No. 764,379. PATENTED JULY 5, 1904.

H. J. RIES.

ORDER AND RECORD FILE.

APPLICATION FILED MAR. 28, 1904.

NO MODEL.

Fig. 1

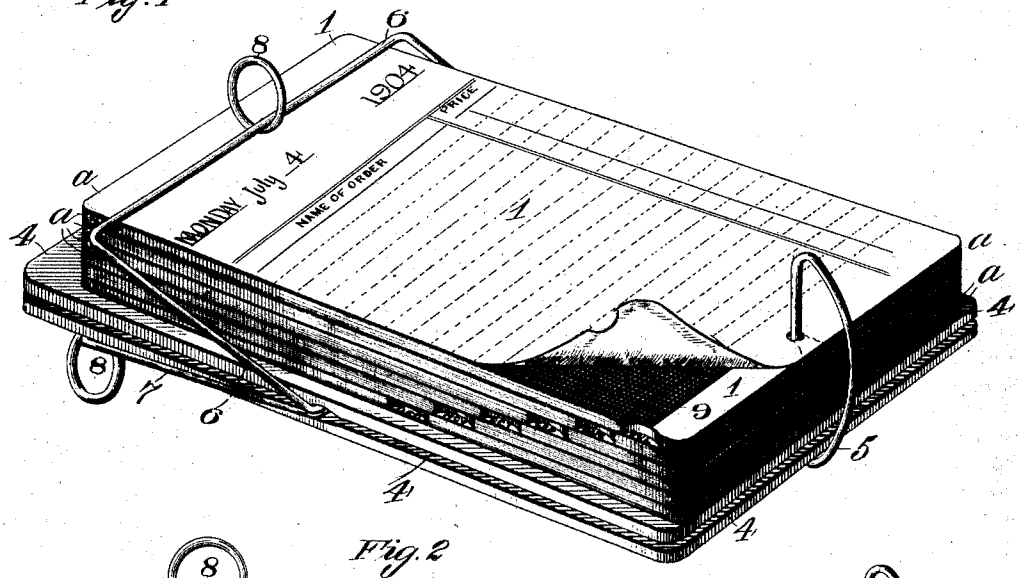


Fig. 2

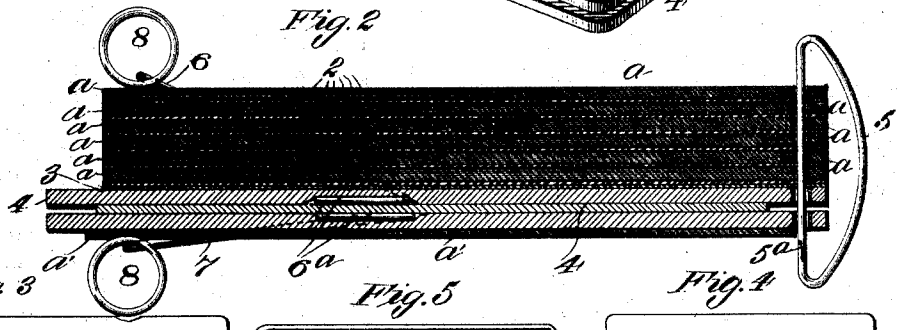


Fig. 3

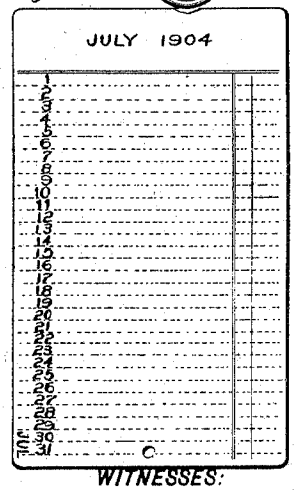


Fig. 5

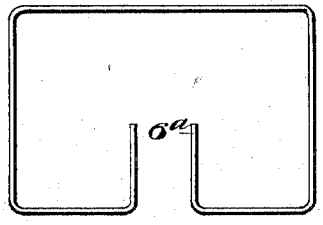
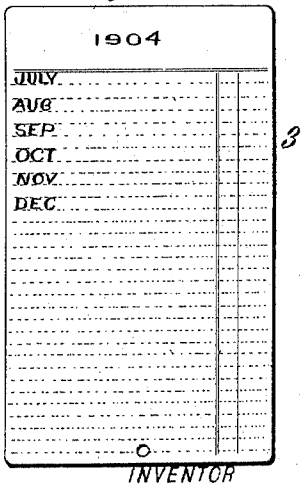


Fig. 4



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No. 764,379. Patented July 5, 1904.

UNITED STATES PATENT OFFICE.

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ORDER AND RECORD FILE.

SPECIFICATION forming part of Letters Patent No. 764,379, dated July 5, 1904.

Application filed March 28, 1904. Serial No. 200,429. (No model.)

To all whom it may concern:

Be it known that I, HENRY JOSEPH RIES, a citizen of the United States, residing at Iowa City, in the county of Johnson and State of Iowa, have made certain Improvements in Order and Record Files, of which the following is a specification.

The object of my invention is to provide an improved means for recording and preserving mercantile orders and expense and other accounts in order of dates of the calender—that is, day by day and month by month, the latter being summarized at the end of the year.

In carrying out my invention I employ a series of packs of leaves and cards, the leaves being each duplicated and printed with the day of the week, the name of the month, and the number of the day in the month and the card being printed with the name of a particular month and the numbers of the days thereof in consecutive order. In connection with these leaves and cards I employ an annual or year summary-card, the same being printed with the number of the year and the names of the months thereof in consecutive order. All these leaves and cards are assembled in the order of the days in a month and months in a year, the annual or year card being at the bottom, and all are held upon and permanently secured to a rigid holder in the form of a stiff cardboard provided with a securing device and spring-clamps, which are arranged on opposite sides.

The details of arrangement, attachment, and manner of using the file are as follows, reference being had to the accompanying drawings, in which—

