No. 674,058. Patented May 14, 1901.

G. E. FELCH.

SHIPPING BLANK AND BLANK BOOK.

(Application filed May 24, 1900.)

(No Model.) 4 Sheets—Sheet 1.

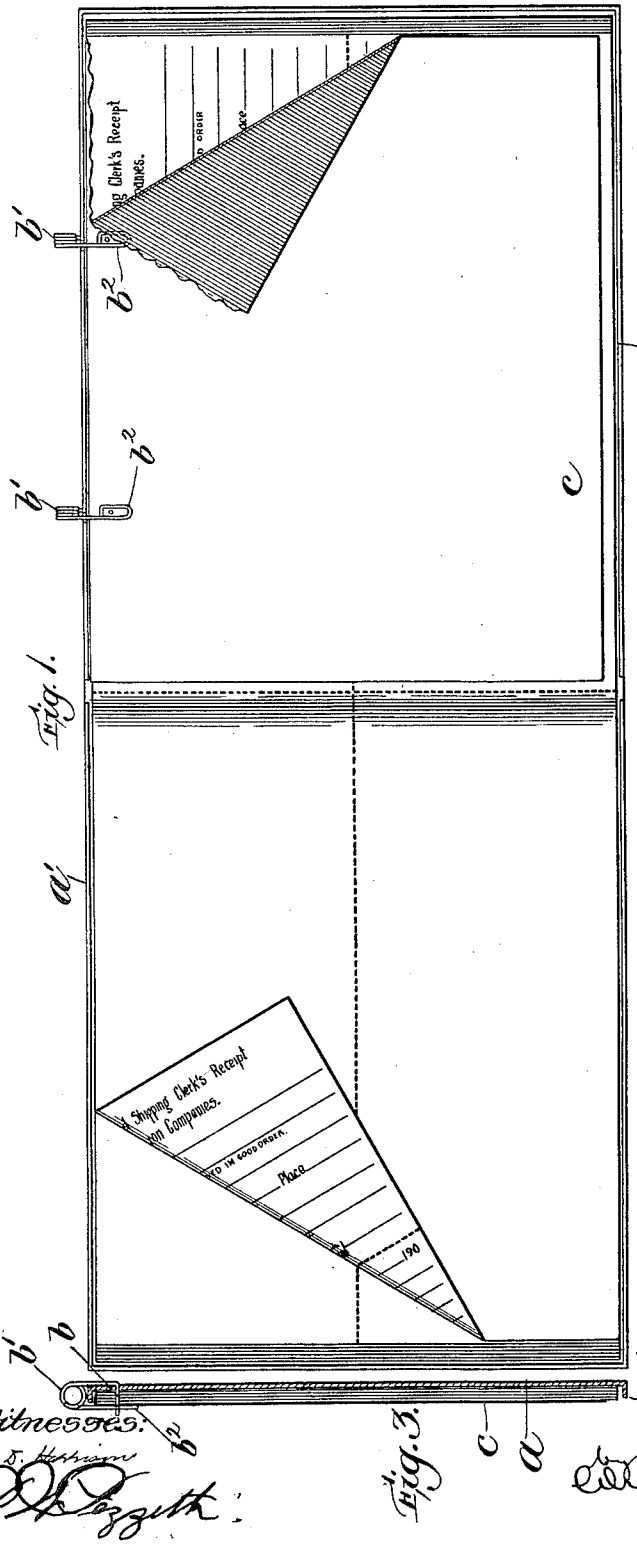


Fig. 1.

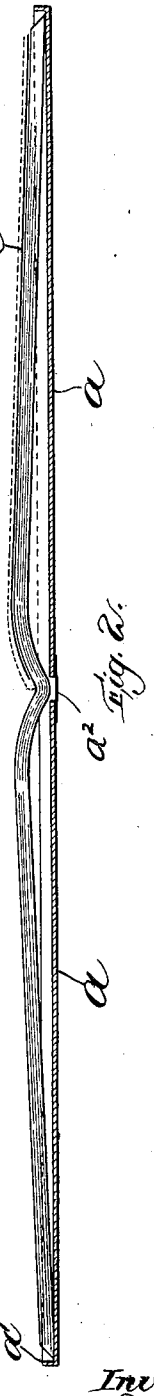


Fig. 2.

