

(No Model.)

2 Sheets—Sheet 1.

H. D. SHEPPARD.
FILE REPORT BOOK.

No. 585,408.

Patented June 29, 1897.

Fig 1.

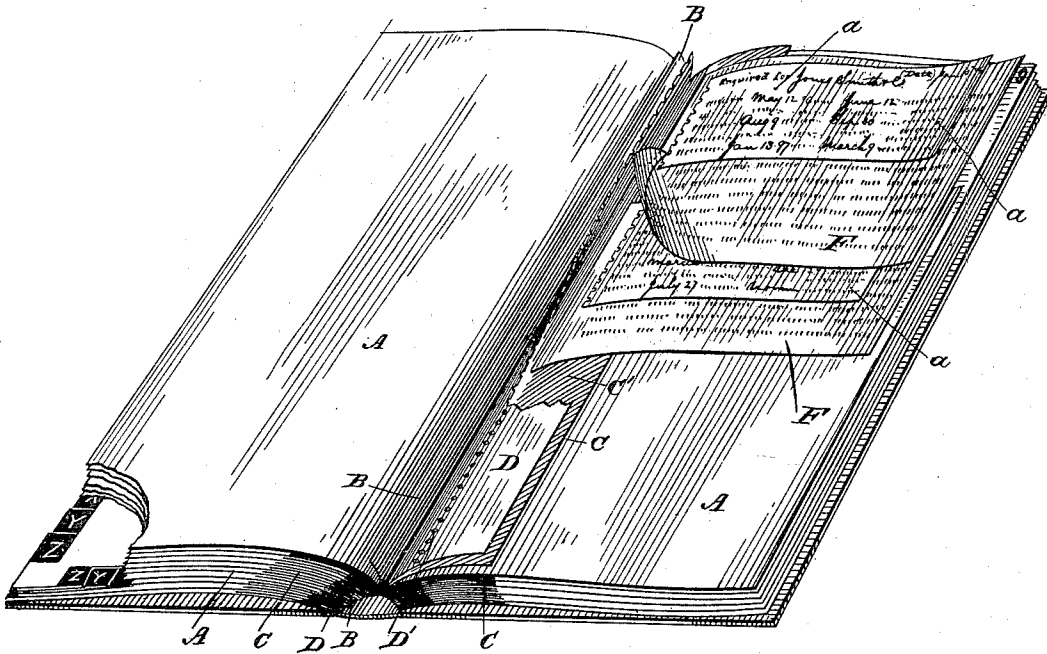
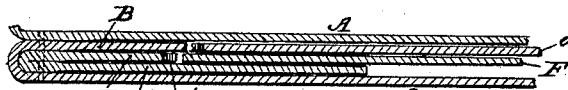
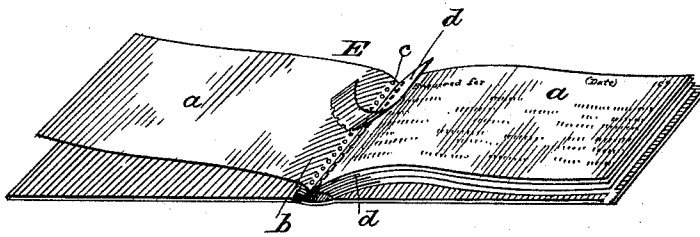


Fig 2.



WITNESSES

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Fig 3.

