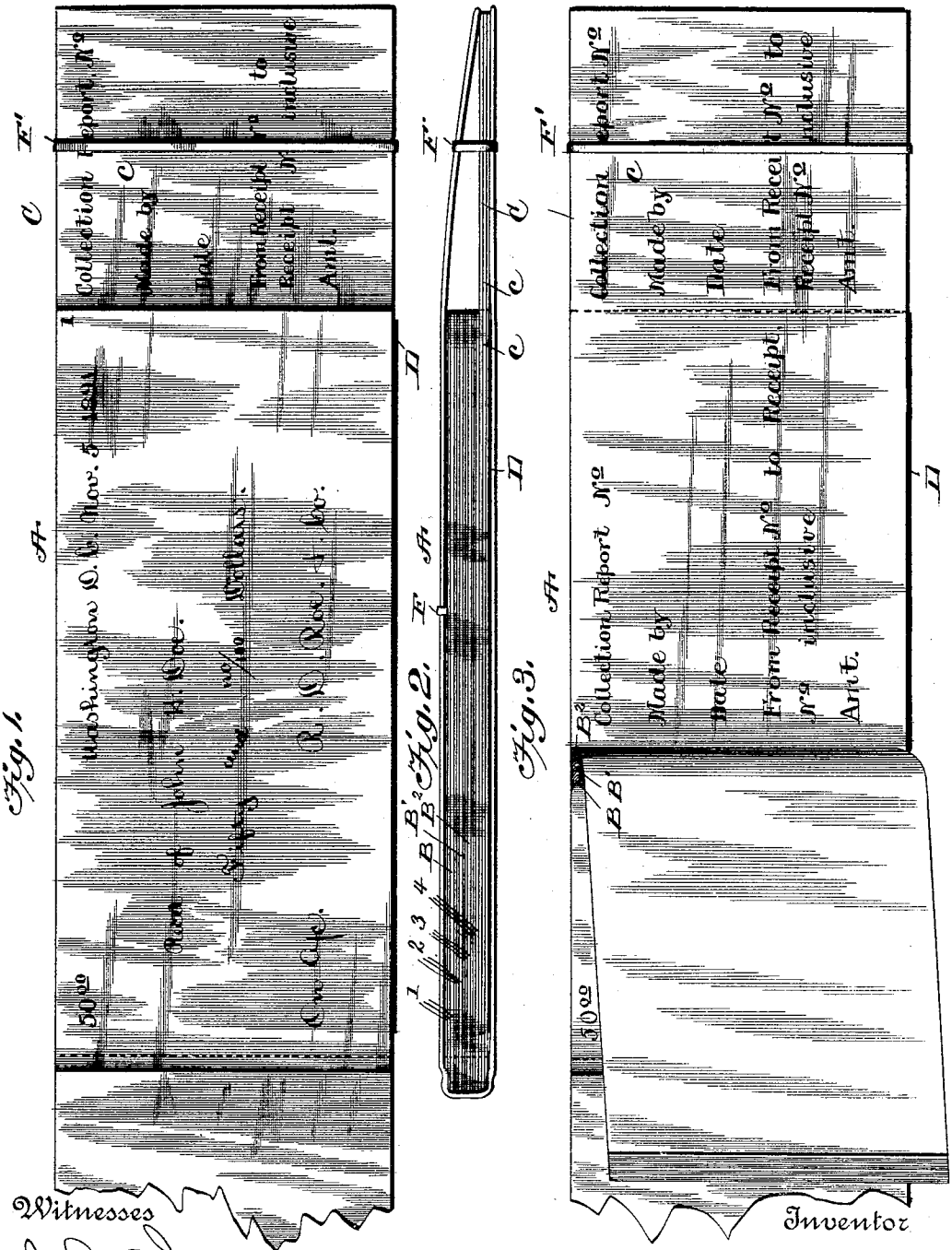
(No Model.) 2 Sheets—Sheet 1.

J. H. PETTIBONE.

RECEIPT AND COLLECTION REPORT BOOK.

No. 480,623. Patented Aug. 9, 1892.



Witnesses

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THE NORRIS PETERS CO., PHOTO-LITHO., WASHINGTON, D. C.