Fig. 3.

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

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(No Model.) 4 Sheets—Sheet 2.

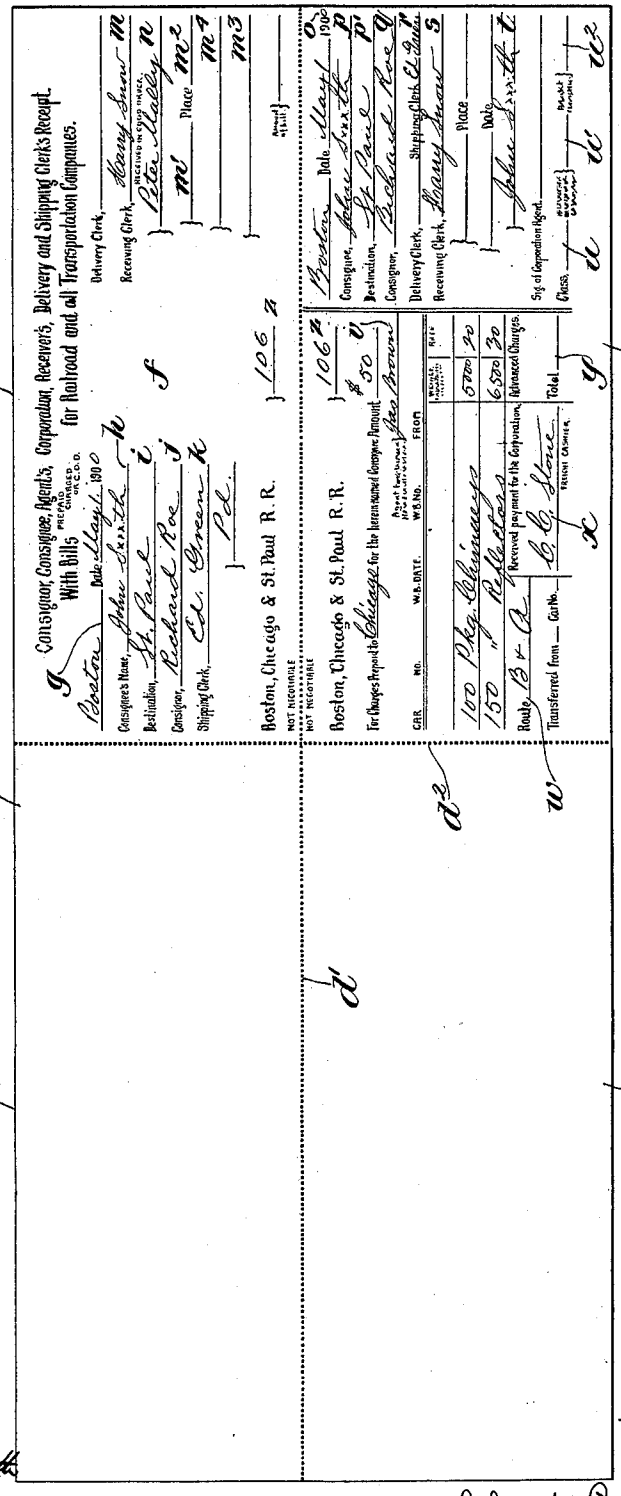


Fig. 4.

