

### 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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Na	Page	Ne	Page	Ne-Continued	Page	Ni	Page
Nabors-Neighbors	12	Neal-Neel	3			Nicely	23
Nalley-Nally	6	Neblett -Noblett	32			Nicks-Nix	17
Nance	10	Neff	31			Nimmons	18
Narden-Nardin	9	Nelson-Nellson	7			Nixon	30
Nash	13	Nesbit-Nesbitt	15			Nichols-Nicholson- Nickelson	5 5
Nation	33	Nevil-Neville	14			Nicoll	50
Nathans	42	Nevett-Nevitt	8				
Nagle	48	Newman	19				
		Newton	2				
		Newell	4				
		Neely -Nealey	38				
		Newett	39				
		Neese	43				
		Newhall	47				
		Nettles	51				

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No Nu Ny	Page	Oa to Ol	Page	Om to Oz	Page	O-O	Page	O'B to O'Z	Page
Noble	16	Oakley	16	Opie	23	O'Barr	23	O'Barr- O'Bar	17
Nolin	25	Oates-Oats	13	Overcash	41	O'Briant	41	O'Briant-O'Bryant	10
North	20	Odam - Odom	19	Opt	9	O'Donn	9	O'Donnell	7
Norman	21	Oakes	43	Oxner	45	O'Neal	45	O'Neal-O'Neel	8
Northrop	29	Oder	20	Orr	1	O'Sheal	1	O'Sheal-O'Shield	28
Norton-Norten	11	Odiorne	21	Ortman	24	O'Connell	24	O'Connell	38
Norrell-Norrel	26	Oglesby	29	Osborne	3	O'Dell	3	O'Dell	6
Norwood	24	Ogg	23	Osley	40	O'Connell	40	O'Connell	38
Northcutt	27	Oldham	11	Osteen	12	O'Dell	12	O'Dell	6
Norris-Norryce	1	Oliver	4	Oswell	18	O'Dell	18	O'Dell	6
Nuget	28	Olmstead	42	Oula	25	O'Dell	25	O'Dell	6
Nunn- Nunnally	22	Odom - Odam-	19	Outz - Ouzts	14	O'Dell	14	O'Dell	6
Nunnally	22			Overby	15	O'Dell	15	O'Dell	6
Noblett	32			Overton	26	O'Dell	26	O'Dell	6
Noell	40			Owen-Owens- Owings	2	O'Dell	2	O'Dell	6
				Ozier	27	O'Dell	27	O'Dell	6
				Ozmint-Ozment	5	O'Dell	5	O'Dell	6
				Ould	33	O'Dell	33	O'Dell	6
				Osby -Osbey	37	O'Dell	37	O'Dell	6
				Ownbey	39	O'Dell	39	O'Dell	6

N  
O

Firms  
and  
Corporations  
OVER

## Corporations and Firms

Page

## Corporations and Firms

Page

Nardin & Orr	34
Nealon & Kline	35
North Anderson Development Co.	36
do do Street Railway Co.	41
do do Promotion Co.	37
Orr Cotton Mills	30
Orsborne & Pearson	31
Orphanage Connie Maxwell	36
National Oil Company, Inc.	44
New Superior Dry Cleaners, Inc.	46
National Savings & Trust Co. a Corp. Trustee	45
New York Terminal Warehouse Company, Inc.	49
Ottaray Textiles, Inc.	47
Orr Mills, Inc	46