(No Model.) 2 Sheets—Sheet 2.

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Fig. 4.

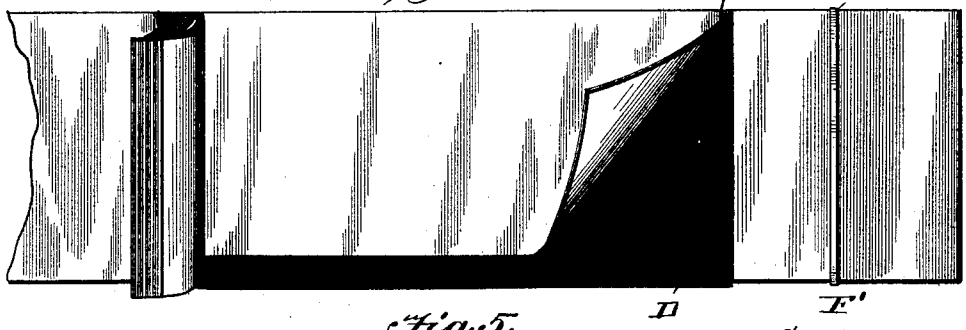


Fig. 5.

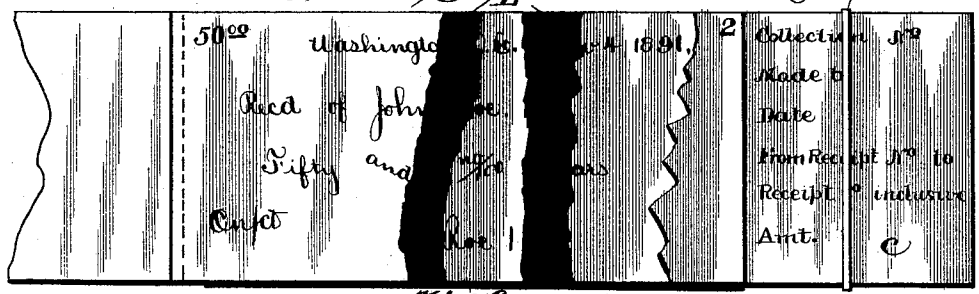


Fig. 6.

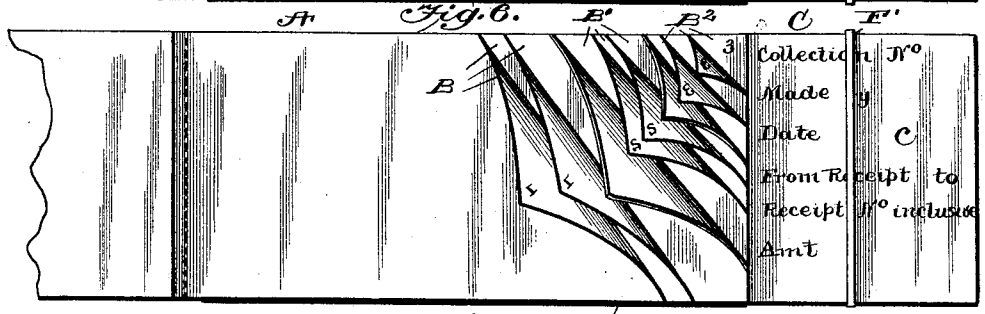


Fig. 7

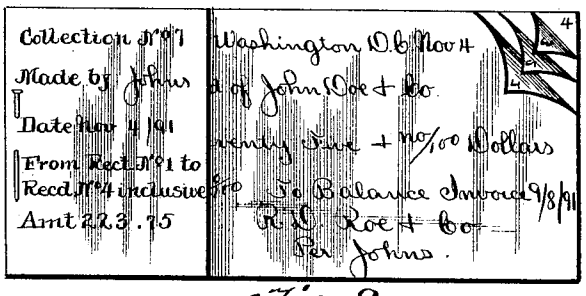
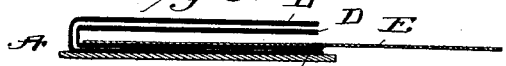


Fig. 8.



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UNITED STATES PATENT OFFICE.