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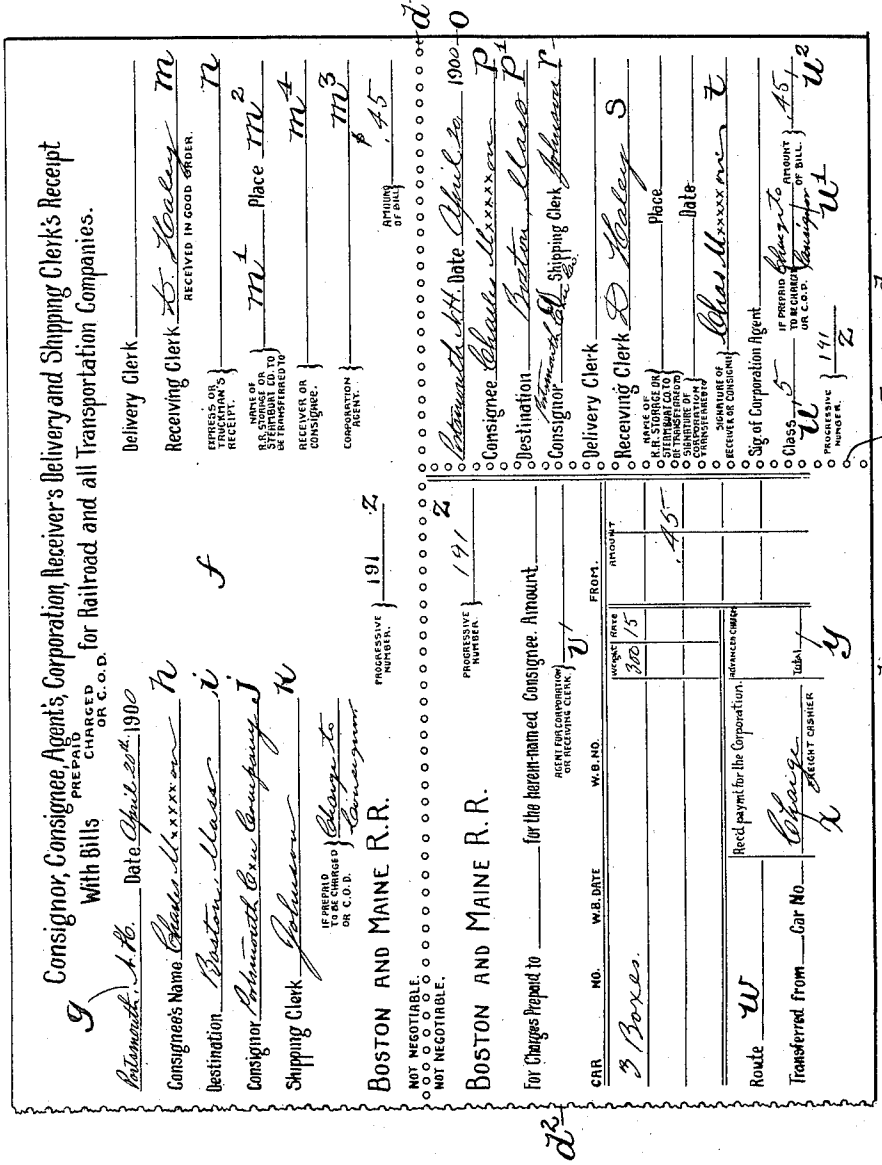
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SHIPPING BLANK AND BLANK BOOK.

(Application filed May 24, 1900.)

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(Application filed May 24, 1900.)

(No Model.) 4 Sheets—Sheet 4.

