

HINTS TO CLERKS

Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, write Baker on the first line, followed by Babb if it should happen to be the second name of that group, and so on.

This Index System in loose leaf form is expansive and continuous. When more sheets are needed add them. When the binder in which they are originally placed becomes filled to its capacity, get another binder and carry one or more letters into the new binder and continue doing this until you have a book to each letter.

This Sub-Index can be renewed and re-written at very little expense and it is so planned that this can be done in after years if it becomes defaced and worn. Prices for new Sub-Indexes on either parchment paper or all linen furnished on request. Prices also quoted on re-writing names on Sub-Index in large type-writer type.

If any point is not clear to you when beginning the index or continuing its use, always feel free to write the maker or patentee, who will cheerfully reply to any questions regarding the proper working of the system.

CHAS. M. COTT,
Patentee and Indexer,

430 N. High St., Columbus, O.

NOTE: The table of figures on each Sub-Index is for keeping track of used or partially used pages.

Pages 1 to 100		Pages 101 to 200		Pages 201 to 300		Pages 301 to 400	
1	2	101	102	201	202	301	302
3	4	3	4	3	4	3	4
5	6	5	6	5	6	5	6
7	8	7	8	7	8	7	8
9	10	9	10	9	10	9	10
11	12	11	12	11	12	11	12
13	14	13	14	13	14	13	14
15	16	15	16	15	16	15	16
17	18	17	18	17	18	17	18
19	20	119	120	219	220	319	320
21	22	21	22	21	22	21	22
23	24	23	24	23	24	23	24
25	26	25	26	25	26	25	26
27	28	27	28	27	28	27	28
29	30	29	30	29	30	29	30
31	32	31	32	31	32	31	32
33	34	33	34	33	34	33	34
35	36	35	36	35	36	35	36
37	38	37	38	37	38	37	38
39	40	139	140	239	240	339	340
41	42	41	42	41	42	41	42
43	44	43	44	43	44	43	44
45	46	45	46	45	46	45	46
47	48	47	48	47	48	47	48
49	50	49	50	49	50	49	50
51	52	51	52	51	52	51	52
53	54	53	54	53	54	53	54
55	56	55	56	55	56	55	56
57	58	57	58	57	58	57	58
59	60	159	160	259	260	359	360
61	62	61	62	61	62	61	62
63	64	63	64	63	64	63	64
65	66	65	66	65	66	65	66
67	68	67	68	67	68	67	68
69	70	69	70	69	70	69	70
71	72	71	72	71	72	71	72
73	74	73	74	73	74	73	74
75	76	75	76	75	76	75	76
77	78	77	78	77	78	77	78
79	80	179	180	279	280	379	380
81	82	81	82	81	82	81	82
83	84	83	84	83	84	83	84
85	86	85	86	85	86	85	86
87	88	87	88	87	88	87	88
89	90	89	90	89	90	89	90
91	92	91	92	91	92	91	92
93	94	93	94	93	94	93	94
95	96	95	96	95	96	95	96
97	98	97	98	97	98	97	98
99	100	199	200	299	300	399	400

THIS SUB-INDEX

IS AN INDEX TO THE GENERAL
INDEX OF WHICH IT IS A PART

The pages of the General Index devoted to this Initial Letter follows immediately after this Sub-Index. Figures opposite the name indicate the page where entries are made.

EXTENSION TABS or the book itself represents the first unit of subdivision and refer to Surname Initials.

MARGINAL CUTS represent the second unit of subdivision, and are usually the Second Letter of Surname, or Guide Letters.

THE BLOCKS or *COLUMNS* on the Sub-Index, still further subdivide Names, according to the designations printed thereon.

The General Index can be ruled in any manner required, and is adapted for the indexing of all kinds of records, and for any number of names from 10,000 up to 1,000,000 or more.

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Par	Page	Pas Pat	Page	Pau Pav	Page	Paw Pax Pay Paz	Page
Parker-Parka	7	Paschal Pascal	65	Paul	104	Payne-Pain-Paine	17
Parks	53	Passon-Passons	110			Payton-Peyton	38
Partain-Parten	46	Passmore -Passemore-	103			Paxton	187
Parsons	32	Patterson	12				
Paris	88	Patrick	27				
Parnell	80	Patton -Patten	123				
Parr	113	Pastre	139				
Parmer	102	Pascoe	143				
Parrott	112	Patman	184				
Parish	130						
Pardue	169						
Parkman	175						
Parham	180						
Parkinson	185						
Parasho	186						

