

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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Paa Pab Pac Pad	Page	Pae Paf Pag Pah Pai Paj Pak	Page	Pal Pam	Page	Pan Pao Pap	Page
Pace	69	Paget-Padgett-Pagett	25	Palmer	7	Panagas	137
Pack	46	Page -paige	49			Pannell	150
Padgett-Pagett-Paget	25	Painter	58			Pappas	181

Par

Page

Pas Pat

Page

Pau Pav

Page

Paw Pax Pay Paz

Page

P

Parr	56	Paschal	72	Paulman	87	Payne	16
Parker	4	Passmore	73	Paulos- Poulos	158	Payton-Peyton	23
Parsons	39	Patrick	31			Paxton	188
Parrott	74	Patterson	111				
Pantain	33	Pates	120				
Parks	30	Patten- Patton	122				
Parnell	53	Pastre	134				
Paris	71	Passenes	142				
Parmer	89						
Partlow	70						
Parish	127						
Parkman	167						
Pardue	171						
Parasho	175						
Parham	182						

Pa

Pe
Pf
Ph
PiPl
Pn
PoPr
Ps
Pt
Py

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Pea Peb Pec Ped Pia Pib Pic Pid	Page	Pee Pef Peg Peh Pei Pek Pie Pif Pig Pih Pii Pik Pi	Page	Pel Pem Pil Pim	Page	Pen Peo Pep Pin Pio Pip	Page
Pearman	15	Peet-Peat	88	Pelotte	62	Pennell	29
Peace	42	Pegg	38	Pelzer	40	Penroy	77
Pearce-Pierce	148	Peek	135	Pilgrim	18	Pence	86
Pea-Pee	75	Pierce- Pearce	148	Pelfrey	191	Penser	85
Pearson -Pierson	43	Pike	159			Peoples	14
Peat-Peet	88	Peeler	174			Pepper	13
Pickerel	10	Pierson	43			Pinkerton-Pinkston	64
Pickel- Pickle	10					Pinckney	24
Pickell	10					Pinson	27
Pickelsimer	65					Pendleton	144
Pickens	3					Penland	178
Picketts	125					Pennington	185
Peacock	128						
Pickering	192						

Per
Pir

Page

Pes Pet
Pis Pit

Page

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

Page

Ph

Page

Perry

19

Petty

83

Peyden-

23

Payden- Peyton-Payton

23

Phares

82

Perryman

48

Pettigrew

28

Phelps

81

Perrin

55

Petterson -Peterson

32

Phegans

76

Perdrean

84

Pitts

37

Philyar-Philyaw

80

Perkins

45

Pettit - Petitt

183

Phillips

6

Perlite-Perhite

63

Phinney

113

Perceley

190

Pharr

119

Pe
Pf
Ph
PiPl
Pn
PoPr
Ps
Pt
Py

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Pon Poo Pop	Page	Por	Page	Pos Pot	Page	Pou Pov Pow Pox Poy Poz	Page
Pool-Poole	21	Portwood	61	Posey	35	Power -Powers	26
Poore-Poe	2	Porter	44	Potts-Potter	50	Powell	20
Pope	34	Portman	47	Posser	124	Poulos -Paulos	158
Ponder	157	Porch-Poarch	146	Postma	133		
Pooler	166	Porterfield	186	Post	1153		
Pooser	172			Poston	153		
Popham	197						

Pl
Pn
Po

Pr
Ps
Pd
Py

Pra Pre Pri	Page	Pro Pru Pry	Page	Ps Pu Py	Page	Q	Page
Prater -Prather	12	Proctor	96	Pugh-Pue	52	Quattlebaum	2
Pratt	57	Pruitt-Pruett	1	Puckett	97	Qualls-Quarles-Quails	1
Preast	90	Profit-Proffitt	117	Pullen-Pullin	22	Queen	4
Prevost	5	Props -Propes	140	Puntch	55	Quinby	5
Pressley-Presley	36			Purdy	(72) 93	Quick	3
Presnell	60			Purcell	93	Quinn	6
Preison	66			Putman	41		
Preimon	95			Puyles - Pyle-	67		
Prior - Pryor	54			Purvius	130		
Prewitt	1			Purgerson	138		
Price	8			Pulliam	147		
Prioleau	94						
Prince	9						
Prichard	17						
Presher	118						
Prickett	177						
Pridmore	194						
Pringle	196						

Corporations and Firms

Page

Pickle & Co.	106
Pendleton Canning & Mfg Co.	105
Pendleton Ginning Co.	103
Pendleton Jockey Club	104
Pendleton Oil Fertilizer Co.	101
Peoples Oil & Fertilizer Co.	107
Peoples Furniture Co.	109
Pea Creek Ginnery Co.	112
Pearman & Co. F E	110
Piedmont Mfg. Co.	100
Pelzer Mfg Co.	98
Pendleton Mfg Co.	99
Pendleton Cotton Mill	184
Piedmont C F A S # 4	111
Pendleton Brick Co.	116
Post Master General	121
Park Place Company	123
Pendleton Drug Co.	126
Piedmont Motor Co.	129

Corporations and Firms

Page

Postal Cable & Telegraph Co.	131
Pacific Mutual Life Ins Co	169
Palmetto Guano Co.	136
Pelzer Mills	170
Piggly-Wiggly Stores	139
Pilot Life Insurance Company	173
Petroleum Oil Co.	141
Pendleton Oil Mill	143
Pendleton Motor Co.	145
Penny, J C Co -See J.C.Penny Co.a corp.,under "J"	---
Palmetto Corporation	151
Pendleton Electric Light Co.	152
Piedmont Chero -Cola Bottling Co	154
Pendleton Building & Loan Assn.	155
Palmetto Fire Insurance Co.	156
Peoples Oil Company	160
Planters Fertilizer and Phosphate Company	161
Pure Oil Company ,Pure Oil Co. of the Carolinas (Inc	163
Piedmont Candy & Cigar Company	164
Pickens Cotton Mill	165
Pendleton- The Town of	168

New SUB-INDEX Sheets may be ordered at any time. When ordering, give number of sheet as shown on this margin. Price per sheet, 25c. With Lettered Extension Tabs, reinforced, 40c. each. WALKER, EVANS & COGSWELL, CO., Charleston, S. C. Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-Index the different ways the name is spelled, duplicating the name in more than one column when necessary.

Pr
Ps
Pa
Pc

Corporations and Firms

Page

Piedmont & Northern Railway Company(See Railway page 116)

Piedmont Investment Company

176

Piedmont Bagging Co.

179

Plantation Pipe Line Company

180

Pickens County Line

187

Pacolet Manufacturing Co.

193

Poore's Trading Company

198

Corporations and Firms

Page