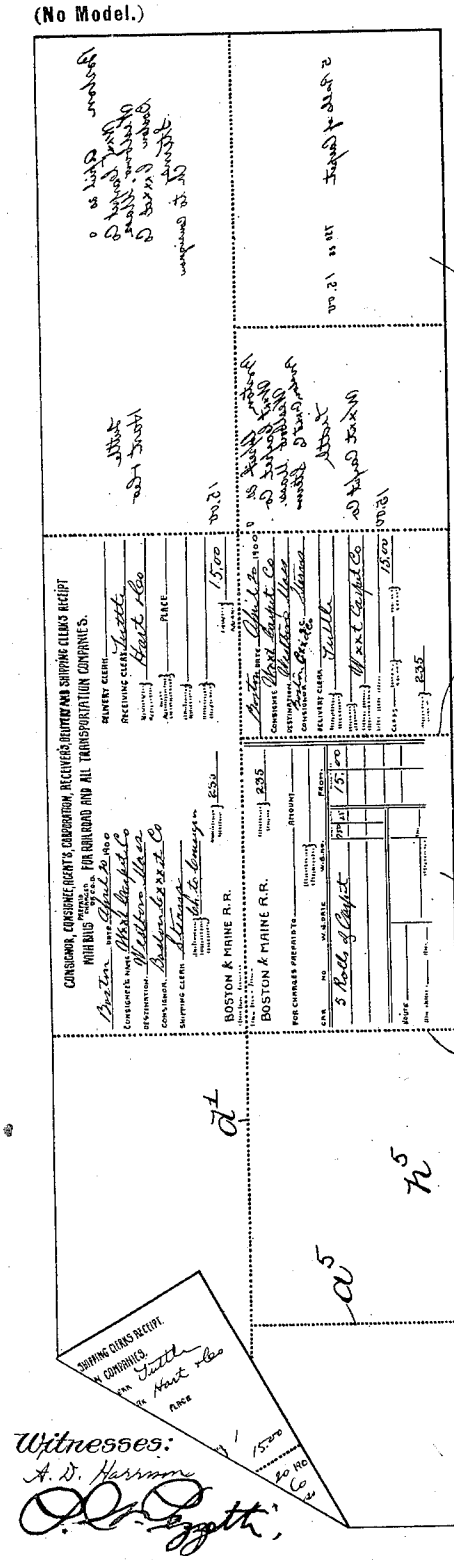


Fig. 6

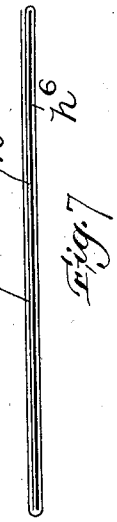


Fig. 7

UNITED STATES PATENT OFFICE.

GILBERT E. FELCH, OF SOMERVILLE, MASSACHUSETTS.

SHIPPING-BLANK AND BLANK-BOOK.

SPECIFICATION forming part of Letters Patent No. 674,058, dated May 14, 1901.

Application filed May 24, 1900. Serial No. 17,814. (No model.)

To all whom it may concern:

Be it known that I, GILBERT E. FELCH, of Somerville, in the county of Middlesex and State of Massachusetts, have invented certain new and useful Improvements in Shipping-Blanks and Blank-Books, of which the following is a specification.

This invention has relation to freight or express records used by common carriers in the transportation of goods and merchandise.

Various systems are now in use by means of which the consignor is provided with a receipt for the merchandise signed by the agent of the common carrier, a way-bill is forwarded with the merchandise, the forwarding-office retaining a copy, and a third copy is made by the delivering-office. Said systems, however, render it difficult to quickly secure information for "loss-and-damage" claims because of the records being scattered, entail unnecessary work at the offices of the forwarding company or common carrier, and consequently require the employment of a large force of clerks to attend to the daily business at said offices.

One object of the present invention is to provide receipts or vouchers for the consignee, the consignor, and the carrier, a way-bill or manifest, and other copies and vouchers, and at the same time reduce to the minimum the necessary clerical work at the offices of the carrier or transportation corporation.

Another object of the present invention is to provide a book of blanks especially adapted for the reception of such data as may prove necessary in the conduct of the business of the carrier and the consignor, said book having leaves or blanks for manifolding and detachment and capable of being closed or folded into relatively small compass.

To these ends the invention consists of shipping records or blanks having certain novel characteristics, all as illustrated on the drawings, described in the following specification, and particularized in the appended claims.

Referring to said drawings, Figure 1 represents a book of blanks embodying my invention. Fig. 2 represents an edge elevation of the same. Fig. 3 represents a section through the book. Fig. 4 represents one of the double blanks or leaves detached. Fig. 5 illustrates a leaf of one of the blanks, which is divisible into three parts. Fig. 6 illustrates a triple blank, which is divisible into nine parts; and Fig. 7 represents an edge view of the same folded for copying.

