Aug. 10, 1954 V. C. HOLLINGSWORTH 2,686,049

METHOD OF ARRANGING PAPERS FOR THE COORDINATION OF DATA THEREON

Filed Oct. 29, 1951 2 Sheets-Sheet 1

Fig. 1.

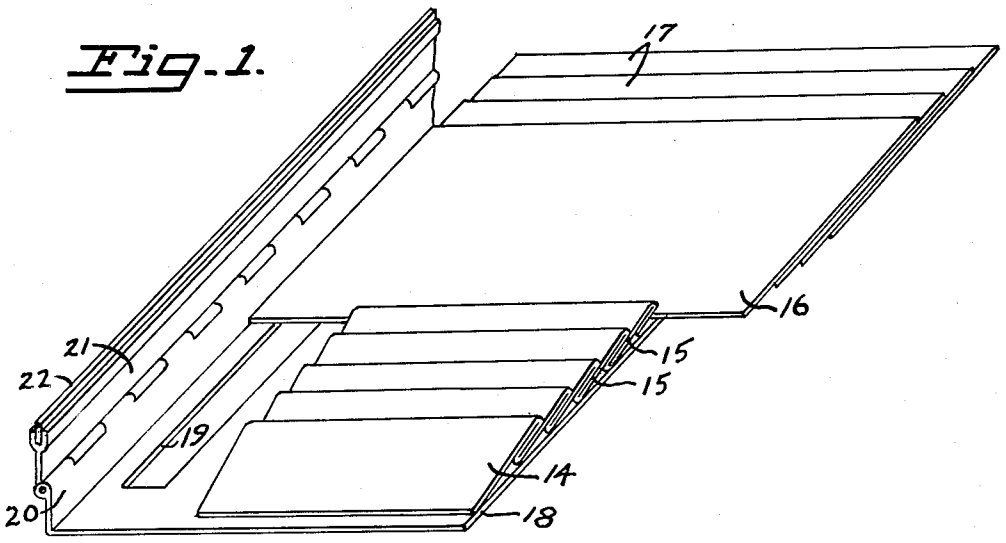


Fig. 2.

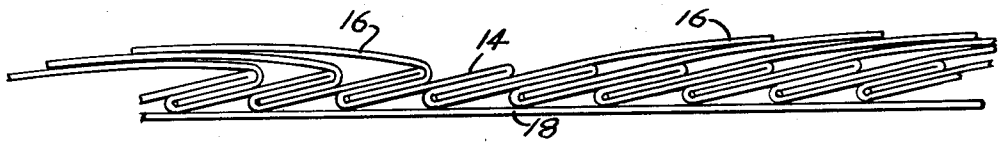


Fig. 3.

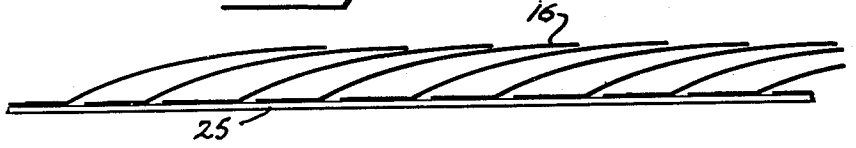
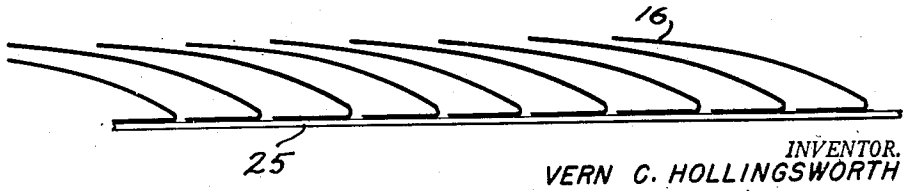


Fig. 4.



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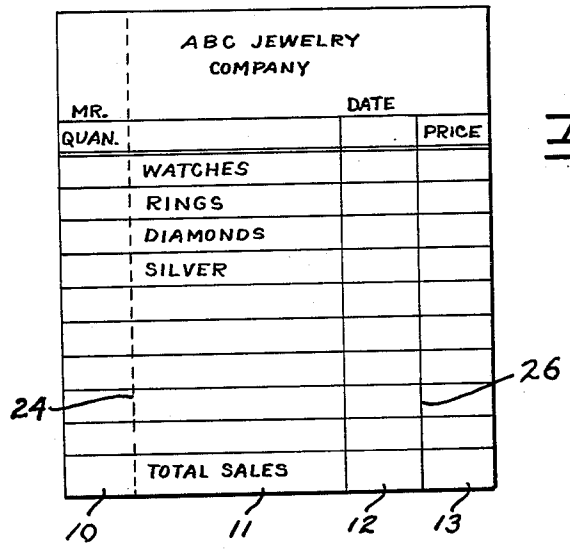


Fig. 5.

