June 7, 1938. H. STEVENS 2,120,160

MANIFOLDING PACKET

Filed April 22, 1930 2 Sheets-Sheet 1

Fig. 1.

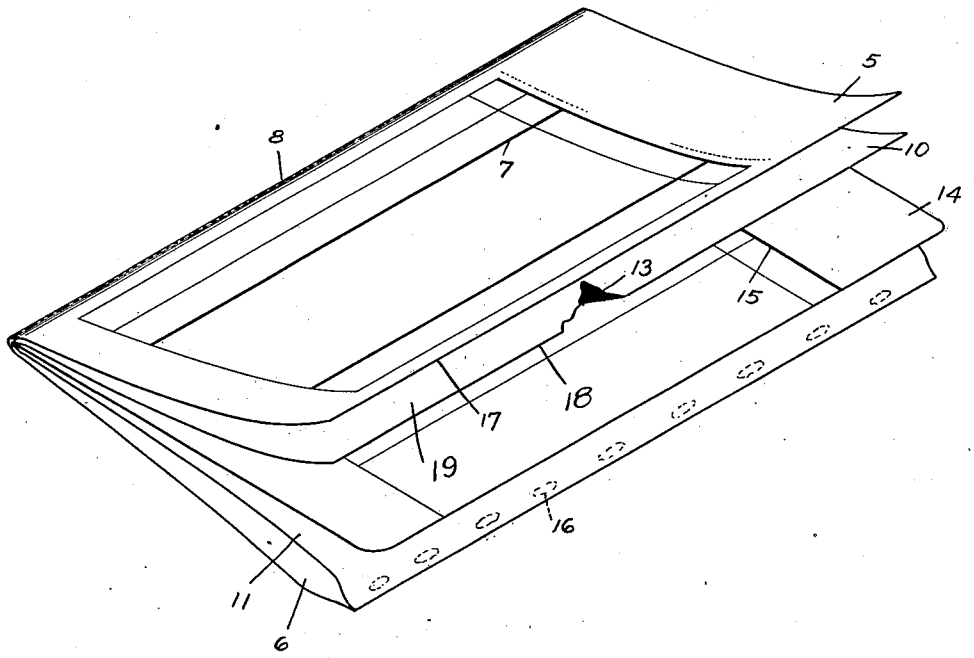

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Fig. 2.

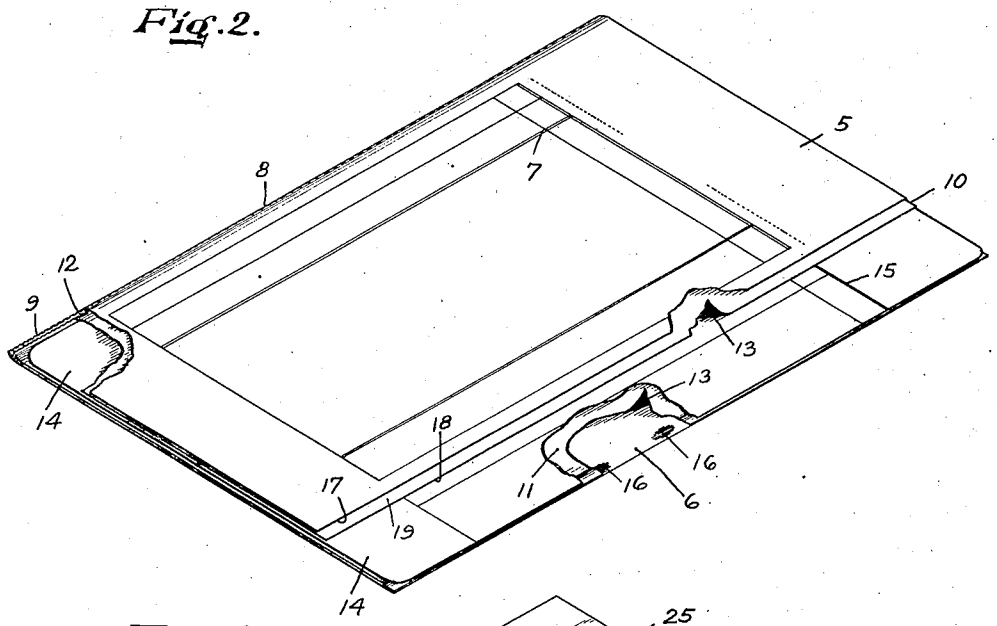
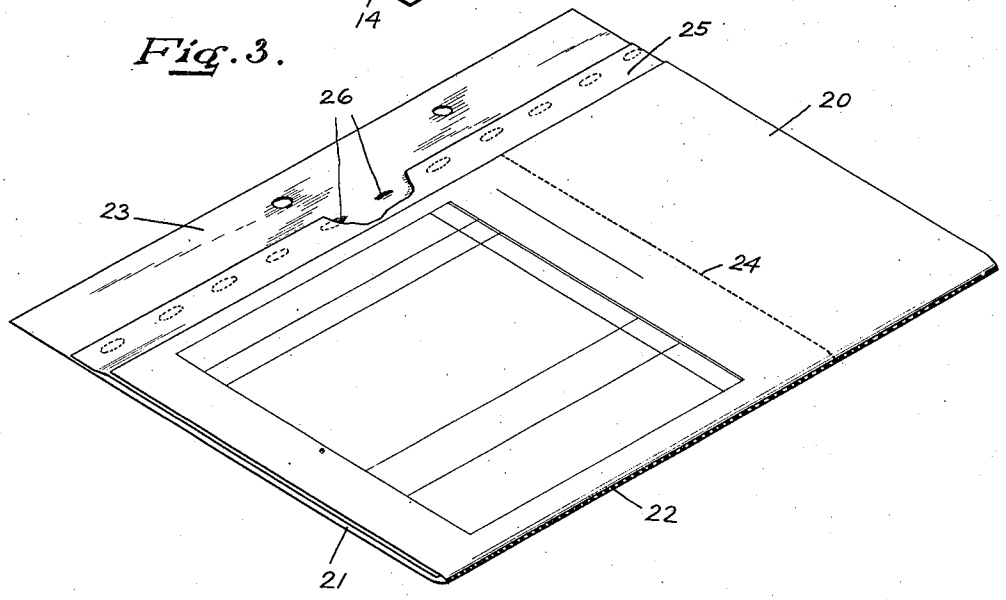