JOHN HOLLAND PETTIBONE, OF BURLINGTON, IOWA.

RECEIPT AND COLLECTION-REPORT BOOK.

SPECIFICATION forming part of Letters Patent No. 480,623, dated August 9, 1892.

Application filed December 5, 1891. Serial No. 414,135. (No model.)

To all whom it may concern:

Be it known that I, JOHN HOLLAND PETTIBONE, a citizen of the United States, residing at Burlington, in the county of Des Moines and State of Iowa, have invented certain new and useful Improvements in Receipt and Account Books; and I do hereby declare the following to be a full, clear, and exact description of the invention, such as will enable others skilled in the art to which it appertains to make and use the same.

Figure 1 is a perspective view of this receipt and account book. Fig. 2 is an edge view of the same. Fig. 3 is a plan view showing the receipt-leaves turned back and the report-leaves exposed. Fig. 4 is a perspective view exposing the pocket for the carbon-leaves on the inside of the back cover. Fig. 5 is a plan view showing the book opened and the carbon-leaves extended and ready for use between the thin or tissue-paper leaves. Fig. 6 is a view showing how the series of receipt-leaves are made in triplicate, the leaves of each set having the same number. Fig. 7 is a plan view showing report as made up of the account-slip and the thin leaves. Fig. 8 is a diagram representing the pocket-sheet extended outwardly and the two carbon-sheets as in position for use, excepting that they appear boldly separated in the drawing so as to show distinctly.

This invention belongs to the class known as "receipt," "account," or "memorandum" books, and it is designed more especially for the use of drummers or traveling salesmen in their business when giving receipts for money and accounting to the employers for such receipts. There have already been put on the market, as well as patented, a wide variety of stub receipt-books, bank-check books, and memorandum-books in which the pages have been perforated for the easy separation of a part therefrom and carbon-paper has been used for the purposes of securing copies of the written memorandum; but none has yet been devised where in a single book there are embodied means for making receipts in triplicate, means for making in duplicate returns of money collected, carbon sheets inclosed in a pocket or proper receptacle in the book, and means for affording a suitable backing when the writing is done, which are in general the essential features of my present invention.

The book A, which may be of any convenient size, consists of a series of blanks B B′ B^2 in triplicate—that is, the receipts or blanks begin at No. 1, and the first three are numbered "1" (or any other suitable number or designation.) The next set of three is numbered "2," the next "3," and so on throughout the book, each sheet of any set having the same number. The main idea is that the blanks shall be in sets of three and each set numbered its proper consecutive number, beginning with No. 1 or whatever number may be wished, or letter or other designation thought desirable, being sure that the sets are in sequence. This numbering is to be permanently stamped on the blanks at the time of making the book. Of these sheets two may be thin or tissue paper and one ordinary letter-paper; but I do not wish to be confined to any one kind or variety or any exact arrangement of the separate leaves of each set. The leaves of each set may be perfectly blank or they may have printed matter in part, such as "$———," the date in part, "———, 18—," the words "Received of," &c., in fact any of the usual and convenient forms of blank receipts now in use. They may also have a printed heading designating from what firm or company they purport to come. The first two of each set are perforated near the inner edge, so as to be readily detached from the book, while the third is fixed. The illustration in Fig. 6 shows but two of each set numbered. This happens because the numbers will show through the thin and not the third or thick sheet. Besides these triplicate sets the book has at the back a collection-report C, which consists of a duplicate set of blanks *c c*, one separated from the other by perforations, each having blank spaces with suitable headings, like what is shown in the drawings.

It will be noticed that a portion of the report-blanks next to the binding, and which are designed to remain in the book, are of equal length with the sets of three blanks in the front part of the book. This is designed

to furnish always a solid pad upon which to write each set of the receipts at the front.

Another feature is the manner of securing the carbon-papers D or impression-sheets at the back of the book, they being fastened to the lower edge of the back cover and protected by a cover or pocket E, secured to the back cover of the book, thus insuring their presence with the book at all times in a convenient position for use and furnishing in addition a preventive of soiling the book. There may be one, two, four, or more of these impression sheets or carbons, as the necessities of the book and the number of receipts required to be written demand. They should be of a length equal to that of the receipt and of a width which will allow their being brought up over the bottom of the receipts up to the top of the same. Of course there may be as many leaves to the book as desired.

