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W. G. STONE
MANIFOLDING ASSEMBLY

2,352,134

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Fig. 1.

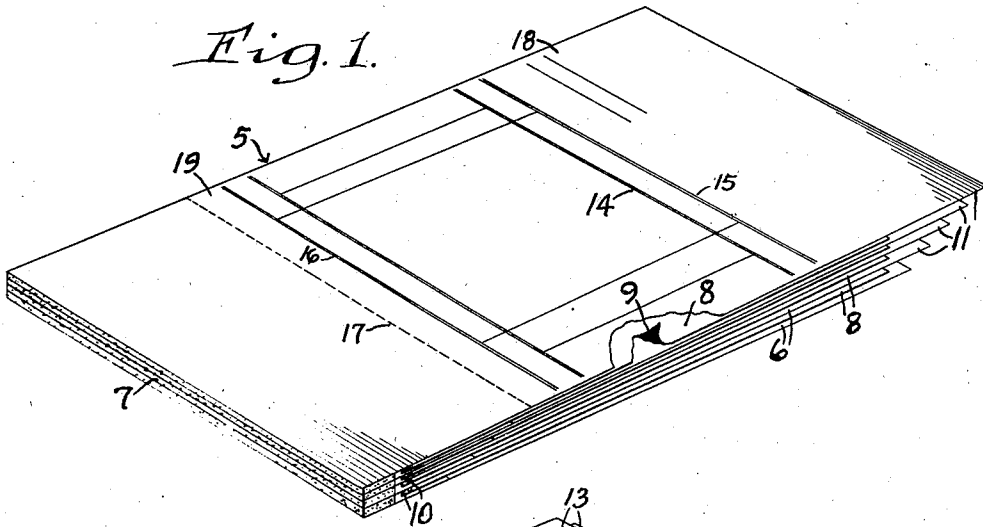


Fig. 2.

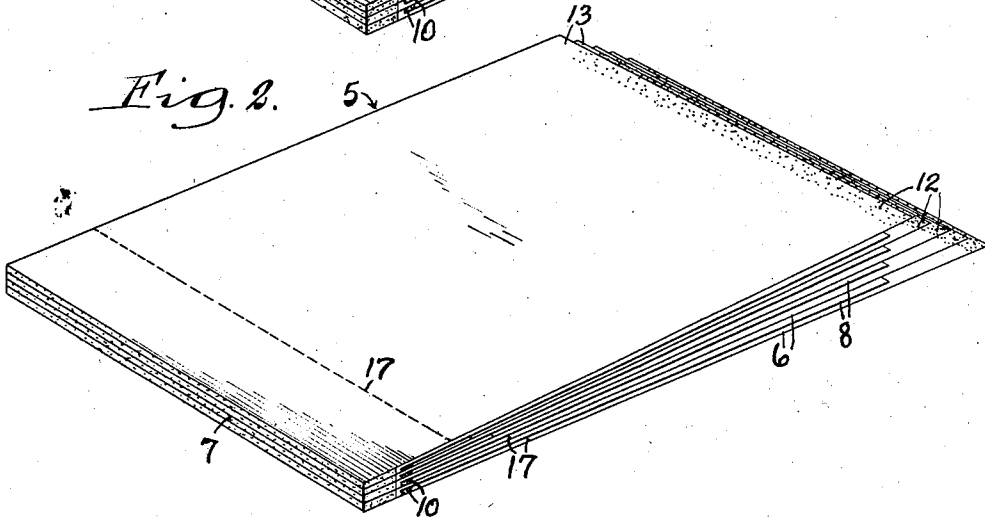
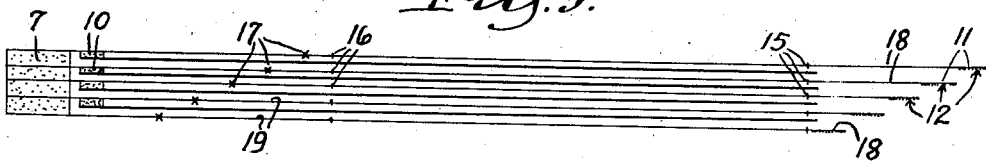


Fig. 3.



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UNITED STATES PATENT OFFICE

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MANIFOLDING ASSEMBLY

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5 Claims. (Cl. 282-24)

This invention relates to improvements in manifolding assemblies embodying a plurality of record leaves with an interleaved transfer leaf or leaves, all bound together in a unitary assembly. More particularly, the invention relates to an improved assembly of this type that is constructed and arranged to serve as an auxiliary assembly that can be readily attached after inscription to other record sheets or assemblies to serve in connection with the latter in various accounting operations, such as the supplying of supplementary data, instructions, explanatory matter and the like, to be used in connection with the data of the said record sheets or assemblies.

It is a general object of the invention to provide a manifolding assembly of the class mentioned having an improved construction and arrangement of record and transfer leaves, whereby the assembly serving as an auxiliary assembly carrying the supplementary data, instructions, etc. can be readily attached to the face of another record leaf or record assembly, either as a complete unit with the record and transfer leaves assembled intact so as to receive supplemental inscriptions, or whereby the individual record leaves can be similarly attached after they have been separated from the auxiliary assembly.

