

(No Model.)

3 Sheets—Sheet 1.

E. D. GIBBS.
DUPLICATING ORDER BOOK.

No. 518,400.

Patented Apr. 17, 1894.

Fig. 1.

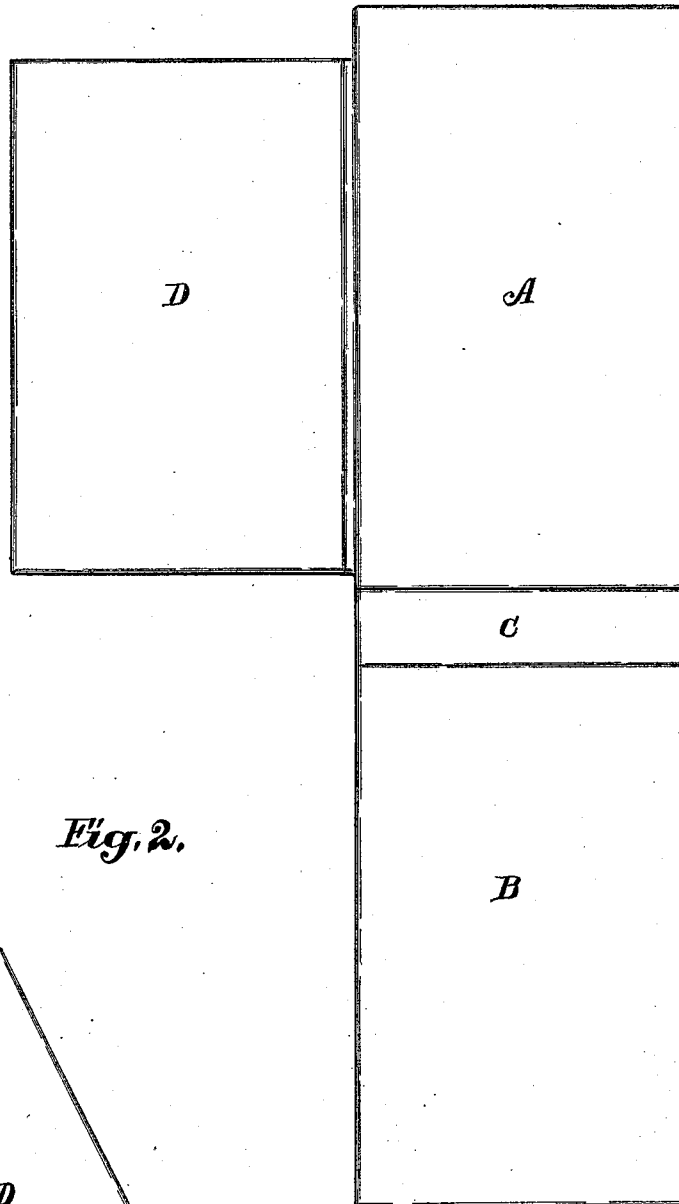
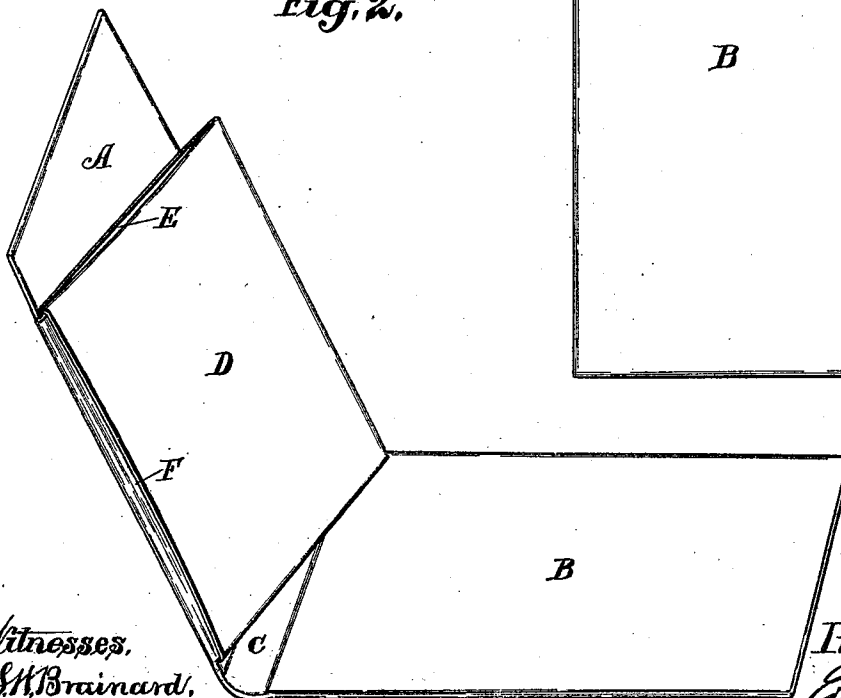


Fig. 2.



