, *a'*, provided therefor in the extended portion of the original slip. This latter entry is transferred by the manifold sheet, not to the duplicate slip, but to the extended portion of the next following original slip.

The original slip in use having thus been filled up and all entries properly made, it is folded over upon the cover, as indicated in Fig. 2. The exposed corner 11 of the duplicate slip next below the transfer sheet, the latter being cut away for the purpose, is then grasped and drawn forward and out from under the transfer sheet. The duplicate slip is now exposed, thrown back and is torn off along the line 10, the ridge 5 being used to assist in this operation. This leaves the next unused original slip, which was simultaneously drawn with said duplicate slip from beneath the manifold sheet, exposed and in position to receive the next order.

The flap portions 12 of the original slips from which the duplicate slips are detached, being the parts of the sheets between the folds 9 and the lines of perforations or scoring 10, extend beyond the cover 4 when the book is closed, as indicated in Fig. 1, and form a ready means by which the book may be opened to exactly the place of use for making the next entry.

The perforating of the sheets of paper on a transverse line parallel to and adjacent to the line on which each sheet of paper is folded, facilitates the opening of the book at the desired and proper place to expose the uppermost unused original slip, as when the used slips which are to be removed from the book, are detached along said perforated lines, the free ends of the used slips which remain in the book at once indicate and mark the point at which the book should be opened, and these free ends may be readily grasped for the purpose of opening the book at that point.

I claim—

1. In a manifolding pad, the combination of a plurality of sets of original and duplicate slips, the original slip of each set being folded on a transverse line intermediate its ends to have a relatively short folded-over portion at one end and the duplicate slip of the set being connected to said folded-

over portion by a weakened line parallel to the line of fold, means for connecting together the said original slips at that end opposite to their folded-over portions, and means for transferring a record written on an original slip to the duplicate slip next beneath it, the folded-over portions being arranged to be unfolded when the duplicate slips are detached.

2. In a manifolding pad, the combination of a plurality of sets of slips, one slip of each set being folded on a transverse line intermediate its ends to form a relatively short folded-over section at one end and the other slip of the set being connected to said folded-over section by a weakened line parallel to the line of fold, the opposite end of the first mentioned slip of the set being extended beyond the free end of the other slip of the set, means for connecting the extended ends of the extended slips together, and a suitable medium for transferring a record written on the extended slip to the duplicate slip next beneath it, the said transfer medium being extended beyond the free end of the latter slip for transferring a record to the extended slip of the next set of slips beneath it.

3. In a manifolding pad, the combination of a plurality of sets of original and duplicate slips each formed from a sheet of paper of the same width from end to end, the original slip of each set being folded transversely intermediate its ends to form a relatively short folded-over portion and the duplicate slip of the set being connected to the folded-over portion by a weakened line parallel to the line of fold, the end of each original slip opposite to the end carrying the folded-over portion being extended beyond the free end of the duplicate slip, means for connecting the original slips together along their extended portions, and a suitable medium for transferring a record written on an original slip to the duplicate slip next beneath it.

4. In a manifolding book, the combination of a suitable back, a series of original slips attached at one end to said back, each of said original slips being folded on a transverse line to have a relatively short folded-over portion at its end opposite to the one at which it is attached to said back, duplicate slips, each connected by a weakened line to the relatively short folded-over portion of one of the original slips, a transfer sheet attached to said back and arranged between an original slip and the duplicate slip next beneath it, a cover for the pad folded over upon it from the end to which said original slips are attached, said cover being of less length than the length of said original slips when unfolded, and a ridge arranged transversely across the free edge of the back and against which a pair of

connected original and duplicate slips may be pressed for the purpose of severing them.

5 In a manifolding book, the combination of a suitable back, a series of original slips attached at one end to said back, each of said original slips being folded on a transverse line to have a relatively short folded-over portion at its end opposite to the one at which it is attached to the back,
10 duplicate slips each connected by a weakened line to the relatively short folded-over

portion of one of the original slips, and a ridge arranged transversely across the free edge of the back and against which a pair of connected original and duplicate slips may be pressed for the purpose of severing them. 15

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

BERT C. MAXWELL.

Witnesses:

BERTHA OBRINGER,
CHAS. M. BALL.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."