P

Pa

Pea Peb Pec Ped Pia Pib Pic Pid	Page	Pee Pef Peg Peh Pei Pek Pie Pif Pig Pih Pii Pik Pf	Page	Pel Pem Pil Pim	Page	Pen Peo Pep Pin Pio Pip	Page
Pearman	21	Peet-	72	Pelzer	70	Pennell	36
Pearson	30	Pee	86	Pilgrim	26	Pence	67
Peden	99	Peek	73	Pelotte	111	Peoples	10
Pickerell-Pickrell	11	Pegues	83	Pelfrey	133	Pepper	13
Pickel-Pickle	11	Pegg	34			Pinson	40
Pickelsimer-Pickleseimer	79	Pierce-Pearce	56			Pinckney	22
Pickens	2	Pike	160			Pinkerton-Pinteston	54
Picketts	89	Pierson	30			Pinkston-Pinxton	54
Pide	90					Pinkersson	129
Peace	124					Pendleton	144
Peacock	138					Penington	155
Pearce-Pierce	56						
Pickering	189						

Per
Pir

Page

Pes Pet
Pis Pit

Page

Pen Pev Pew Pex Pey Pez
Pin Piv Piw Pix Piy Piz

Page

Ph

Page

Perrin

66

Peterson

76

Pewitt

84

Phagan

43

Perkins

31

Pettigrew -Pettigrue

39

Peyton-Payton-Paten

38

Pheagan-Phegen

68

Perryman

47

Pitts

41

Pixley

91

Phelps

69

Perry

20

Pitman - Pittman

75

Phillips-Philips

9

Pitchford

92

Phinney

81

Philpot-Phillpot

58

Philfer-Phifer

82

Philyaw

136

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Pon Poo Pop	Page	Por	Page	Pos Pot	Page	Pou Pov Pow Pox Poy Poz	Page
Poor-Poore	4	Pork	98	Poster-Porter	59	Pound	108
Pool-Poole	19	Portwood	62	Posey	23	Powder- Pouder	107
Popham	95	Porter-Poster	59	Postell	97	Power-Powers	29
Pope-Poppe	28	Portman	44	Potts-Poter-Potter	60	Powell	15
Pooser	163			Postma	135	Poyas	106
				Post	150	Pow	173

Pl
Pn
Po

Pr
Ps
Pu
Pv
Po

Pra Pre Pri	Page	Pro Pru Pry	Page	Ps Pu Py	Page	Q	Page
		Pruette	3				
Pratt	48	Pruitt-Pruett-Prewet	3	Puckett	105	Quattlebaum	2
Praytor							
Prater-Prator-Prather-	16	Probate Judge	1	Pugh	42	Quails	1
Pressley-Presley	37	Profit	125	Pullen-Pullin-Pulliam	33	Quarles-Qualls	4
Prevost	5	Proctor	151	Puntch	55	Queen	5
Prest	85	Propes	156	Purdy	78	Quick	3
Preantan	87	Prystowsky	181	Purvis	109	Quinby	6
Presnell	71	Proser	182	Putman	35	Quinn	8
Prince	8			Pyle-Pyles	64		
Prior	45			Purgason	145		
Price	6						
Prichard	24						
Prichet-Prichett	100						
Presher	132						
Prickett	183						
Pringle	188						

Corporations and Firms

Page

Corporations and Firms

Page

Pelzer Manufacturing Co.

116

Queen City Brick & Machine Co.

7

Town

Pendleton Council of (Intendent)

77

Piedmont & Northern R R Co. See also "Railway-"

146

Pendleton Judges of County Court

77

Pendleton Academy

147

Pendleton Circulating Library

114

Pendleton Oil Mill

120

Pendleton Manufacturing Co.

115

Palmetto Guano Corporation

148

Pendleton Town Council, Town of

77

Pendleton Electric Light Co

149

Piedmont Manufacturing Co.

117

Piedmont Chero-Cola Bottling Co

152

Peoples Oil & Fertilizer Co.

118

Palmetto Corporation

153

Pendleton Oil & Fertilizer Co.

120

Palmetto Fire Insurance Co

154

Pendleton Ginnery Co.

120

Pendleton Motor Company

157

Pitts & Byrd

121

Palmetto Oil Company

159

Pendleton Brick Co.

127

PENDING COTTON MILL

115

Park Place Company

126

Porter Academy

162

Pendleton Drug Co.

131

Planters Fertilizer & Phosphate Co

164

Piedmont Motor Co.

134

Pelzer Mills Inc.

165

Peoples New Furniture & Peoples Furniture Co.

137

Piedmont Investments Inc.
Pickens Cotton Mills - Pickens Mills

172

166

Peace Bros.

140

Pendleton Farmers Society

170

Petroleum Oil Co.

142

Pine Lawn Cemetery Association

171

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