Fig. 3.



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Patented June 7, 1938 2,120,160

UNITED STATES PATENT OFFICE

2,120,160

MANIFOLDING PACKET

Harry Stevens, Oakland, Calif., assignor, by mesne assignments, to Pacific Manifolding Book Company, Inc., a corporation of Delaware

Application April 22, 1930, Serial No. 446,249

1 Claim. (Cl. 282—22)

This invention relates to improvements in manifolding record devices for making multiple copies at a single inscription, and with reference to its more specific features, it relates to improvements in a manifolding assembly of record and transfer leaves suitable for being placed in a typewriting or like machine and simultaneously inscribed therein.

It is a general object of the invention to provide an improved manifolding assembly of the class mentioned forming a pliable compound work web or record sheet capable of convenient utilization in typewriting or similar writing machines in such a manner as to avoid a considerable number of time-consuming operations in the entry of various records, such, for example, as the entry of bookkeeping records, making monthly or periodical bills and the like.

A further object of the invention is to provide an improved manifolding assembly well adapted for bookkeeping or similar record purposes, capable of being inserted as a unit in and removed from a writing or similar manifolding machine, and permitting flexibility and simplicity of handling and distribution.

A further object of the invention is to provide an improved manifolding assembly capable of saving a great deal of labor and time in making entries at different times during a given period, the novel assembly being simple and inexpensive and the entries so made as to make up a plurality of complete unitary records which may be subsequently distributed to their respective destinations.

Still another object of the invention is to provide an improved manifolding assembly of record and transfer leaves which is pliable to adapt it for use in typewriting or other writing machines, and in which a composite transfer leaf may be reversed after being used so as to bring fresh parts of the transfer surface into transfer positions.

Further objects of the invention will be in part pointed out in the following detailed description of an illustrative but preferred embodiment of the invention, and will be in part obvious in connection therewith.

The invention accordingly comprises the features of construction, combinations of elements, and arrangements of parts, which will be exemplified in the construction hereinafter set forth and the scope of the application of which will be indicated in the claim.

For a more complete understanding of the nature and objects of the invention, reference is made to the following detailed description of the preferred embodiment of the invention, and to the accompanying drawings, in which:

Figure 1 is a partially diagrammatic perspective view of the improved manifolding assembly, parts being broken away for clearness of disclosure and the several leaves being opened out or spread apart so as to disclose the construction and arrangement more clearly;

Fig. 2 is a perspective front elevation of the manifolding assembly, and

Fig. 3 is a view of a modification.

According to the drawings there is an original record leaf 5 and a duplicate record leaf 6, these leaves being ruled as indicated at 7 as required for the particular transactions or business to be recorded. The forms shown are for the purpose of recording commercial transactions providing statements and ledger sheets when all of the entries or postings have been made.