Witnesses.
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J. S. Gleason.

Inventor,
Edmund D. Gibbs
by Edward Rector
his atty

(No Model.)

3 Sheets—Sheet 2.

E. D. GIBBS.
DUPLICATING ORDER BOOK.

No. 518,400.

Patented Apr. 17, 1894.

Fig. 3.

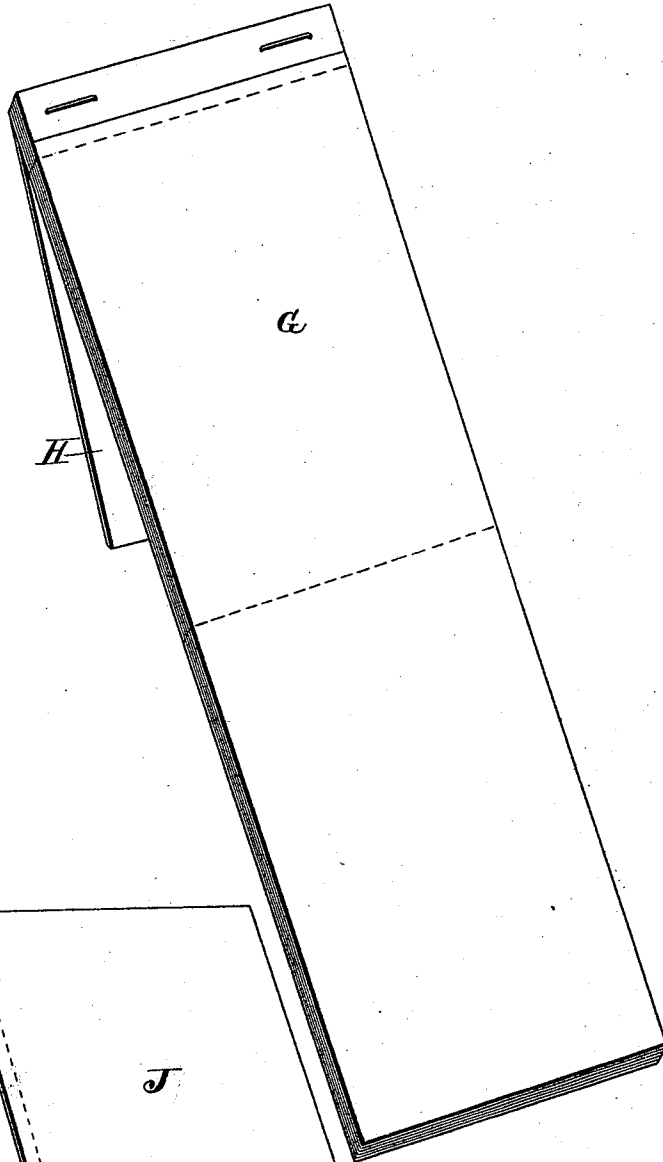
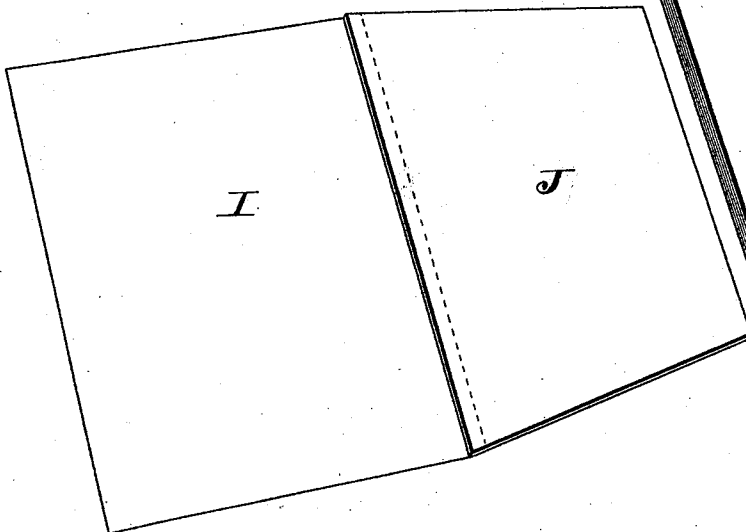


Fig. 4.