INVENTOR

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By F. C. Somes
Attorney

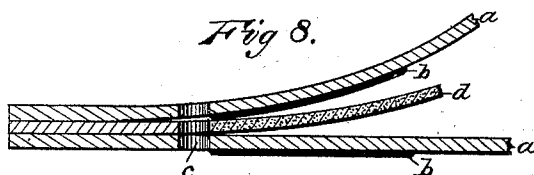
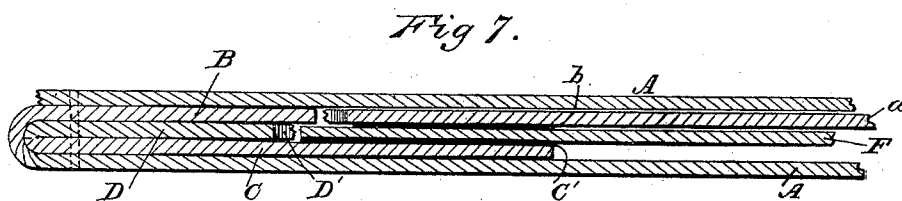
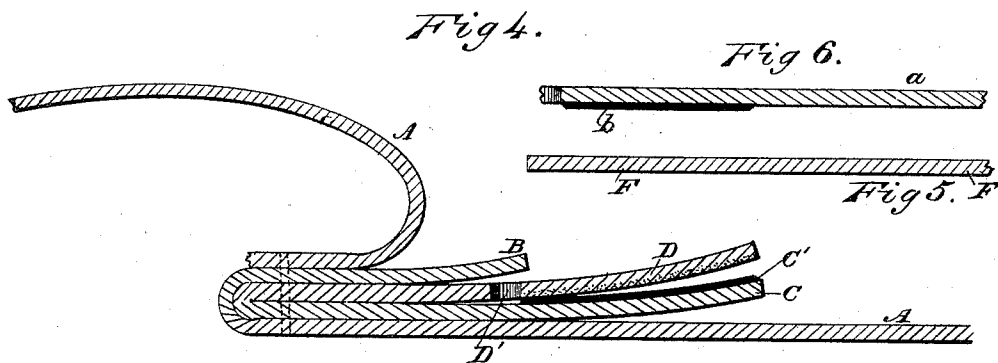
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UNITED STATES PATENT OFFICE.

HARPER D. SHEPPARD, OF BALTIMORE, MARYLAND.

FILE REPORT-BOOK.

SPECIFICATION forming part of Letters Patent No. 585,408, dated June 29, 1897.

Application filed October 31, 1896. Serial No. 610,755. (No model.)

To all whom it may concern:

Be it known that I, HARPER D. SHEPPARD, a citizen of the United States of America, residing in Baltimore, in the State of Maryland, have invented certain new and useful Improvements in File Report-Books, of which the following is a specification.

This invention relates to a file-book for keeping the commercial standing of the customers of a firm, so that said standing may be readily ascertained when desired by simply referring to the index for the name of the individual or firm under consideration and then turning to the page on which his commercial record is given.

The object of the invention is to provide a file-book of this character in which information and commercial-report slips may be preserved and by means of which they may be readily referred to when desired.

The invention consists in a book provided with a series of full leaves, a series of short stub-leaves, a series of perforated oiled stub-leaves, and a series of gummed stub-leaves, said book being adapted to receive ungummed and superposed gummed information-slips.

In the accompanying drawings, Figure 1 represents a perspective view of my improved file-book, the upper half thereof showing the information and mercantile-report slips disposed therein ready for reference and the lower half showing the book complete, ready to be placed on the market. Fig. 2 represents a perspective view of a small book containing information-blanks to be filled and preserved in the file-book. Fig. 3 represents a transverse vertical section of one set of leaves of this improved file-book, showing the reports placed therein, the inserted leaves having ragged edges where they were broken off. Fig. 4 represents a transverse vertical section, on an enlarged scale, of one set of leaves of this improved file-book before use. Fig. 5 represents a transverse vertical section, on an enlarged scale, of a mercantile report ready for attachment to the gummed stub-leaf of the file-book. Fig. 6 represents a transverse vertical section, on an enlarged scale, of one of the gummed perforated information-slips separated from the small book and ready for attachment to the mercantile report. Fig. 7 represents an enlarged view of the construc-

tion shown in Fig. 3, showing plainly the gummed surfaces of the stub-leaves. Fig. 8 represents an enlarged transverse section of one set of leaves of the small book.

The same reference-letters indicate the same parts in all the figures.

The covers of my improved file-book may be of any suitable construction, and the book may be made of any desired size.

In the construction shown in the drawings the full leaves A are preferably folded at their inner edges, thereby forming the short filling-stubs B. These full leaves A are designed as separating-leaves and also as page-leaves having the page-numeral placed on one side only thereof.