It will be seen by reference to the drawings that the book is provided with a cover comprising two sections or lids *a a*, of relatively stiff material, as pasteboard, connected by a thin flexible back a^2 to permit the two lids or sections to lie in parallelism when closed or to be opened out flat, as shown in Fig. 2. The three outer edges of each section are provided with upturned flanges a', which may when the cover is folded meet and which act to hold the leaves or blanks in place.

The leaves of the book consist of blanks which I shall subsequently describe, and they are held in place by spring-clips passed through a part of each blank, said clips comprising an end *b* to penetrate the leaves at one side of the fold, a spring b', and a flattened free end b^2 to lie upon the leaves and press them against the inner face of the section of the cover. Any number of these spring-clips may be employed, although for general purposes I find that two are sufficient. The blanks are long enough to extend from edge to edge of the cover, and each one is perforated, whereby it may be doubled upon itself so as to have one leaf lie upon the top of the other leaf in the embodiment of the invention illustrated in Figs. 1 to 5, inclusive.

c indicates a carbon-sheet which is penetrated by the ends *b* of the clips and is held constantly between the two leaves of the middle blank in the book. Each blank may be easily detached by drawing it gently downward from the clip, the end of the clip penetrating said one leaf of the blank near its upper edge, so that a slight tear made in the blank is not noticeable and does not injure it in any way. The blanks are perforated, so that they may be divided into four pieces or sections, each adapted for a different use from any of the others.

In the embodiment of the invention shown upon Figs. 1 to 5 of the drawings the blank is provided with a longitudinal row of perforations d' and a transverse row of perforations d^2, whereby it is divisible into sections

1d, 2d, 3d, and 4d. The sections 1d and 2d constitute one leaf, and the sections 3d and 4d constitute another leaf, the leaves being separable from each other and each being adapted for division, as stated. The printing on the two leaves, however, is exactly similar, (except that the matter on the sections 2d and 4d is preferably in red or some other color, whereby they may be distinguished from the sections 1d and 3d,) so that when a carbon or manifolding sheet is placed between the two leaves of the blank the matter written upon the original or the section 1d 2d is transferred to the duplicate or the section 3d or 4d.

When the blank is divided into its various sections, it serves a variety of purposes. It provides, first, a voucher for the consignor, signed by his shipping-clerk, by the truckman, and by the receiving or invoice clerk of the carrier or transportation company; second, a record of the shipment to be retained at the receiving and forwarding office of the carrier or transportation company; third, a manifest or way-bill to be forwarded by the receiving-office of the corporation to the delivering-office, as well as a voucher signed by the receiving-clerk at the forwarding-office, (this way-bill also serving as a voucher when signed by the consignee upon the delivery of the goods,) and, fourth, a duplicate way-bill which is sent to the consignee by the consignor and which serves as a voucher when signed by the agent or delivery-clerk at the delivering-office of the carrying or transportation company. The various sections may also serve a variety of other purposes, which I shall explain hereinafter, and the four sections of each blank all receive the same progressive number, so that they may be easily compared and identified.

In order, of course, to provide for the manifolding, the blank is so printed that the matter appears (when it is spread out, as shown in Fig. 4) on the front face of the right-hand leaf and on the opposite face of the left-hand leaf, so that when they are doubled along the line of perforations d^2 one is directly over the other. Inasmuch as the two leaves of the blank are exact duplicates of each other, except in the color of the ink used in printing, I shall describe only one of them in detail.