Witnesses,
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Fig. 5,

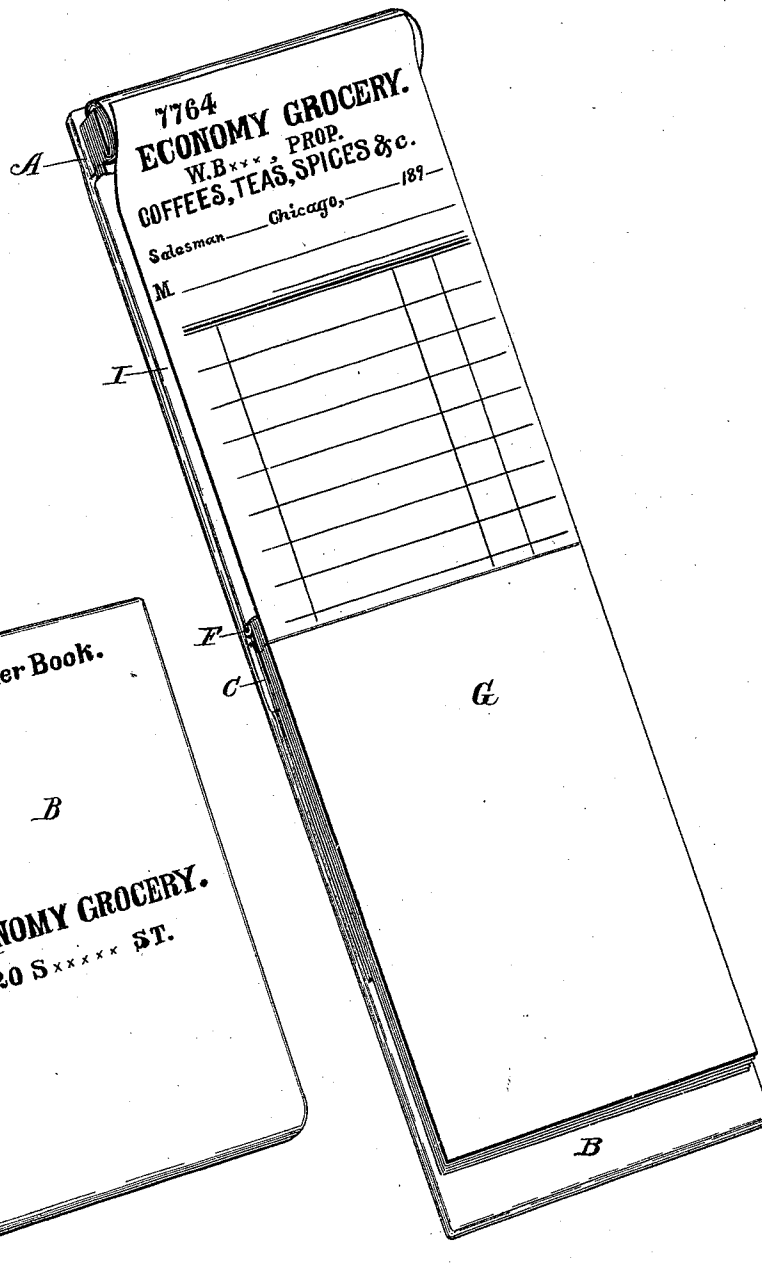
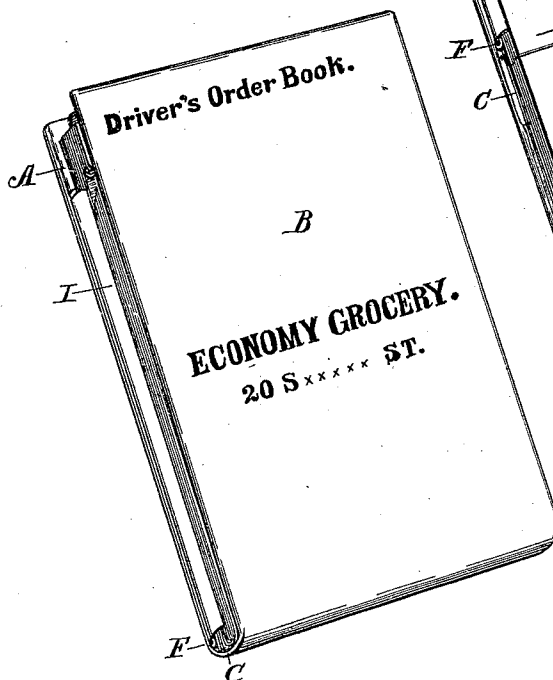


Fig. 6,



Witnesses.