Two stub-leaves C and D are disposed between each of the short stubs B and the separating-leaves A, said stubs C and D being placed adjacent to each other. The stub-leaf C is provided with a gummed surface C' on one side thereof, and the adjacent stub-leaf D is oiled or waxed on the side facing the gummed stub-leaf C. This stub-leaf D is provided with a line of perforations D' near the point of attachment to the book, but a sufficient distance therefrom to leave a short stub after the oiled portion of the leaf D is torn off. These stub-leaves C and D are preferably formed from a single sheet folded in the center, one part thereof being perforated near the folding-line and forming the stub-leaf D, which is oiled, and the other part having an adhesive substance applied to the inner face thereof and forming the gummed stub C.

A small book E (shown in Fig. 2) is used in connection with the large file-book and contains information-blanks *a*, having a line of perforations *c* near the body of the book, so as to be easily torn off. These blanks *a* are provided on their under side near the line of perforations with a gummed surface *b* of about one-half inch in width, and a perforated oiled tissue stub-leaf *d* is disposed between each leaf *a* next to the gummed end thereof to prevent the adhesion of one leaf to the other.

When it is desired to obtain the commercial standing of an individual or firm, one of the mercantile agencies, such as Dun & Co. or Bradstreet, is requested to give such standing. In reply to such a request the agency sends a slip containing the desired informa-

tion and also the names of several persons or firms who have had dealings with the individual or firm in question. Then one of the information-blanks (marked *a* in the drawings) is sent to each of the persons or firms whose names are given in the mercantile report with the request that they fill in such blanks with the information indicated thereon and return them.

The firm using this improved file-book, upon the receipt of a mercantile report, proceeds as follows: The mercantile report *F* is moistened on its under side along the inner edge thereof, and this moistened edge is pressed onto the gummed surface *C'* of the stub-leaf *C*, and upon the receipt of the information-slip *a*, duly filled in, the gummed edge *b* thereof is moistened and the slip *a* is cemented to the inner edge of the upper face of the mercantile report *F*, attached to the gummed stub-leaf *C*. As many as are desired of these information-slips *a* may be superposed one above the other. Then the oiled stub-leaf *D* is torn off along its line of perforations *D'* as far down as the reports extend, so as to fully expose the reports to view. As many sets of these reports may be attached to the stub-leaf *C* one set below the other as the leaf will accommodate without projecting beyond the edges of the full leaves *A*. The reports are then indexed in a suitable index preferably disposed in the front of the book.

The separator-leaves *A* in addition to being used as page-leaves may also have written thereon any remarks which it may be desired to add.

I claim as my invention—

1. A file-book for mercantile reports and records comprising a series of gummed stub-leaves each adapted to receive an ungummed slip containing a mercantile report, and a superposed gummed slip containing information data, a series of oiled stub-leaves facing

said gummed stub-leaves, said oiled stub-leaves being partially serrated and separable from the body of the book, and a series of full leaves interposed between each set of gummed and oiled stub-leaves.

2. A file-book for mercantile reports and records comprising a series of large sheets having the inner edges thereof folded to form a series of short stub-leaves and a series of full leaves, a series of short sheets folded at the center to form a series consisting of two stub-leaves each, one of said stub-leaves being gummed on one side, and the other stub-leaf being oiled and perforated.

3. A file-book for mercantile reports and records, comprising a series of full leaves, a series of gummed stub-leaves, a series of oiled stub-leaves facing said gummed leaves, said oiled leaves being perforated, and a series of short stub-leaves, one of said stub-leaves being disposed between each full leaf and the oiled and gummed stub-leaves.

4. A file-book for mercantile reports and records, comprising a series of gummed stub-leaves, each adapted to receive an ungummed mercantile report, and a superposed gummed slip containing information data, a series of oiled stub-leaves facing said gummed stub-leaves, said oiled stub-leaves being partially serrated and separable from the body of the book, a series of full leaves interposed between each set of gummed and oiled stub-leaves, said full leaves having the page-numerals disposed on one side thereof, and also serving as a separator for the several records and reports, a series of short stubs adapted to keep the book in proper shape, and an index for containing the names of the firms recorded.

HARPER D. SHEPPARD.

Witnesses:

SAM. D. RICHARDS,
A. J. BREWER.