

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
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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.

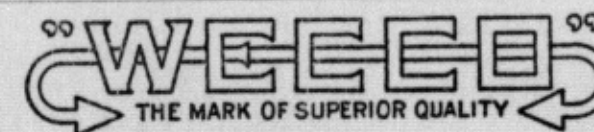
MARGINAL CUTS represent the second unit of subdivision, and are usually the Second Letter of Surname, or Guide Letters.

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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CHARLESTON, S. C.

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- - -							

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Pa

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Corporations and Firms

Page

Note:

For CHURCHES - - - (See C Book)

LODGES - - - - (See L Book)

RAILROADS - - (See R Book)

SCHOOLS - - - (See S Book)

Quattlebaum & Dannelly - - -

Peoples Bank - - -

Peoples Bank, Bamberg - - -

Peoples Bank, Branchville - - -

Peoples Building & Loan Association - - -

Pearlstine (R) & Son - - -

Pearlstine Brothers - - -

PLATS (All) - - -

Palmetto Lumber Company - - -

The Peoples National Bank of Charleston S C -

Peoples Utility Company of Ehrhardt S C -

Prudential Insurance Company of America -

Postal Tel Cable Company - c - -

Pan-American Life Insurance Company - - -

Corporations and Firms

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Peoples State Bank of South Carolina - - - 66

Planters Cotton Oil Company Inc - - - 55

Paramore & Griffin Seed Company, Inc. - - - 61

P C D Corporation - - - 61

Palmetto State Life Insurance Company - 66

25 Pilot Life Insurance Company - - - 66

15 Pearce-Young-Angel Company, Inc. - - - 88

15 Palmetto Holding Company - - - 90

15 Palmer Furniture Company Inc - - - 82

32 Power Oil Company - - - 100

11 Powe Veneer Company - - - 112

11 P & S Oil Company - - - 100

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54 Palmetto Pulp and Paper Corporation - 54

56 Pine Lumber Company - - - 130

58 Palmetto Manufacturing Company - - - 90

60 Pierpont Corbert Box Company - - - 90

62 Pleasant Hill Farm, Inc. - - - 130

58 Phoenix Souther Washer & Gasket Co., Inc. 134

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Firms
and
Corporations

Corporations and Firms

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Pawpaw Country Club, Inc

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