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Inventor.

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UNITED STATES PATENT OFFICE.

EDMUND D. GIBBS, OF DAYTON, OHIO, ASSIGNOR TO THE NATIONAL CASH REGISTER COMPANY, OF SAME PLACE.

DUPLICATING ORDER-BOOK.

SPECIFICATION forming part of Letters Patent No. 518,400, dated April 17, 1894.

Application filed January 2, 1894. Serial No. 495,426. (No model.)

To all whom it may concern:

Be it known that I, EDMUND D. GIBBS, a citizen of the United States, residing at Dayton, in the county of Montgomery and State of Ohio, have invented a certain new and useful Improvement in Duplicating Order-Books, of which the following is a description, reference being had to the accompanying drawings, forming part of this specification.

My novel order book is chiefly designed for the use of persons who go from house to house taking orders, as the drivers of grocers' wagons and the like, and has for its object the production of a book in which each order taken may be entered upon one half of a folded sheet or slip and duplicated upon the other half by an interposed carbon sheet, and the used slip be then readily disposed of without tearing it out of the book, and the next slip be folded upon itself with the carbon sheet interposed between its two halves, ready for the entry of the next order. In the use of such a book the driver of the grocer's wagon, for instance, will enter with his pencil upon one half of the uppermost slip the name and address of the party giving the order, the various items of the order, with or without the price of the same, and the date, driver's number, and such other memoranda as may be desired. When the entry of the order is complete he will fold that slip out of the way and insert the carbon sheet between the two halves of the next slip, whereupon the book will be ready for the next order. At the end of his trip he will deliver his book to the proper person at the store for the orders to be filled. The clerk, when he fills the order, will fold the first slip upon itself, with the carbon sheet interposed, just as it was when the driver entered the order, and will enter upon it the prices of the several items, and the total, if they were not entered by the driver, and indorse the order "filled," adding his number if required. If the goods are to be paid for when delivered he may indorse the order "C. O. D.," or if the goods are to be charged to the customer he can indorse the order "Charge," or leave it without such indorsement to be understood that the goods are to be charged if that is the practice. All these entries by the clerk are of course duplicated upon the

lower half of the slip. When they are completed he tears out the slip, separates it in halves, sends one half with the goods, and retains the other half for the book-keeper.

Having now explained the object of my novel order book and the general mode of using it, I will proceed to describe the book in detail in the particular form in which it has been illustrated in the accompanying drawings, in which—

Figure 1 is a plan view of the cover and holder, with the latter opened out flat; Fig. 2 a perspective view of the same, with the cover bent and the holder folded over in place; Fig. 3 a perspective view of a block of slips; Fig. 4 a similar view of the carbon sheet and its attaching piece; Fig. 5 a perspective view of the complete book ready for use; and Fig. 6 a corresponding view of the same closed.

The same letters of reference are used to indicate identical parts in all the figures.

The cover and holder for the order slips consists of the two stiff backs A, B, and flexible connection at C, and the carbon sheet and slip holder D hinged to the back A along its left hand edge. Now, so far as the above described method of using my improved book in the taking and filling of orders is concerned the carbon sheet and block of order slips may be either permanently or removably attached to the holder D, but in the use of sales slips and order slips generally the block of slips, if not the carbon sheet also, is usually detachably secured to the cover, so that after all the slips in the block have been used the stubs may be removed and a new block of slips be inserted. In my improved book I provide for this refilling of the book with fresh supplies of slips, and also with fresh carbon sheets as often as necessary. To that end the holder D is provided with two pockets, one, E, having its open mouth at the upper edge of said holder, and the other, F, at its left hand edge, Fig. 2. The order slips G, Fig. 3, are of the usual shape of sales or order slips, bound together at their upper ends and perforated adjacent the binding line so that they may be readily separated from the bound stubs, and also creased and perforated at their middle, to facilitate the closing of the book, or the folding of the slips upon themselves prepara-

tory to the entries of the orders, and the later separation of them into halves. The under side of the lower half of each slip is printed with the usual business heading, words and spaces for the entry of name, number and date, and the lines and columns for the entry of the items and amounts of the order. When this lower half of the slip is folded upward over the upper half, Fig. 5, its printed upper side is brought uppermost ready for the entry of the order. Secured to the back of each block of strips at its upper edge, in this instance bound together with the slips, is a stiff piece of paper or card board H, Fig. 3, which is adapted to be inserted in the pocket E of the holder D when the block of slips is placed within the cover A B, and thereby hold the slips in place in said cover and removably attach them to it.