Figure 1 is a perspective view of the invention as a whole. Fig. 2 is a central longitudinal vertical section of the same. Fig. 3 is a plan view of a month summary-card. Fig. 4 is a plan view of an annual or year summary-card. Fig. 5 is a plan view of one of the spring-clamps forming a permanent attachment of the board or holder for the leaves and cards.

As indicated in Figs. 1 and 2, *a* indicates a series of packs each consisting of leaves and a card. All the leaves 1 are duplicated, and each set of duplicates is printed with the name of a day of the week and the date of such day in the month. Thus, beginning with the month "July 4, 1904," as indicated in Fig. 1, the next leaf or sheet below will be similarly printed, while the next two leaves or sheets will be printed with the name "Tuesday" and the date "July 5, 1904." Thus each pack *a* includes a number of leaves 1 which is twice the number of the days in the particular month concerned. Beneath each set of such leaves 1 is arranged a card 2, (see Fig. 3,) which is printed with the name of the month and year concerned and with the numbers of the days of the month in consecutive order. Each of the leaves or sheets 1 is also ruled transversely and vertically to provide for convenient writing of different orders or expenses and indicating the amount of the same in columns. The month summary-card 2 is similarly ruled. As shown in Fig. 1, each pack of leaves 1 is notched or cut out on the side, and the month-card 2 is printed with an abbreviation indicating the month to which it belongs, the abbreviation being visible owing to such cut-out portion. Thus the first month-card in the series of packs shown in Figs. 1 and 2 is July, the second August, the third September, and so on. As will be further noted, the several cut-out portions are arranged stepwise or one in advance of another. At the base or bottom of the entire series of packs *a* is placed an annual or year summary-card 3, (see Fig. 4,) the same bearing the date of the year and in consecutive order the names of the months therein. It is ruled similarly to the month summary-card 2.