Referring to Fig. 4, there is a space at *f* in the middle of the sheet for a cut for advertising matter relating to the common carrier, and at the lower left-hand corner is also a space for the name of the said carrier. At *g* there is a space for the address of the consignor, a space *h* for the name of the consignee, another space *i* directly therebeneath for the address of the consignee, a lower space *j* for the name of the consignor, with still another space below it, as at *k*, for the signature of the consignor's shipping-clerk. These spaces are arranged in a vertical line, one below the other, for convenience, but they may be otherwise placed upon the blank, if desired. In another vertical line, at the right hand of the section 3d, there is a space *m* for the signature of the receiving or invoice clerk of the common carrier, and under the blank appear the words "Received in good order." There is likewise a space *n* for the signature of the expressman or truckman who removes the merchandise or goods from the consignor's establishment to the office of the carrier. Of the two sections 1d and 3d the former is delivered to the carrier and the latter is retained by the consignor and, as stated, serves as a voucher to prove the delivery of the goods in good condition into the hands of the common carrier. The section 4d is printed in the form of a way-bill or manifest and at the right-hand end contains blanks for the information written upon the said blanks 1d and 3d, a space *o'* for the address of the consignor and the date, spaces *p p'* for the name and address of the consignee, a space *q* for the name of the consignor, a space *r* for the signature of the shipping-clerk of the consignor, and also a space *s* for the signature of the receiving-clerk of the common carrier, a space *t* for the signature of the consignee, and spaces at *u*, *u'*, and u^2 for information regarding the classification of the merchandise (whether the merchandise be sent prepaid, charged, or "C. O. D.") and also the amount of the bill. At the left-hand end of each of the sections 2d and 4d there is a space for the name of the common carrier and for the words "For charges prepaid to —— for the herein-named consignee. Amount——." The blank spaces are to be filled in by the consignor and the clerks at the office of the carrier. There is likewise a space at *v* for the signature of the receiving-clerk of the common carrier. In the middle of the left-hand end of each section 2d and 4d there are ruled spaces for data as to the character of the goods shipped, the number of packages, the weight, and the freight-rate, and at the lower portion there is a space *w* for the route, a space *x* for the signature of the freight-cashier, and a space *y* for the total advance charges on the shipment. The major part of the writing upon the blanks is done at the office of the consignor.

Assuming that a shipment is made by Richard Roe, the consignor, to John Smith, the consignee, at St. Paul, Minnesota, via the Boston, Chicago and St. Paul railroad, the following transactions will take place: At the office of the consignor a clerk will fold the leaf 1d 2d upon the leaf 3d and 4d with a manifolding-sheet between them and will write in the spaces provided for the data in the section 1d the following: "Boston, May 1st, 1900, John Smith, St. Paul, Richard Roe," and upon sections 2d and 4d, in the spaces prepared for them, the following data: "Boston, May 1st, 1900," "John Smith, St. Paul," "Richard Roe." Assuming that the merchandise be chimneys and reflectors, in the

ruled space the clerk will write: "100 packages chimneys; 150 packages reflectors." The shipping-clerk will now place his signatures in the spaces *k* and *r* as soon as he has delivered the merchandise to the truckman. Peter Mally, the truckman, on receiving the goods signs the section 3d, and the double leaf is taken to the receiving-office of the carrying or transportation company, and when the goods are delivered there the receiving-clerk, Harry Snow, tears off sections 1d and 2d and signs in the places *m* and *s* on the sections 1d, 2d, 3d, and 4d, said last-mentioned sections—to wit, 3d and 4d—being then returned to the office of the consignor. The section 3d therefore is a voucher for the consignor showing that the goods have been delivered in good condition to the common carrier. The consignor tears off section 4d and mails it to the consignee.