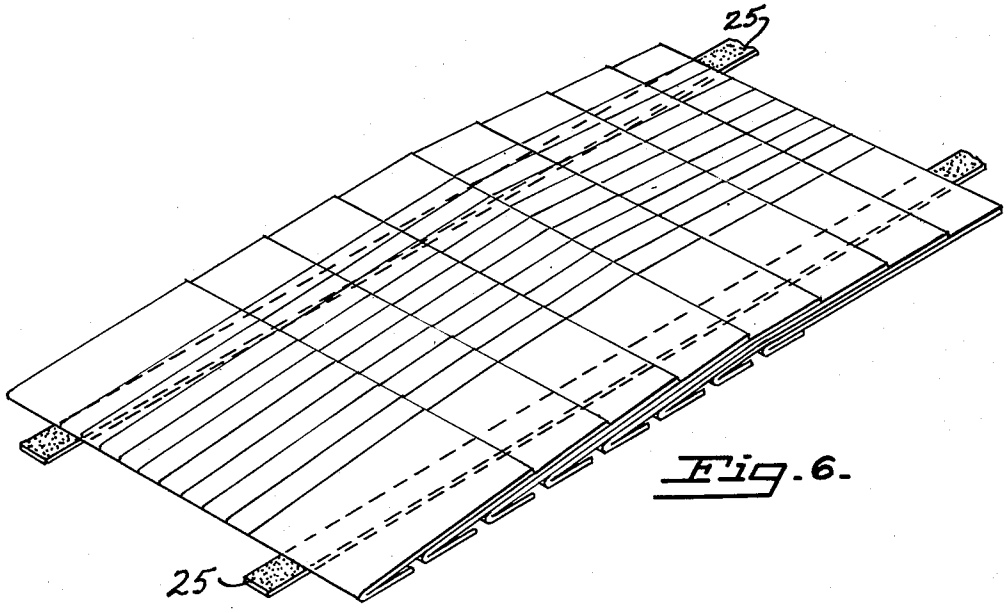


Fig. 6.

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METHOD OF ARRANGING PAPERS FOR THE COORDINATION OF DATA THEREON

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Application October 29, 1951, Serial No. 253,725

2 Claims. (Cl. 270—45)

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This invention relates to a method of arranging and securing together separate sheets or slips of paper such as sales slips, time cards or other records to correlate certain classes of information appearing thereon and to present the information in a conveniently accessible order such as in readily visible columns or lines.

The object of the invention is to provide a method of arranging separate paper records in a manner to present original entry data thereon visibly and in an orderly fashion to facilitate various bookkeeping steps by direct reference to such data.

Further and more specific objects and advantages of the invention are made apparent in the following specification wherein reference is made to the accompanying drawings showing a preferred form of the apparatus and wherein the method is described in detail.

In the drawings:

Fig. 1 is a perspective view of a portion of an apparatus embodying the present invention;

Fig. 2 is a view in side elevation of a portion of the apparatus shown in Fig. 1;

Fig. 3 is a schematic view illustrating an arrangement of papers after they have been secured together in the apparatus of Fig. 1;

Fig. 4 is a similar schematic view showing the arrangement of the same papers in the apparatus after a folding step has been performed;

Fig. 5 is a plan view of a sales slip which is typical of one class of papers with which the present invention may be employed; and

Fig. 6 is a perspective view showing a plurality of sales slips such as that shown in Fig. 5 after they have been arranged and secured together in the manner of the present invention.

A simple form of sales slip is illustrated and referred to herein for the purpose of describing the present invention but it will be apparent as the description proceeds that the invention is readily adaptable to various and more complex forms of papers employed in many types of bookkeeping operations. The invention has to do with the arranging and securing together of sheets of paper to expose certain critical information thereon in a manner to produce a usable permanent record.

A typical sales slip with which the present invention may be used to great advantage is illustrated in Fig. 5 of the drawings and like most slips of this kind, is divided into what will be referred to as vertical columns and horizontal lines. In the slip illustrated, the columns are shown at 10, 11, 12 and 13 to receive information relating to

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quantity, type of merchandise, price and other pertinent data. In this case, the type of merchandise is preprinted on the slip in the column 11 so that the price or value of all merchandise of one type will appear on the same horizontal line in the right hand column indicated at 13 in Fig. 5. It is apparent, therefore, that if a plurality of these slips is stacked in an offset relation to expose only the right hand columns 13 on each slip, the value for example of all watches or all rings sold may be taken off by addition of all the figures appearing in a certain line across the entire stack.