Another feature is the rubber bands, of which there are two F F′—one to hold the covers together when the book is not in use and the other to hold against the front cover all the receipts which have been written and left in the book, and thus prevent interference with the receipt which is being written. It may also be noted that the cover of the book may be a detachable one, while the main part can be replaced at any time all the receipt blanks have been used.

The manner of using the book is as follows: Two of the impression or carbon sheets D are pulled out of the pocket E at the back of the book. One sheet is placed on the third of the set of three leaves at the front, being brought up and over the bottom of all the remaining receipts in the book. The other sheet is placed between the first and second of the set. The first of the set is then held firmly and written upon with a lead-pencil or other suitable tool with sufficient force to leave an impression through the carbon-sheets upon the second and third of the set, thus producing a triplicate receipt, order, or other instrument, as desired. The principal use of the book is for receipts; but the inventor does not wish to confine himself to that form of book wholly. It will be here noted that, all of the set being numbered alike, I have thus three receipts exactly alike in form and substance. The upper receipt is then torn off and given to the party for whom made, and the second and third are caught back against the inner side of the front cover, being secured thereto by means of the rubber band heretofore mentioned. The carbon-sheets are then adjusted to the second set of blanks and the same process gone through with as often as may be desired, always leaving the second and third of each set in the book. This book being primarily but not exclusively designed for the use of traveling salesmen and collectors, the collector may at the end of such time as he may desire or the rules of his principal require go over the book and remove therefrom all of the second receipts of each set, they also being perforated. He then turns to the back of the book, where the collection-report C is found, and here fills out the blank in duplicate. He then tears off the outer of these reports, they being perforated, pins thereto all the receipts included in the report, and forwards the same to the house with which he is communicating, by this system retaining in the book an exact copy of each receipt given and of each report made by him.

In naming the advantages of this invention it will be noted that the present manner of making collections, giving receipts, and making reports has many objections, such as that the principal is not advised of the kind of receipt given by his agent, while by my method he has an exact copy of each receipt given. At present collectors give receipts upon the bill as sent out by the principal or upon waste paper or upon blanks furnished by the person making the payment. The collector then either notes down the payment upon any book he may have for that purpose or he trusts to his memory as to the amount and the person paying, and thus arise many mistakes and chances for fraud, and it is a well-known fact that there are very few reports, even by the most careful agents and traveling collectors, but what have to be revised and corrected, while by the system as proposed by me these mistakes will be minimized, and, while it is not claimed that it is so perfect as to altogether prevent fraud, yet it will reduce the opportunities therefor and prevent a claim of mistake where there is actual fraud, because the agent giving the receipt keeps an exact copy and cannot claim forgetfulness of the payment or of the amount or of the party paying, nor can he report one amount, while receipting for another, without its being at once detected by the principal; and, again, since the receipts are numbered consecutively, if on the arrival of the report at the house they are found not to be in consecutive order the agent can be at once notified of his error and the correction made while all the facts are fresh, while the agent possesses a constant check on his principal, and thus any error of the house made against him can be rectified.

Other advantages of my device are that it saves time, stationery, and clerical work, it is accurate, convenient, and perfectly simple, and enables those not familiar with the keeping of accounts or clerical work to make accurate and perfectly-satisfactory reports.

What I claim is—

1. In a receipt and record book, the combination of the following elements, namely: a suitable cover, blanks for receipts in triplicate, each set having the same number, said blanks perforated at the inner edge for easy detachment from the book, at the back of the book forms in duplicate of statement of ac-

count separable from each other, and leaves on the inside of the back cover to form, in fact, a writing-pad on which the receipts and accounts can be made, and means for holding the cover closed and the blanks in place.

2. A memorandum-book having blank leaves for receipt arranged in triplicate, two of each set being of thin paper and one of thick paper, combined with the carbon-sheets attached to said book and a pocket for holding said sheets when not in use.

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

JOHN HOLLAND PETTIBONE.

Witnesses:
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ISAAC GANISON.