At the office of the common carrier the packages are weighed and their weight is noted upon the space upon section 2d, and the express charge is also noted in the space reserved for it. Assuming that the goods are sent with advance charges and that the consignee pays the freight, the shipping-clerk at the office of the consignor writes in at the space *u* that fact. The words "Collect freight" may be employed to designate that the goods are sent "F. O. B." at the place of shipment. At the receiving-office of the common carrier the section 1d is retained, and the section 2d or the way-bill is forwarded to the delivering-office of the carrier, which in this case is at St. Paul. Upon receipt of the goods at that office the freight-agent notifies the consignee, and the latter who has in the meantime received the section 4d from the consignor presents the same at the office of the carrier for comparison with the section 2d. When the consignee receives the goods, he signs section 2d in the space *t* reserved for his signature, and upon his payment of the freight charges the freight cashier or agent of the carrier signs sections 4d at the space *x*. The transactions are now complete. The common carrier has the receipt from the consignee that the goods were received in proper condition. The consignee has a receipt or voucher from the railroad company that it has received payment for the freight charges. The auditor of the common carrier has a receipt from the freight cashier or agent showing that the freight charges were paid by the consignee, this being section 2d, and the consignor has the voucher signed by the truckman and the receiving-clerk of the railroad company or common carrier showing that the goods were received in good condition by them.

As previously stated, all of the sections of one blank have spaces *z z* for the progressive number by which the four sections may be identified. The blanks are provided with spaces for the reception of other matter—as, for instance, when the merchandise is to be sent to a storage-warehouse or to be transferred to another carrier, such as a railroad or steamboat company. On the sections 1d and 3d are spaces *m' m²* for the name of the railroad, storage, or steamboat company to which the goods are to be transferred by the common carrier which has first received them and also the place at which the transfer is to be made. There is likewise a space *m³* for the signature of the agent of such railroad, storage, or steamboat company, and at *m⁴* there is a space for the signature of the consignee. This, however, is unnecessary except where the sections are divided on a vertical line coincident with the lines which separate the spaces on the lower right-hand end of section 4d from the spaces on the left-hand end. The sections 2d and 4d have likewise spaces for the reception of the data just referred to.

It will be observed that the blank which I have just described may be used for the transaction of all kinds of business, for city delivery as well as for delivery in distant towns. Should the goods be sent "C. O. D." or charged, there are spaces for the reception of matter stating that fact, and such matter appears upon the duplicate way-bill and voucher that is sent to the consignee, as well as on the way-bill delivered to the common carrier. On the books of the blanks or on the sections may be printed advertising matter or the usual conditions that are printed upon way-bills or freight-receipts.

On Fig. 5 I have shown one leaf of a blank full size, in which there is an additional row of perforations a^5, by means of which the sections 2d 4d may be each again separated into two divisions 5d 6d to provide an additional voucher for use in case the goods are transferred to a second carrier or to a storage-warehouse. In using this blank the consignor may utilize the red section 5d for his private bill to the consignee.

In Figs. 6 and 7 I have illustrated an embodiment of the invention wherein the blank is perforated to form three separable leaves, each of which is divisible into three sections and wherein an inscription of one leaf suffices for all the leaves. The form of the matter printed upon each leaf is similar to that already described, the three leaves being printed in red, black, and green, respectively. The end leaves $h^5 h^7$ are printed on one face of the blank, while the middle leaf h^6 is printed on the other leaf, so that when the blank is folded the leaves all have the matter facing upward. A double-faced carbon-sheet is placed between the two lower leaves, and hence matter written upon the top leaf is transferred to the lower leaves. The paper of which the blank is made is relatively thin and transparent, and although the written matter is transferred to the back side of leaf h^7 it may be easily read from the front by placing the leaf on blank white paper. A

list of the goods or articles shipped may be written upon a portion not otherwise used in the upper half of each sheet—as, for instance, in the form shown in Fig. 5 in the space below the words "Corporation agent" and in the form shown in Fig. 6 in the space at the left of the words "Amount of bill." In using the blank the entire red sheet is returned to the consignor after it is signed by the receiving-clerk of the carrier, the truckman, and the consignor's shipping-clerk. The upper half of the sheet is in this case the duplicate of the manifest given the freight-conductor and is a signed receipt for the goods. The lower half he sends to the consignee, the large portion thereof serving as his private bill. The consignee signs the smaller portion on receipt of the goods and returns it to the consignor, who files it away with the carrier's receipt. Of the green sheet the upper part is given the freight-conductor as a way-bill, while the lower portion is sent intact to the auditing or recording office of the carrier to serve as a record. Of the black sheet the upper part is retained at the forwarding-office of the carrier as a record, and the lower portion is sent by mail or otherwise to the destination of the carrier. The larger end is the carrier's bill to the consignee and is receipted by the carrier's agent and given the consignee upon payment of the freight charges. The smaller end is signed by the consignee upon the receipt of goods and is retained at the destination-office of the carrier. A blank thus constructed is adapted for a great variety of uses and furnishes nine receipts or vouchers to be distributed among the consignor, the consignee, and the various offices of the common carriers or bailees.

