Jan. 6, 1931. W. A. ROWSE 1,787,735

COMBINED ORDER SHEET HOLDER AND INDEX

Filed Nov. 30, 1928

FIG. 2.

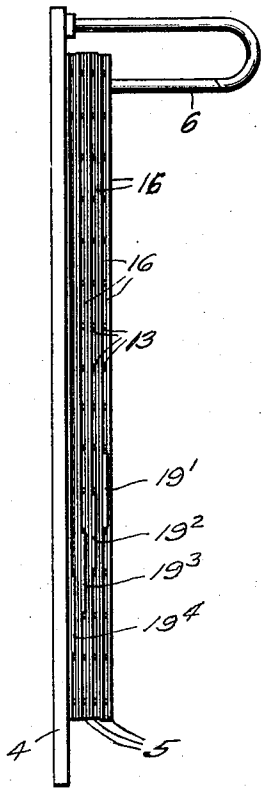
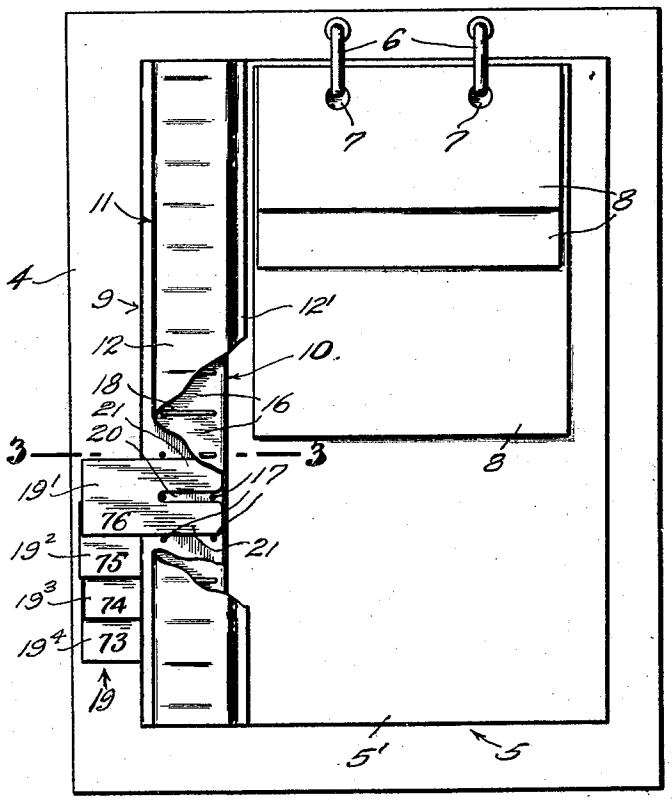


FIG. 1.



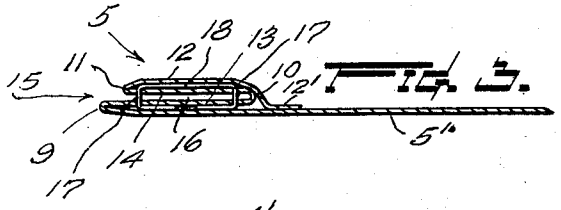


FIG. 3.

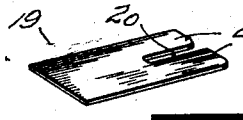


FIG. 5.

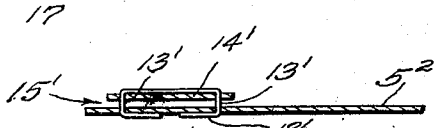


FIG. 4.

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Patented Jan. 6, 1931 1,787,735

UNITED STATES PATENT OFFICE

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COMBINED ORDER-SHEET HOLDER AND INDEX

Application filed November 30, 1928. Serial No. 322,816.

This invention relates to a business-record system and, more especially, to apparatus which will facilitate operations in merchandising houses for filing records systematically and readily accessible for convenient reference.

The object of the invention is to provide apparatus of this character permitting the use of an improved manner or means of arranging and docketing records of orders, from order to shipments and billing, and simplify the practice hitherto in use for keeping accounts of orders and the like.

More specific objects and advantages of the invention will appear in the following description.

The invention consists in the novel construction, adaptation and combination of devices hereinafter described and claimed.

In the accompanying drawing,—

Figure 1 is a plan view of devices embodying my invention; shown applied, a portion of the uppermost holder being broken away; Fig. 2 is a side elevation of Fig. 1; Fig. 3 is a fragmentary transverse section of a holder—such as illustrated in Figs. 1 and 2, the section being taken substantially on line 3—3 of Fig. 1; Fig. 4 is a view similar to Fig. 3 showing a modified construction of holder; and Fig. 5 is a perspective view of an index tab or docket such as employed in the present invention.