All the aforesaid packs, together with the cards 2 and 3, are placed upon a rectangular board 4, which is preferably constructed of stiff pasteboard, and they are secured permanently thereto by means of a detachable wire loop 5, the same having one straight side which is divided at the point 5^a (see Fig. 2) and formed with a lap-joint, as shown. By this means the loop or holder 5 may be readily applied and detached when required. It passes through holes in all the leaves and cards and through the board 4, as shown. The board is constructed of two duplicate parts and an intervening smaller card, the whole being firmly pasted together. A spring-clamp 6 is applied

to the upper side of the board and a similar clamp 7 to the under side thereof. The construction or form of the clamp is illustrated in Fig. 5, it being constructed of spring-wire and describing three sides of a rectangle, the ends being bent inward into parallel position and forming arms 6^a, which are arranged and secured between the layers of pasteboard, as shown in Fig. 2. The resiliency of these clamps tends to hold their outer ends pressed against the board 4. For the purpose of lifting the free ends away from the board they are provided with finger rings or loops 8, as shown.

The manner of using my invention is as follows: A carbon-sheet 9 (see Fig. 1) is required in order to effect the duplication required. Suppose an order to be received. It is duly inscribed on the uppermost leaf or sheet 1, and the amount thereof is placed in the right-hand column. This order will be duplicated by means of the carbon-sheet upon the second or next sheet below, which is printed in precisely the same manner as the uppermost sheet. At the end of the day the uppermost sheet is removed from under the spring 6, the latter being raised by means of the ring attached thereto and then torn off the wire holder 5. Then the second or duplicate sheet below the carbon-sheet 9 is taken in a similar manner from under the spring 6 and placed on the under side or bottom of the pile—that is to say, the board 4—and is clamped thereto by means of the spring 7. It is thus held for after-reference should occasion require. Thus record is made for each day in the month and duplicated for each day, and each duplicating sheet is torn off and placed underneath the board 4 and clamped by the spring 7, as before described. When the end of the month is reached, the orders or expenses of the several days are summarized on the cards 2, or the summary may be made, although with less convenience, at the end of each day. Similarly at the end of the year the aggregate orders or expenses of the months are entered and summarized upon the year-card 3. (See Fig. 4.) By adding the summaries then in the right-hand column of the card 3 the total of orders or expenses for the year may be ascertained.

In Figs. 1 and 2 a' indicates the duplicate sheets which have been inscribed and torn off from the holder 5 and placed underneath the board 4.

In practice it is preferable that each set of sixty duplicate leaves or sheets 1 should be printed in different colors, one, for example, being yellow, and the next green, and so on through the series.

As shown, the carbon-sheet 9 is made of less length than the sheets 1, since it requires to be placed between the two sheets with each recurring day.

Having thus described my invention, what I claim as new, and desire to secure by Letters Patent, is—

1. The improved order and record file, comprising a series of twelve packs, each comprising a series of duplicate sheets bearing consecutively the names and dates of the several days of the month, and a monthly summary-card for recording the aggregate amounts of orders or expenses for the several days of the month, and a year summary-card upon which are to be entered the aggregates of the amounts for each year, a board support having a device for permanently securing thereto the several packs and cards aforementioned, and two spring-clamps arranged on opposite sides for holding the sheets and cards prior to and after use, in the manner described.

2. The improved order-file and expense-record, comprising a series of sheets suitably printed for recording accounts consecutively, and a holder comprising a rigid board upon which said sheets are laid, a device for permanently securing the sheets to one end of the board, and spring-clamps for holding the sheets at the other end of said board and on both sides thereof, substantially as described.

3. The improved holder for the record sheets and cards before described, which consists of a rigid board, a sheet-holding device applied to one end thereof, and two spring-clamps applied to the board and arranged on opposite sides thereof and at the end opposite the aforesaid device, substantially as described.

HENRY JOSEPH RIES.

Witnesses:
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