

(No Model.)

J. P. HARSHA & C. DUVAL.
COMBINED RECORD AND SALES BOOK.

No. 401,948.

Patented Apr. 23, 1889.

Fig. 1.

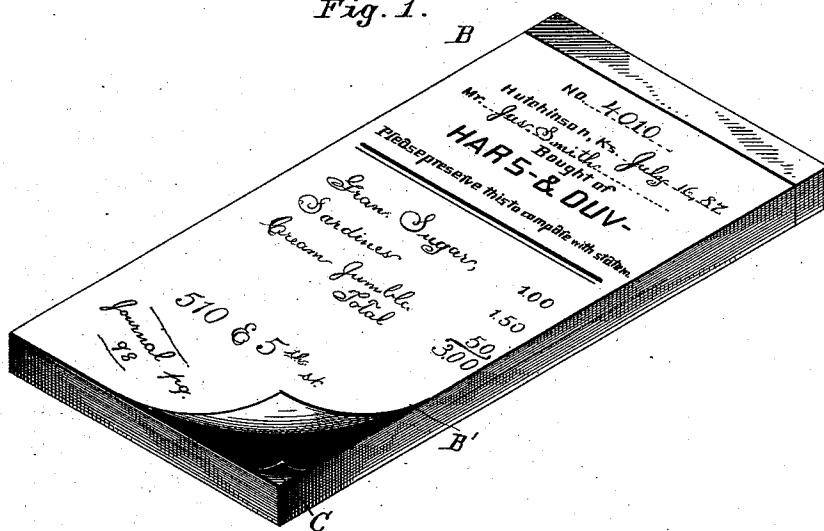
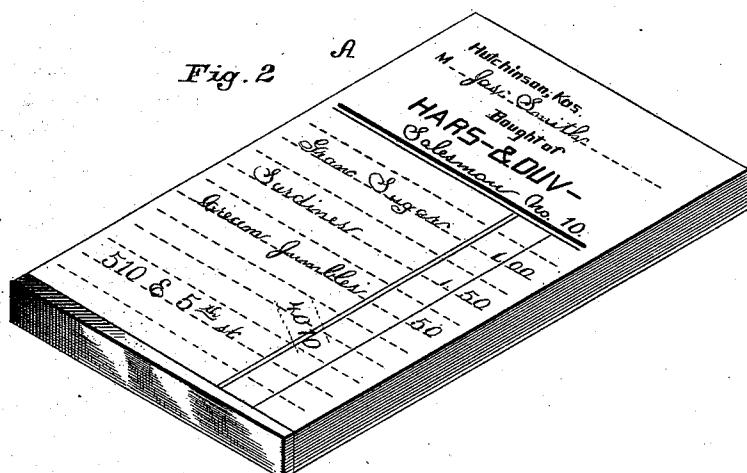


Fig. 2



WITNESSES

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JOHN P. HARSHA AND CLAUDE DUVAL, OF HUTCHINSON, KANSAS.

COMBINED RECORD AND SALES BOOK.

SPECIFICATION forming part of Letters Patent No. 401,948, dated April 23, 1889.

Application filed July 29, 1887. Serial No. 245,594. (No model.)

To all whom it may concern:

Be it known that we, JOHN P. HARSHA and CLAUDE DUVAL, of Hutchinson, Reno county, Kansas, have invented a certain new and useful System of Record and Sales Book, of which the following is a full, clear, and exact description, reference being had to the accompanying drawings, forming a part hereof.

Our invention relates to an improved means for the use of merchants in invoicing and delivering goods that have been ordered by customers; and it may be said to consist in the novel construction and co-operative combination of devices used therefor, which are herein set forth, and pointed out in the claim.

In the drawings, which illustrate the manner of carrying out our invention, Figure 1 is a perspective view of a book or tab that is used in making up the invention, and Fig. 2 is a similar view of an additional book that is made use of for the same purpose.

A indicates a tab or book consisting in a series of detachable leaves bound together and all printed alike. Said tab may be termed a "scratch-ticket" book, and is used for taking down a customer's order for goods. Upon the upper portion of the leaves comprising this tab is printed the card of the merchant, which may be in any desired style, together with the name of the customer and the date and place where the goods are purchased. The number of the clerk or salesman who sold the goods to the customer is also located upon the upper portion of each of the leaves, although if desired such number may be located on any other portion of said leaves. Upon the lower portion of the leaves of tab A the different items which the customer has ordered are to be written down, together with their prices. Thus it will be seen that the series of leaves making such tab are substantially divided into two portions—an upper portion, which has been described, and a lower portion, which is to be written upon with pencil, and which may be changed whenever desired or in case of discovered error. Upon the lower portion of the leaves composing tab A the number of the residence of the customer may also be written for the convenience of the delivery-man. An auxiliary book, B, is also made use

of in this system. In general form it is substantially identical with tab A, with the exception that each of them (the books B) is numbered in serial order, beginning with number one, the first day of each month, and the matter to be written on the sheets of which they are composed will be almost an exact copy of that which was previously written upon the tab A. 55

The operation of this invention is as follows: The tabs A are taken by the clerks, and when an order is complete the clerk enters his number, by which he is known on the leaves composing said tab—thus No. 10. Then he sends said leaves to the office, where a copy is made, and said leaves are filed with the number of the book B placed upon them—thus No. 4,010. The book B is to be kept by a copy-clerk, and as fast as the leaves from tab A come to him he places a piece of carbon paper, C, between the upper sheet, B', and next below it, and, writing upon the upper sheet, makes two copies, in the well-known way in which carbon paper is used. He then tears out the upper copy or the first sheet, B', which goes to the delivery-man, who checks off the goods by it, and on his delivery-trip checks off the goods to the customer and leaves the invoice with the goods. In the store, as soon as the book B is full, the file of leaves from the tab A is cleared off, and the number and date of the book are placed on the package, making a complete record up to the invoice. 75 80

By our invention the customer may also see that the goods are received as per invoice, and he also sees that the prices are correct, and by preserving each invoice, which he should do, he may see that accounts are correct when presented. He is also debarred from putting in a claim that such and such goods were never received by him, as he might otherwise do, and as is often the case. The copy retained in the book B goes to the book-keeper, and each book being numbered, as before described, he carries the number to his journal, and places the journal-page on each sheet, so that a complete trace by numbers is kept clear back to the clerk that put up the goods. This is done so that error may be readily traced to the particular man that 90 95 100

made it; also, employés, knowing that errors will be traced to them, are more careful to avoid mistakes and errors.

Having thus described our invention, what we claim is—

The combination of the tab or scratch ticket book A, as described, with an auxiliary co-operative book that is numbered for purposes of identification and comprising a series of 10 leaves detachably bound together at one end

or side, and a carbon sheet detachably located between contiguous leaves of said auxiliary book, as set forth.

In testimony whereof we affix our signatures in presence of two witnesses.

JOHN P. HARSHA.
CLAUDE DUVAL.

Witnesses:

CHAS. MAPES,
O. C. HALE.