Now referring to Fig. 1 of the drawings, I show an apparatus for facilitating the stacking and securing together of sales slips or the like in this manner. In this figure, a rack 14 is shown as having a plurality of parallel slots 15 into each of which a slip of paper 16 may be inserted, as shown, so that one marginal edge 17 of each sheet extends a short distance beyond the sheet which is disposed on top of it to provide a visible space. The rack 14 may be made in any suitable manner but is herein shown as a thin sheet of plastic material bent or folded to provide the necessary parallel spaced slots between its folds. The rack 14 is secured to and supported on a frame 18 formed of a sheet of flat material of any required length and having a slot 19 formed adjacent one of its edges and a flange 20 extending upwardly at right angles from the same edge throughout its entire length. The purpose of the flange 20 is to serve as an abutment for the edges of the slips 16 to facilitate their being arranged in perfect alignment so that the horizontal lines in the right hand column shown at 13 in Fig. 5 which is the exposed column of each sheet will be aligned with the corresponding lines of the other sheets after all of the sheets or slips 16 have been arranged in the slots 15 of the rack.

A clamping device is employed to retain the sheets in their proper positions. In Fig. 1 of the drawings, the clamping device is illustrated as a bar 21 hinged to the upper edge of the flange 20 and having a soft or resilient edge 22 of felt or other similar material. By swinging the bar 21 about its hinge, the edge 22 may be brought into clamping engagement with the edges of the slips 16 which have been arranged in the rack, the slips are therefore securely held in their properly arranged positions while an adhesive tape, such for example as the well-known "Scotch tape" is applied to their opposite sides. The purpose of the slot 19 in the frame 18 is to permit

the application of a strip of adhesive tape adjacent one edge of the slips 16 and the frame 18 is preferably somewhat narrower than the slips so that their opposite edge portions are exposed for the ready application of a strip of adhesive tape parallel thereto.

The slips 16 are preferably arranged face down in the rack and therefore first occupy the position illustrated at the right hand side of Fig. 2 and schematically illustrated in Fig. 3. However, after the tape has been applied to retain all of the slips permanently in the positions in which they are arranged in the rack, each slip is folded upon itself parallel to one edge to expose its face or printed side. This is illustrated at the left hand side of Fig. 2 and also schematically illustrated in Fig. 4 and is easily accomplished while the slips are in the rack and after the clamping bar 21 has been released because the exposed edges of the slots 15 act as a guide for such folding. Furthermore, it is preferable that each slip be weakened as by scoring or perforating along the line indicated at 24 in Fig. 5. Therefore with all of the slips 16 arranged in the rack, they will assume the position schematically illustrated in Fig. 3 wherein they are secured together by contact with one marginal edge of the tape indicated at 25. After they have been taped and the clamping bar 21 has been swung to its released position as illustrated in Fig. 1, the slips are folded to assume the positions schematically illustrated in Fig. 4. The slips are then withdrawn from the rack. The result is that shown in Fig. 6 wherein a series of slips is permanently arranged in a staggered relationship which exposes the right hand column on each slip and at the same time, makes available all other information contained on the slip because the main body of the slip is loosely supported or hinged as the page of a book for ready inspection. A series of slips so arranged may be filed in a drawer as a permanent record or a perforated tab may be secured to one end thereof for storage in a loose leaf binder or the like.

It is apparent from Figs. 5 and 6 that a series of slips secured together in this manner constitutes a permanent record of original entries with all of the entries in column 13 on all of the slips disposed in perfect horizontal alignment. Consequently the value of all watches sold may readily be determined by addition of the prices appearing in the top line. In the same manner, the value of any other type of merchandise appears on its respective line or the total of all sales may be obtained by addition of the figures appearing in the bottom line.

Another advantage of the arrangement herein shown is that all of the figures appearing in column 10 illustrated in Fig. 5 are exposed in

proper alignment by reversal of the series of slips shown in Fig. 6. Thus quantities of certain types of merchandise or other data appearing in column 10 is also readily available as a permanent record of original entries.

Column 12 in Fig. 5 may also be used for any required data such as taxes or the like and by folding back each of the slips 16 along the line 26 which separates columns 12 and 13 a similar record will be provided of all of the material contained in column 12. The slips will, of course, be folded back upon themselves at the line 26 and this line may be scored, perforated or otherwise weakened if desired to facilitate such folding.

The invention as herein disclosed is readily adaptable to vouchers and other forms employed in keeping records and books and since it provides a permanent readily usable record of original entries, it will in many cases eliminate the necessity of ledgers and the posting of entries therein with a consequent saving of time and labor and elimination of errors.

I claim:

1. The method of arranging sheets of paper for the coordination of data displayed on opposite marginal areas thereof which comprises stacking the sheets in offset relation to expose a marginal area of each sheet on each side of the stack, then securing the sheets with an adhesive tape in contact with the exposed areas on one side of the stack, and then folding each sheet along the edge of the exposed area to which the tape is secured.

2. The method of arranging sheets of paper for the coordination of data appearing in marginal columns at opposite edges of the face of each sheet which comprises stacking the sheets in offset relation to expose one of said columns on each sheet, then securing the sheets in offset relation by applying an adhesive tape to the exposed areas on one side of the stack, and then folding each sheet along the edge of the exposed area to which the tape is secured whereby one marginal column of the face of each sheet is exposed on one side of the offset stack and the opposite marginal column of the face of each sheet is exposed on the other side of the stack.

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