The carbon sheet I is secured along its right hand edge to a stiff piece of paper J, Fig. 4, which is adapted to be inserted in the pocket F at the left hand edge of the holder D, so that the carbon sheet can be folded to the right over the upper halves of the slips G.

In using the order book, after the slips and carbon sheets have been inserted in place, the slips remaining extended at full length, the carbon sheet is brought to the right over the upper half of the slips and the lower half of the upper slip then folded upward over the upper half, with the carbon sheet between them. After the order has been entered the top half of the used slip is lifted and the carbon sheet withdrawn to the left, and the end of such slip inserted behind the block of slips and the holder D, at the upper edge of the latter, and the slip drawn down behind them, as seen in Fig. 5. The used slip is thus disposed of and gotten out of the way of the next slip, without tearing it from the block or removing it from the book and preserved in a convenient form and place until the order is filled. When the used slip has been thus disposed of the carbon sheet is brought to the right again, over the upper half of the next slip, and, if another order is not to be immediately entered, the book is then closed, the entire block of slips folding upon itself, as seen in Fig. 6. In this manner the orders may be expeditiously entered in duplicate, the used slips conveniently stored away within the covers of the book, and the latter be refilled with slips and supplied with fresh carbon sheets as often as required.

I am aware that a sales-slip book, consisting of a cover composed of the two backs A B and flexible connection C, and adapted to receive and have removably attached a block of slips similar to the slips G, is in general use, but such books are not provided with the hinged holder D, the carbon sheet is connected at its upper edge to the stubs of the slips, usually bound together with them, and each slip has to be torn out when used, before another can be used. The provision of the

hinged holder D for the block of slips in my book permits of a new and different mode of operation and the preservation of the used slips within the book until the entire block has been used.

The distinguishing novel feature of my book consisting in the hinged holder for the slips, it is not essential to my invention that the block of slips should be attached to the holder in the manner which I have shown and described, nor is it essential that it be a holder for the carbon sheet as well as the slips. The slips may be removably attached to the holder in any other suitable manner, or be permanently attached to it. In the latter case the holder itself might be detachable from the back A and consist of a stiff piece of paper bound with the slips and having a portion adapted to enter a pocket in the left hand edge of the back A. So, too, the carbon sheet might be either permanently attached to the back A or holder D, or be removably attached to either of them in some other manner than that which I have shown and described.

Having thus fully described my invention, I claim—

1. The herein described cover and holder for order slips and the like, composed of the backs A B arranged end to end and flexibly connected at C, and the slip-holder D hinged to the back A at its side edge and provided along one side edge with means for receiving and holding a carbon sheet, substantially as and for the purpose described.

2. The herein described cover and holder for order slips and the like, composed of the backs A B arranged end to end and flexibly connected at C, and the holder D secured to the side edge of the back A and provided with the pocket E at its upper end, substantially as and for the purpose described.

3. The herein described cover and holder for order slips and the like, composed of the backs A B arranged end to end and flexibly connected at C, the holder D secured to the back A at its side edge and provided with the pocket E at its upper end and the pocket F at its side edge, substantially as and for the purpose described.

4. The herein described order or sales slip book, consisting of a back having a holder hinged to its side edge, in combination with a block of slips attached to said holder at their upper ends, and a carbon sheet secured at one side edge of the book and adapted to overlie the upper half of the block of slips, substantially as described.

5. The herein described order or sales slip book, consisting of a cover composed of the backs A B arranged end to end and flexibly connected at C, the holder D hinged at one side edge of the back A, the block of slips attached to the holder at their upper ends, and the carbon sheet attached to the book at its side edge, substantially as described.

6. The herein described order or sales slip book, consisting of a cover composed of the

backs A B arranged end to end and flexibly connected at C, the holder D hinged to one side edge of the back A and provided with the pocket E at its upper end, the block of slips having the attaching piece H inserted in the pocket E, and the carbon sheet I attached to the book at its side edge, substantially as described.

7. The herein described order or sales slip book, consisting of a cover composed of the backs A B flexibly connected at C, the holder D hinged to the left hand edge of the back A, and having the pocket E, the block of slips G having the attaching piece H inserted in the pocket E, and the carbon sheet I attached to the piece J inserted in a pocket in the left

hand edge of the book, substantially as described.

8. The herein described order or sales slip book, consisting of a cover composed of the backs A B flexibly connected at C, the holder D hinged to the left hand edge of the back A and having the pockets E and F, the block of slips G having the attaching piece H inserted in the pocket E, and the carbon sheet I attached to the piece J inserted in the pocket F, substantially as described.

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Witnesses:

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