No. 730,399. PATENTED JUNE 9, 1903.

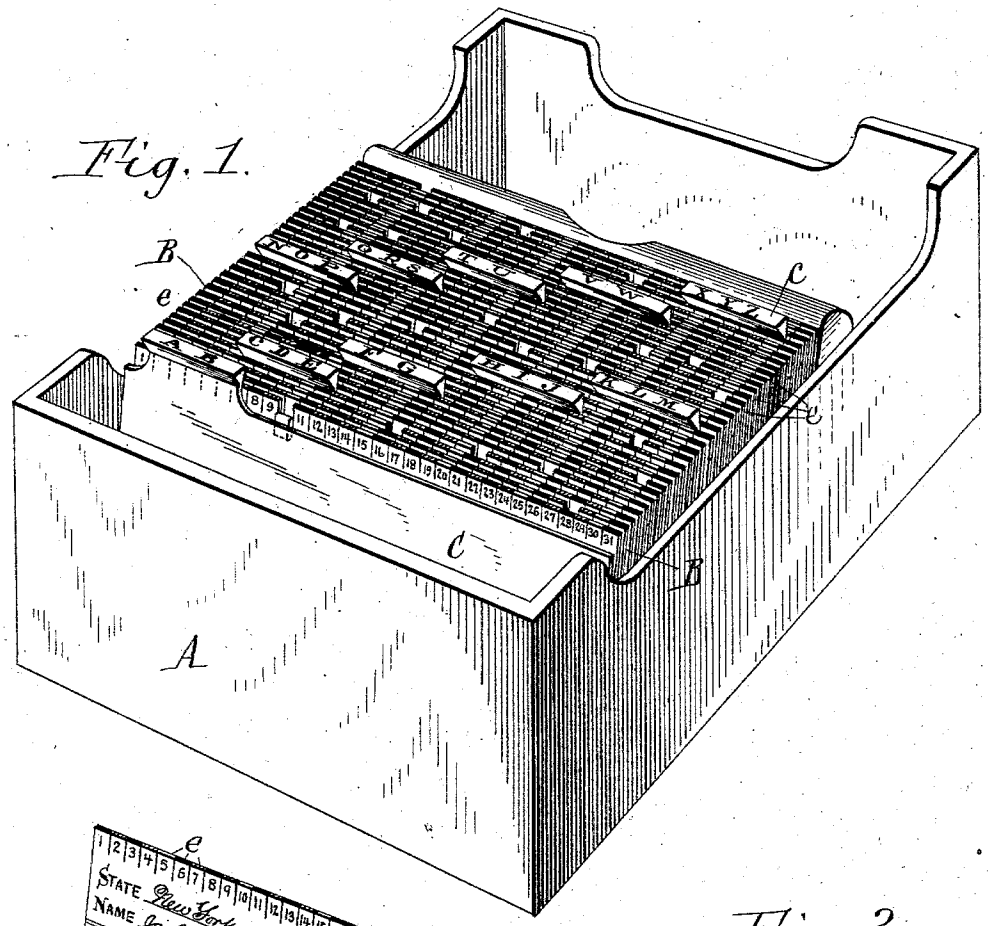
J. H. RAND.

CARD INDEX.

APPLICATION FILED SEPT. 9, 1902.

NO MODEL.

Fig. 1.



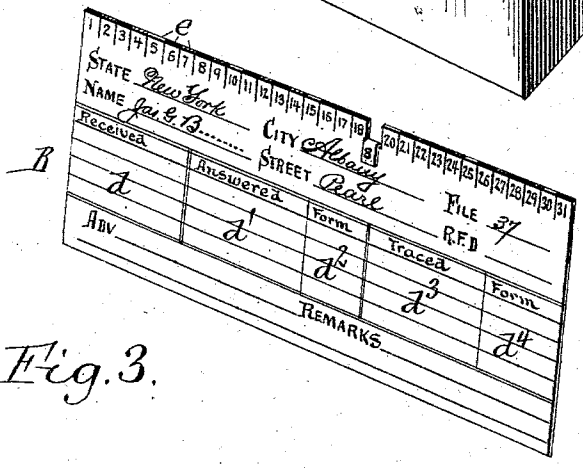
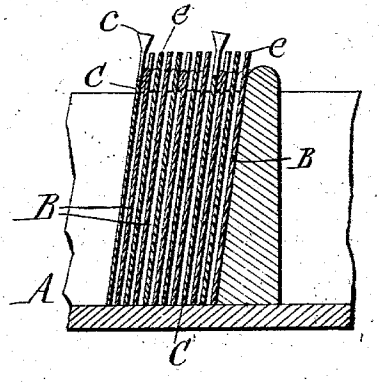


Fig. 3.

Fig. 2.



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

No. 730,399. Patented June 9, 1903.

UNITED STATES PATENT OFFICE.

JAMES H. RAND, OF NORTH TONAWANDA, NEW YORK.

CARD-INDEX.

SPECIFICATION forming part of Letters Patent No. 730,399, dated June 9, 1903.

Application filed September 9, 1902. Serial No. 122,732. (No model.)

To all whom it may concern:

Be it known that I, JAMES H. RAND, a citizen of the United States, residing at North Tonawanda, in the county of Niagara and State of New York, have invented new and useful Improvements in Card-Indexes, of which the following is a specification.