Both the original and duplicate record leaves 5 and 6 may be of ordinary writing paper of a weight or thickness suitable for using in manifolding devices such as typewriting machines, and sufficiently light to transfer the inscriptions from leaf to leaf. In the form shown these two leaves are of the same weight and quality of stock and are preferably formed from a single sheet of paper folded as indicated at 8, so as to bring the two leaves in overlapping relatively superposed positions, with the blank forms of the two leaves in registry with each other. If it is desired that the leaves 5 and 6 be of different weight of paper, this can be readily accomplished by overlapping and pasting together two separate leaves adjacent to the fold line 8. Both the original and duplicate record leaves have free edges lying opposite and parallel to the attachment fold 8. The paper also is shown as being weakened along line 8 as by a line of perforations 9 whereby the separation of the sheets is facilitated after all the posting has been done. When these sheets are thus separated, they are ready for distribution to their destination without any further operation thereon.

In the embodiment of Figs. 1 and 2 there are also two transfer or carbon leaves 10 and 11, relatively superposed with each other and positioned in manifolding relation with the leaves 5 and 6 between the latter. These two transfer leaves are also preferably formed from a single sheet of paper and are attached together at their adjacent edges. This attachment, as in the case of the record leaves 5 and 6, is shown as being formed by a fold 12. The fold 12 is shown as

being disposed within the fold 8 when the transfer and record leaves are in assembled position, but the fold 12 may be otherwise disposed as later described. Both of the transfer leaves are shown as having carbon or transfer material 13 only upon one side or face thereof, the opposite side of each transfer leaf being free of the carbon transfer material. The transfer faces 13 of both transfer leaves, as shown, face in the same direction, that is: downwardly or rearwardly, so as to transfer the inscriptions to the upper adjacent faces of the record leaves. The transfer leaves can also be perforated on the fold line 12 if desired, as shown.

A third record leaf 14 is also utilized having a blank form 15 thereon which may conform generally to the blank form 7 and be registered with the latter when the leaf 14 is inserted in manifolding position. It will be understood, moreover, that the forms on all of the leaves may be varied and arranged as desired to accommodate them to any use or business. The record leaf 14, as herein shown, forms a ledger leaf. It is entirely separate and independent of the other record leaves and of the transfer leaves, so that it may be separately inserted or removed. It will be seen that the ledger leaf 14 may be inserted between the adjacent transfer leaves 10 and 11 with the transfer face 13 of leaf 10 in transfer engagement with the upper face of the ledger leaf bearing the blank form. In weight the ledger sheet or leaf may vary from that of the original and duplicate leaves 5 and 6, being either heavier or lighter than the latter, but it will be sufficiently light so that inscriptions made upon leaf 5 will be transferred by transfer leaf 11 to duplicate leaf 6.

As shown in the drawing, the transfer sheet comprising the transfer leaves 10 and 11 is secured to the record sheet or unit which includes the record leaves 5 and 6. This is preferably accomplished by attaching the record leaf 6 to the transfer leaf 11 by means of an adhesive. The adhesive is preferably applied in spots 16 arranged in a row along the edge of the record leaf 6 and between the latter and the adjacent edge of the carbon leaf 11. The carbon or transfer material at the adjacent edge of the leaf 11 may be removed locally in order that the adhesive may form a satisfactory bond with the leaf. The adhesive attachment is sufficiently firm to retain the leaves in their correct assembled position, but on the other hand this attachment is light enough to provide for ready separation of the leaves after they have been inscribed; that is the leaves may be pulled apart by disrupting the adhesive spots which can be accomplished by pulling the two attached leaves away from each other. It will be understood that the several record and transfer leaves may be assembled and pasted as described, at the factory. It will also be understood that for some purposes a light, continuous line of adhesive may be applied for attaching the record and carbon leaves together, but the spot pasting is preferred. Due to the light character of the adhesive attachment, and to the arrangement in spots as described, the surfaces of the record leaves are left clean and substantially free from soiling or marring after the leaves have been detached. The ledger sheet 14 may be inserted at any time either at the factory or by the user.

It will be noted that, as shown, in Figs. 1 and 2 the original record leaf 5 may be somewhat narrower than the underlying duplicate record leaf 6, the edge 17 thereof terminating short of the adjacent or corresponding edge of the duplicate leaf. This provides for a margin of the ledger leaf 14 extending beyond the edge 17, but it will be understood that the ledger leaf may be made narrower, thus omitting its extending margin, or a part of it. Also the adjacent edge 18 of the upper transfer leaf 10 extends slightly beyond the edge 17 of the leaf 5, thus providing a projecting margin 19 of the transfer leaf which is disposed between the edge 17 and the adjacent corresponding edge of the duplicate leaf 6. The original record leaf 5, the upper transfer leaf 10, and the duplicate record leaf 6, thus terminate successively in the order named at the right edges as viewed in the drawings. This projecting margin 19 provides a guide protruding beyond the edge 17 of the leaf 5 facilitating the entry of the ledger sheet into its correct manifolding position. When it is desired to insert the ledger sheet into position, the forward edge thereof is slid along the upper projecting surface of the carbon leaf 11 until it engages with the guiding margin 19. The advancing edge of the ledger sheet engages the guiding margin in full view of the operator, entering beneath the margin. The ledger sheet is thus directed into its correct manifolding position beneath the transfer leaf 10 and there is very little danger that it be inserted into incorrect position above said transfer leaf.