It is evident that numerous modifications of the blanks herein described may be made without departing from the spirit and scope of the invention. I have contemplated arranging the leaves of each blank in ways other than that described, whereby they would be separable on lines differently located from those shown on the drawings, the essential features of the invention being hereinafter set forth.

Having thus explained the nature of the invention and described a way of constructing and using the same, although without attempting to set forth all of the forms in which it may be made or all of the modes of its use, I declare that what I claim is—

1. A shipping-blank comprising duplicate leaves, each divisible along a transverse line into two dissimilar sections, one section of each leaf having appropriately-designated spaces for the reception of the signatures of the truckman and the carrier, whereby when filled out it serves as a receipt for the consignor, the duplicate thereof serving as a memorandum of the transaction for the carrier, the other section of each leaf having appropriately-designated spaces for the reception of a description of the consignment and for the signature of the carrier and the consignee, whereby when filled out it serves as a receipt for the consignment when signed by the consignee and as a way-bill or manifest for the carrier, the duplicate of the last-mentioned section serving as an identifying-memorandum for the consignee.

2. A shipping-blank comprising leaves adapted to be folded one upon the other with a carbon or transferring sheet between them, said leaves being exact duplicates and being divisible into two dissimilar sections, one section of each leaf having appropriately-designated spaces for the reception of the signatures of the truckman and the carrier, and for the names of the consignor and consignee, whereby it serves when filled out as a voucher for the consignor, the duplicate section serving when filled out as a memorandum of the transaction for the carrier, another section of each leaf having appropriately-designated spaces for the reception of a description of the consignment and for the signatures of the carrier and consignee, whereby it serves as a way-bill for the carrier and a receipt for the reception of the goods, the duplicate section when filled out serving as a private bill from the consignor to the consignee.

3. A shipping-blank comprising duplicate leaves adapted to be folded one upon the other with a carbon or transferring sheet between them, each leaf being separable into two distinct dissimilar sections, and one of said sections being again separable into subsections, one section of each leaf having appropriately-designated spaces for the names of the consignor and consignee and the signatures of the carrier and truckman, whereby it serves as a receipt to the consignor, the duplicate thereof serving as a memorandum of the transaction for the carrier, the other section of each leaf having on one subsection appropriately-designated spaces for the reception of a description of the consignment and the carrier's charges therefor, and on the other subsection appropriately-designated spaces for the signature of the consignee and the signature of the carrier, whereby said section as a whole serves as a manifest or way-bill, the duplicate serving as a private bill from the consignor to the consignee, one of the subsections of each of the last-mentioned sections serving as a memorandum for the carrier or one of the parties to the shipment.

4. An integral shipping-blank comprising duplicate separable leaves, each divisible along a transverse line into two dissimilar sections, one section of each leaf having appropriately-designated spaces for the reception of the names of the consignee and the consignor and the signatures of the truckman and common carrier, and the other section of each leaf having appropriately-designated

spaces for a description of the consignment, the cost of transportation of the same, and the signatures of the consignee and common carrier, whereby when said sections are filled out and separated one serves as a voucher for the consignor, the duplicate serves as a memorandum of the transaction for the carrier, another section serves as a way-bill or manifest and a bill for the carrier, and the duplicate serves as the consignor's private bill to the consignee.

In testimony whereof I have affixed my signature in presence of two witnesses.

GILBERT E. FELCH.

Witnesses:
C. F. BROWN,
C. C. STECHER.