This invention relates to a card-index or record designed more particularly for use in mercantile establishments for following up orders and accounts.

The object of my invention is the provision of a compact and convenient office appliance for this purpose.

In the accompanying drawings, Figure 1 is a perspective view of my improved card-index. Fig. 2 is a fragmentary cross-section thereof. Fig. 3 is a detached perspective view of one of the cards.

Similar letters of reference indicate corresponding parts throughout the several views.

The index comprises generally a suitable box A and groups of record-cards B, placed loosely in the box and separated by index-cards or partitions C, which project above the record-cards and are provided with letters or other suitable index characters in a manner common to card-indexes. The partitions C are preferably provided at their upper edges with triangular index-tabs *c*, such as are shown and described in Letters Patent of the United States, No. 691,177, granted to me January 14, 1902; but, if desired, the index characters may be printed or written on the front sides of the partitions, as in ordinary card-indexes.

Each of the record-cards B has suitable entry-spaces for the name and address of the customer and columns d d' for the entry of the dates on which correspondence is received and answered. The cards may have additional columns d^2, d^3, and d^4 for any other desired entries, and also lines or spaces for noting any "remarks" or other memoranda, as shown. At its upper edge each record-card is provided with a horizontal row of tabs *e*, which are numbered on their faces from "1" to "31," respectively, each tab representing a day of the month. These tabs are so constructed that they can be readily bent or otherwise displaced from their normal position, as shown in Fig. 3, and be restored to their former position after being displaced. They are preferably integral with the cards, as shown, and may be cheaply formed by making vertical saw cuts across the upper edges of the cards. All the tabs of the same date stand in line with one another crosswise of the series of cards, or, in other words, lengthwise of the box, the cards being fitted so closely between the side walls of the box that the corresponding tabs remain in proper register. To enable the different longitudinal rows of tabs to be easily distinguished by looking down upon the cards, the upper edges of adjacent rows of tabs are preferably contrasted in color—for instance, the rows may be alternately red and green, or, say, every fifth row may be of the same color as the cards and the intermediate rows alternately red and green. Contrasting stripes are thus produced crosswise of the series of cards, which serve as eye-guides or leaders for readily tracing the row of tabs belonging to the same day of the month.

In the use of this card-index after entering the name and address of a customer on a card the same is placed in the proper alphabetical division of the index. Whenever a communication is received from a customer its date of receipt is entered in the "Received" column of his card and the date of the reply is likewise entered in the "Answered" column. If, for example, a number of customers are to be written to on the tenth of the current month the tabs numbered "10" on their cards are bent down, as shown in Fig. 1. Every day the clerk in charge of the index casts his eye over the stripe corresponding to that date and withdraws all those cards on which the tabs are turned down, such tabs being easily distinguished by reason of the gaps or spaces left above the same. After communicating with the customers represented by the removed cards the displaced tabs are bent back to their former position and the cards are replaced in the box. Should it, for example, be determined to again follow up the same customers after an interval of ten days, in case they fail to reply in the meantime, the tabs on their cards numbered "20" are turned down before replacing the cards, and when that date arrives the cards are again removed and the customers notified, and so on, until

the transactions are ended. In case a customer's order or account is to be followed up—say a month or more hence—the tab corresponding to the date of the month on which he is to be notified is turned down and the particular month is indicated by writing on the exposed face of the displaced tab the number of the month—for instance, the numeral "1," if the desired month is January, or the numeral "8," if the month is August.

I claim as my invention—

1. A card-index or record, comprising a box or case, and record-cards arranged in the same one behind another, each of said cards being provided at its exposed edge with a row of displaceable tabs or portions and the corresponding tabs of the various cards being arranged in alinement lengthwise of the index or record, whereby upon displacing any of the tabs in the same longitudinal line indicating-gaps are left in the exposed edges of those cards on which the tabs have been displaced, substantially as set forth.

2. A card-index or record having record-cards arranged one behind another and each provided at its exposed edge with a series of displaceable tabs numbered consecutively to indicate different days of the months, the corresponding tabs of the various cards being arranged in alinement crosswise of the cards, substantially as set forth.

3. A card-index or record comprising a box or case, division-cards bearing suitable index designations, and record-cards each provided at its exposed edge with a series of displaceable date-tabs, the corresponding tabs of the various record-cards being arranged in rows extending crosswise of the cards and the rows of tabs being provided at their exposed edges with means for distinguishing the same from adjacent rows, substantially as set forth.

4. A card-index, comprising a box or case, division-cards bearing suitable index designations, and record-cards each provided at its upper edge with a horizontal row of date-tabs numbered from 1 to 31, respectively, and capable of being displaced from their normal position and restored thereto, the corresponding tabs of all the record-cards being arranged in rows extending crosswise of the cards and adjacent rows being contrasted in color, substantially as set ferth.

5. A record-card provided along one edge with a row of displaceable date-tabs adapted to be turned out of their normal position for leaving indicating-gaps in the edge of the card, substantially as set forth.

6. A record-card constructed of pliable material and provided at one edge with a series of slits forming a row of displaceable date-tabs, said tabs being numbered in consecutive order, substantially as set forth.

Witness my hand this 12th day of August, 1902.

JAMES H. RAND.

Witnesses:
CARL F. GEYER,
THEO. L. POPP.