It will now be seen that when the several record leaves are assembled together with the transfer sheets in superposed manifolding relation therewith, the complete assemblage forms a pliable compound work web or record sheet which may be inserted as a unit in a typewriting or other writing machine to conform to the platen thereof. After the inscription is made, this compound work web may be removed as a unit from the typewriter and the assemblage kept intact until it is again desired to post an entry, whereupon the writing operations may be repeated.

It will, therefore, be seen that the record and transfer leaves described may be initially assembled at the factory to form the compound work web and stored or transported in this form. The ledger sheet may be inserted into position either at the factory or by the user. When it is desired to make an entry upon the compound web, the latter is inserted into a typewriting or similar writing machine and the entry posted thereon. The compound web may be removed from the machine and kept intact until it is desired to make an entry for the particular customer. For example, the posting on a compound web for a customer may be begun at the first of a month and the web kept intact for a full month during which entries may be posted thereon one after another at different periods, dependent upon the course of business with the individual customer for whom the web is used.

At the end of the month the leaves can be easily separated. In order to do this, the ledger sheet 14 may be removed and filed in its appropriate binder. The record sheet comprising original record leaf 5 and duplicate leaf 6 may be separated from the transfer sheet including the transfer leaves 10 and 11. As these sheets are pulled apart, the spot line of adhesive is readily severed, thus leaving the surface of the duplicate leaf 6 substantially clean and free from any objectionable marring due to the attachment. The original and duplicate record leaves may then be severed from each other along the weakened line 9. The original statement leaf 5 can then

be forwarded to the customer and the duplicate statement 6 retained for record.

This arrangement effects a great saving in labor and time, as it is unnecessary to assemble the record and transfer leaves before each posting or entry, or to disassemble them after such entry. By virtue of the folding together of the several record and transfer leaves and of the adhesive attachment 16 as described, these leaves are maintained at all times in correctly assembled position. The unitary compound web or record packet is thus ready at all times to be inserted into the machine for the posting of an entry as the course of business with the particular customer requires.

It will be noticed that the compound pliable record web or packet is made up of three manifolding units. One of these units is formed by the original and duplicate record leaves 5 and 6 attached together by the fold 8 at their adjacent edges. Another unit is formed by the two relatively superposed transfer leaves 10 and 11 similarly attached together by the fold 12 and attached to the first unit by means of the line of spot adhesive 16. The third unit is formed by the separate ledger leaf 14.

In the modified form of Fig. 3, there is a compound pliable unitary work web made up of a plurality of manifolding units as in the embodiment already described. In this case, the original record leaf 20 is attached along one edge to the duplicate record leaf 21 along a perforated fold line 22 similar to the fold 8 above described. The duplicate leaf is provided with an extension or extending margin 23 which may serve as a binder having perforations for this purpose. The original and duplicate leaves may be provided with appropriate blank forms. Also the original leaf is provided with a transverse weakened or perforated line 24 whereby the lower record part thereof may be separated from the upper part.

The transfer leaf 25 is interposed between the original and duplicate record leaves, being attached at its outer edge to the duplicate leaf by a line of spot adhesive as indicated at 26. This attaching line is preferably adjacent to the binding margin 23 of the duplicate leaf and as before, the transfer material may be locally removed to insure a good attaching bond. The advantages of this attachment are similar to those of the spot adhesive attachment above described and need not be here enumerated.

Since certain changes may be made in the above construction and different embodiments of the invention could be made without departing from the scope thereof, it is intended that all matter contained in the above description or shown in the accompanying drawings shall be interpreted as illustrative and not in a limiting sense.

Having described my invention, what I claim as new, and desire to secure by Letters Patent, is:

A unitary, independent, pliable manifolding assembly including, in combination, original and duplicate record leaves relatively superposed in manifolding relation with each other and having an attaching fold attaching them together along adjacent edges, a weakened severance line extending along the line of said fold and along which the original and duplicate record leaves may be severed from each other, a binding extension at the edge portion of said duplicate leaf opposite to said fold and lying in exposed position beyond the adjacent edge of said original leaf so as to provide a binding stub for filing or binding the duplicate leaf, and a transfer leaf interleaved in transfer relation with said original and duplicate record leaves so as to transfer inscriptions to the duplicate leaf, said transfer leaf having a binding extension at one of its edges extending beyond the adjacent edge of the original leaf to form a binding stub overlapping said first mentioned binding stub, and a light spot adhesive attachment between said binding stubs positioned beyond the adjacent edge of said original leaf to attach the transfer leaf in transfer relation in the assembly and to provide for ready detachment thereof.

HARRY STEVENS.