FREQUENTLY OCCURRING CORPORATIONS, FIRMS, ETC.

IF NAME IS NOT FOUND BELOW: Refer to Mixed Group column to right for page reference.

Active corporations and firms, indexed by first letter or first two letters of first principal word, (ignore the prefix The), Churches, Lodges, Cemeteries etc. indexed under their generic heads, are entered on correct sub-index sheet and separately grouped on page designated.

COTTCO UNIVERSAL INDEX No. 1-4 © 1961 — Made by The Cott Index Company, Columbus, Ohio

MIXED GROUP PAGES OF **CORPORATION AND FIRM NAMES** TO WHICH REFER IF NAME IS NOT FOUND IN RULED SPACES FOLLOW

Column 2	PAGE	Enter Names First in Column 1	PAGE	CLASSIFIED BY FIRST LETTER OR FIRST TWO LETTERS OF FIRST PRINCIPAL WORD
		Sawnee Elect. Memb. Corp.	91	
		Standard Telephone Company	95	
		SUN VENT AWNINGS INC.		
		Standard Supply Company, Inc.	96	S Page 79
		State Highway Dept.	98	
		State Highway Authority, Georgia	99	
Trust Company Bank 81 & 92 also		TRUST COMPANY OF GEORGIA also see 91	92	T Page 81
		Stephens, W.P., Lumber Co.	100	
		United States of America	93 also 84	
		Upper Chattahoochee River Soil Conservation District	94	U V Page 83
Williams Bros., Inc and		William Brothers Lumber Co.	97	
		~~[illegible]~~	~~[illegible]~~	W Page 85
				X Y Z Page 87

COTTCO UNIVERSAL—THE ADAPTABLE INDEX—INSTRUCTIONS

1. Cott UNIVERSAL Indexes are comprehensive; they are safe, because blocks of ample capacity which give page reference to both "Set Out" groups and "Mixed Name" groups are designated by large bold first letter or first two letter alphabet divisions arranged in a vertical column, always on the front of one or the other of two subindex or key sheets, one as a page reference to individuals or surname, the other to Corporations, Firms, and special groups. These sheets follow surname initialed tabbed sheets.

2. There is a variation of "Frequently Occurring" names in different localities. To set up Cott UNIVERSAL Indexes so they will be best adapted to your own use, predetermine and set out at least 20, preferably 50 or 60 of your most frequently occurring names in each volume. You have a knowledge of many such names, but to take full advantage of this feature consult your present Indexes.

3. Preferably typewrite your frequently occurring names, both individuals and Corporations & Firms in the correct ruled block of the proper subindex or key sheet as designated by tab sheet. Assign the first one to page as shown at bottom of Surname or Individual Name subindex sheet. Each set out group is given one sheet; two pages. Establish other set out groups in like manner on succeeding pages. Frequently occurring names may be arranged in blocks either alphabetically or in order as to their frequency. The large blocks generally permit writing names on every other line. When same name is differently spelled write the different spellings in correct block and refer to same page number.

4. Special groups should be made of (1) Schools, School Trustees, Colleges, Board of Education; (2) Churches, Church Boards; (3) Cemeteries; (4) Lodges, and other classifications. When so indexed make cross references in the proper block on correct Corporation & Firm subindex sheets. For example, write Schools, School Trustees, on S subindex sheet and assign to page in S unit; and in proper block on B sheet write Board of Education — see Schools. On C subindex sheet write College — see Schools.

5. "Key Tables" in the large blocks designated by first letter or first two letters give mixed group page numbers. Enter them line after line, starting them on the right hand page number indicated. The group is continued on back of sheet. When both sides of a numbered sheet are filled, insert an unnumbered or extra sheet immediately following and number it (preferably in red) the same number on both sides of the sheet as appears on the left hand page at the point inserted. Any number of sheets can be added for continuation of a group, and in addition to the number that you put on both sides of the extra sheet inserted, we suggest the lettering of each added sheet A, B, C, D.

6. Cott UNIVERSAL is the only modern index that will cause many names differently spelled and of like pronunciation such as Schaffer-Shafer-Shaefer; Lowery-Lowrey-Lowrie; Pierson-Pearson; Read-Reed-Reid; Dietrick-Dietrick, etc., to be found on the same "Mixed Group" page. We do not claim the key tables will bring together in the "same" mixed group all names of like pronunciation and differently spelled, but tables being so planned as to automatically do so on many of the more common names coming under this class, is a convenience to searchers.

7. When any name or names included in a "Mixed Name" group develop a large number of entries, create a "set out" name and thus control the length of "Mixed Name" groups. The Mixed Names remaining should be written on a new sheet and properly paged.

8. Cott UNIVERSAL Indexes permit expansion until each volume contains but one unit, designated by a tabbed sheet. When "supplies to expand" are required, it is only necessary to tell us which volume or volumes must be expanded or split. Our complete files will enable us to furnish correct supplies.

9. Municipalities or quasi municipality Names are located by the distinctive Municipality Name (City of Columbus — Columbus, City of; Township of Franklin — Franklin, Township of). Firm Names beginning with Name of Individual are located according to the SURNAME of the Individual (C. A. Smith, Inc. — Smith, C. A., Inc.; Lee Mayers Chevrolet, Inc. — Mayers, Lee, Chevrolet, Inc.)

COTT UNIVERSAL Indexes are made in Nos. 1-4, 2-8, 8-24, etc. First figure indicates minimum volumes each can be started. Last figure maximum expansion.

S to Z Corporations, Firms and Special