

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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Aa Ab Ac Ad	Page	Ae Af Ag Ah Ai Ak	Page	Al	Page	Am An	Page
Abbott-Abbett	22	Agnew-Agnue	24	Aldrich-Aldritch	47	Ambers-Ambrose	29
Adamek	149			Albertson	137		
Abercrombie	19	Agustee- Augustus	34	Aldnam	51	Amick	33
Addington	133						
Abernathy	46	Aiken-Aken-Akin-Aikens	20	Alexander	7	Anderson	1
Adcox-	146						
Abels-Ables	28			Alewine	11	Andrews	31
Abney	50			Alewater-Aleiwalters	35	Anglin-Angelly	39
Abrams	53			Alford	21	Anthony	37
				Albergoti	131		
Abraham	54			Allen	3	Antonakos	97
Acker	2			Algood	10	Amos	108
Adams	6			Allred	43	Angelus -Angelakos	125
Adair	15			Allison	32	Andrea	140
Addis	44			Alston	41	Antley	163
Aderhold	27			Alverson	49	Ammons	166
Aden	42			Alwater	52		
				All	95		
Adger	8			Allbright	96		
Adkinson-Atkinson	18			Alley	107		
Adkins-Atkins	14			Allums	112		
Aberhardt	100			Altman	116		
Addison	111						

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2

Ap Aq Ar

Page

As At

Page

Au Av

Page

Aw Ax Ay Az

Page

A

Archer	9	Asberry-Ausberry	36	Augustus- Agustos	34	Axam-Axman	25
Argo	48	Asbury- Ashmore	36 26	Austin	12	Ayer	30
Arial	23	Ashert-Asherst	45	Avery-Averett	17		
Arnold	13	Ashley	4	Aull- All -	95		
Armstrong	5	Askew	40	Aultman	116		
Arflin	134	Aston	38	Avant	126		
Ardrey	139	Attaway	16	Ausburn	147		
Arant	143	Asbell	86	Autry	171		
Arnett	153	Atkinson-Adkinson	18	Aventer	172		
Arsena	155	Atkins-Adkins -Atkin-	14				
Armistead	160	Ashworth	156				
Applewhite	167	Atchley	164				
Arrendale	172	Asa	165				

Corporations and Firms

American Telephone & Telegraph Co. of N.Y. ✓
 Anderson Ice Co.
 Alco Realty Company
 Anderson Building & Loan Association
 Afr-American Union & Real Estate Association
 Anderson Cotton Mills
 Anderson Hotel Company
 Anderson Oil & Fertilizer Co.
 Anderson Phosphate & Oil Co
 Anderson & Stoddard
 Anderson Mattress & Spring Bed Co.
 Anderson Farmers Union Warehouse Co.
 Ariel & Osborne
 Anderson County Hospital Association
 Anderson Cash Grocery Co.
 Anderson Educational Association
 Anderson Traction Company
 Anderson Shoe & Leather Co.
 Anderson Villiage, & County Commissioners of,
 Anderson City, Anderson City Council of,
 Anderson Gas Co.
 Anderson Real Estate & Investment Co.
 Anderson Water, Light & Power Co.
 Anderson Bond Company (Extract of Charter)
 Anderson Machine & Foundry Company
 Anderson Young Men Christian Association
 Anderson Library Association
 Anderson Improvement Co.
 Anderson Ginnery & Mfg. Co.
 Anderson College
 Anderson Hardware Co. *(See The Anderson Hardware Co.)*
 Anderson Packing Company
 Anderson Farmers & Merchants Association
 Anderson- Memorial Park
 Anderson County Fair Association Colored
 A.M. Klugh, Inc.
 Anderson Building Loan & Investment Co.

Page

152
85
154
64
76
61
62
63
60
84
70
77
69
78
79
66
57
80
65
56
93
58
59
83
71
73
72
82
68
88
75
142
74
150
67
151
81

Corporations and Firms

Page

Aiken Stores, Inc. 157
 Armour Fertilizer Works 128
 Anderson Banking & Trust Co. 89
 Appleton Mfg. Co. -Appleton Company 118
 American Trust Co. 90
 American Bakeries of Georgia- of Florida 127
 Abbeville Motor Car Co 91
 Alexander Real Estate co. 119
 Anderson Intelligencer 92
 Atlantic Life Ins. Co. 120
 Anderson School District 94
 Appalachian Decelopment Co 121
 Anderson Fertilizer Co. 99
 American Land & Building Corporation 122
 American Home Fire Insurance Co. 101
 Anderson Nehi Bottling Co 123
 Anderson Investment Co. 103
 American Exchange Irving Trust Co. 124
 Anderson Development Co. 104
 American Telephone & Telegraph Co. of S.C. ✓ 129
 Anderson Underwear Co. 105
 Anderson Utilization Co. 158
 Anderson Oil Company 130
 Anderson Hosiery Mill 106
 Anderson Amusement Company 135
 Anderson Apartment Co. 109
 Anderson Petroleum Co. 132
 Anderson Country Club 110
 Anderson Air Port Commission 136
 Anderson Cotton Oil Co. 113
 American Land & Inv. Co 138
 Anderson Community Hotel Corporation 114
 Armour & Company 141
 Anderson National Farm Loan Asso. 115
 Abbeville- City of 145
 Anderson Gas & Utilities Co. 117
 Auto Finance Company 148
 Arkansas Fuel Oil Company 144

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