Referring first to the construction shown in Figs. 1, 2, and 3, the numeral 4 represents a support, preferably of a rectangular shape, provided near its upper edge with clips such as 6, for example, for engaging in punch holes of the backing element 5^1 of a holder or holders 5 and in correspondingly spaced punch holes as 7 of paper sheets 8 such, for examples, as correspondence letters, bills, or the like for detachably securing the same in association with the respective holder.

The construction of a holder now preferred by me consists of a single sheet of stiff paper, or other suitable material, which—as best shown in Fig. 3—is folded at 9, 10, and 11, adjacent to one of the side edges of the sheet to provide a portion 5^1, which constitutes the body of said backing element, and thereabove with a covering fold 12 and two folds 13 and 14 intermediate said body and the covering fold.

Said folds for each holder are arranged to provide along one of its side edges a slot 15 which is divided longitudinally thereof into a plurality of receptacles 16 by means of partitioning devices 17. Such partitioning devices may be provided by seams of thread or preferably, as shown, by the side arms of staples 18 disposed transversely of the holder. Said staples, or the thread seams above mentioned, serve to couple the intermediate folds 13 and 14.

The covering fold 12 is advantageously extended as a flap 12^1 which is glued or otherwise secured to the backing fold 5^2 beyond said intermediate folds; and, thus arranged, the fastenings partitioning devices are protected from injury.

Instead of making a holder by folding a single sheet of material, as explained above with reference to Figs. 1, 2 and 3, it may be produced as shown in Fig. 4 by employing a strip 14^1 of stiff material above a backing piece 5^2 and secured together by means of staples such as 18^1, the side arms 13^1 of which serve to partition the interstice 15^1 between strip and backing piece into a plurality of receptacles described with respect to the embodiment illustrated in Figs. 1 to 3.

According to the present invention the aforesaid receptacles of a holder constitute pockets for markers or dockets 19 as hereinafter termed.

Each of said dockets is desirably of a stiff material—as of celluloid or cardboard—which is formed to a width equal to the width of two receptacles 16, or nearly so; the inner portion of each docket having medially of its width a slit 20 between bifurcations 21.

A docket thus made is adapted to straddle a partition as represented with respect to the docket 19^1 in Fig. 1 and have its bifurcations 21 engage within two receptacles one at each side of a partition—to afford relatively large areas of bearing surfaces of the holder engaging a docket to firmly hold the same to the holder from accidental dislodgment or displacement.

Bifurcating the dockets, moreover, permit their being disposed in offset relation, as represented with respect to the dockets 19^1, 19^2, 19^3, and 19^4, one for each holder, to accommodate a plurality of holders disposed one above another as shown in Fig. 2.

The dockets are adapted to be readily inserted within pairs selectively of holder receptacles, and shifted lengthwise of the holder or removed therefrom as desired or required to suit the matter pertaining to the record sheets 8, which are to be indexed by the dockets having suitable distinguishing markings.

The construction and manner of using the invention will, it is thought, be understood from the foregoing description considered in connection with the drawing.

What I claim, is:—

1. The combination with a paper holder comprising a sheet of material which is folded to provide a groove in proximity to one edge of the holder, and partitions dividing said groove longitudinally of the holder into a plurality of receptacles, of a docket having one end thereof bifurcated to straddle any of said partitions selectively and have the bifurcations of the docket engage within receptacles at opposite sides of a partition.

2. In a combination as defined in claim 1 wherein the partitions of the holder are constituted of means which serve to unite folds of the holder.

3. The combination defined in claim 1 wherein said sheet is folded to provide an upper fold, a lower fold and two folds intermediate thereof, and said partitions comprising staples engaging the intermediate folds.

4. In a combined order-sheet holder and index, a holder comprising a sheet of material folded to provide a plurality of layers with a slot therebetween located at one edge of the holder, means extending through said layers serving to unite the same and dividing said slot longitudinally of the holder into a plurality of receptacles, and a bifurcated docket adapted to straddle any one of said partitioning means selectively and have the bifurcations of the docket engage within associated ones of said receptacles selectively.

5. The combination with an order-sheet holder formed to provide a plurality of elements one above the other, and partitioning devices extending through said elements and serving to couple said elements to afford a series of receptacles adjacent to one of the side edges of the holder, of a docket provided with a slit to receive a partition for detachably engaging the docket thereto and permit the bifurcations of the docket to extend into a pair of the holder receptacles.

3. The combination with a paper holder comprising a sheet of material folded to provide a plurality of layers with a slot therebetween at one edge of the holder, and a device arranged transversely of said slot and extending through said layers to couple the same one against the other, of a docket having one end thereof bifurcated for straddling the layer-coupling device to detachably connect the docket to the holder.

Signed at Seattle, Washington, this 15th day of November, 1928.

WILLIAM A. ROWSE.