A further and more particular object of the invention is to provide a manifolding assembly of the class mentioned wherein one or more of the record leaves has attaching extensions at the free ends thereof provided with attaching means, such as adhesive on the back sides or surfaces thereof, whereby the complete assembly or the detached record leaves can be very quickly and easily attached to the face of another record assembly or record leaf.

Still another object of the invention is to provide a record assembly of the class mentioned having an improved attaching construction and arrangement for attaching the assembly, or the separated leaves thereof, to another assembly or leaf and having a selective grip formation at the free adhesively coated attaching extensions thereof positioned outside of the adjacent edge of the transfer leaf and being free of adhesive coating so as to avoid soiling the fingers.

Another object of the invention is to provide in a manifolding assembly of the class mentioned, an improved adhesive attaching arrangement wherein the free ends of the record leaves are arranged in fanned or shingled relation whereby the adhesive may be more expeditiously

applied during manufacture and more expeditiously moistened during use of the assembly for attachment in position on the face of other record sheets or record assemblies.

According to another feature of improvement of the auxiliary manifolding assembly, the blank forms or record receiving spaces of the record leaves are arranged in superposed registry so as to receive the transfer inscriptions, while the weakened severance lines for detaching the record leaves from the assembly are arranged in offset relation so as to compensate for the shingled attached extensions and to provide for detached record leaves of substantially the same length.

Other 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 as the disclosure proceeds.

The invention accordingly comprises the features of construction, combination of elements, and arrangement 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 claims.

For a more comprehensive disclosure of the nature, objects and advantages of the invention, reference is had to the following detailed description, and to the accompanying drawing in which:

Fig. 1 is a partially diagrammatic top perspective view of a manifolding assembly embodying the invention;

Fig. 2 is a view similar to Fig. 1, but showing the assembly bottom side up; and

Fig. 3 is a partially diagrammatic longitudinal vertical section taken substantially through the central portion of Fig. 1.

In all of the different views of the drawing the showing has been made partially diagrammatic so as to reveal the structure more clearly. To this end, the record and transfer leaves are shown as abnormally separated from each other. In the assembly as actually constructed, it will be understood that the record and transfer leaves lie closely together in contacting relation and that the adhesive bindings for the leaves are very thin and usually formed by light coatings of adhesive material, so that these adhesive bindings have very little bulk or thickness.

Referring to the drawing for a detailed description of the illustrative embodiment of the invention there shown, the complete manifolding assembly 5 includes a plurality of record

leaves 6 each bound at a marginal portion of the assembly into a binding 7. There may be as many of these record leaves as desirable, five being shown in the illustrative embodiment. Two record leaves arranged as shown would be sufficient for some types of transactions, but there may be any number from two up to five or six or more.

Interleaved in transfer relation between each adjacent pair of record leaves 6 is a carbon or transfer leaf 8, one such transfer leaf being provided for each copy record leaf, whereby a carbon copy is made on each copy record leaf of the inscriptions made on the top or original record leaf. The carbon or transfer material as shown is provided only on the under surfaces of the transfer leaves as indicated at 9, but the upper surfaces of the transfer leaves may be coated if so desired so as to transfer the inscriptions to the back surfaces of one or more of the record leaves. Each transfer leaf 8 is bound into the assembly by means of adhesive bindings 10. The bindings 10 may, as shown, be positioned outside and adjacent to the binding 7 so as to decrease the thickness of the binding stub. Both the bindings 7 and 10 are ordinarily made by thin coatings of adhesive so as to make the binding stub as thin as possible, whereby the assembly can be easily fed into the typewriting and similar writing machines.

At the end or edge portion of the assembly opposite to the binding 7 the record and transfer leaves have free end portions, and the ends of the record leaves project beyond the adjacent ends of the transfer leaves. This provides a selective grip formation extending across the free end of the assembly whereby the projecting ends of the record leaves can be gripped without, at the same time, gripping and engaging the transfer leaves. The transfer leaves preferably terminate at their free ends at substantially equal distances from the binding 7, while the projecting ends of the record leaves terminate at successively greater distances from the binding stub, reckoning from the lowermost record leaf 6. This arrangement of the free ends of the record leaves provides a fanned or shingled relation, the progressively longer free end portions of the leaves providing attaching extensions 11. The shortest attaching extension 11 is on the lowermost record leaf 6, the extensions increasing in length progressively upwardly so that the longest attaching extension is at the top of the assembly on the original record leaf. Each attaching extension 11 is coated on its back side or under surface with a strip of adhesive 12 preferably extending substantially to the outer or end edge of each leaf. Thus, the strip or band of adhesive for each attaching extension is exposed downwardly. Also, as shown in Fig. 2, each band of adhesive 12 is preferably discontinuous as indicated at 13. In this manner a portion of the selective grip formation is free of adhesive material so as to avoid soiling the fingers under certain conditions of use.

Each record leaf 6 is preferably provided on its upper surfaces with a blank form or inscription receiving space 14. These blank forms 14 are arranged in superposed registry in all of the record leaves so that inscriptions made upon the top or original record leaf will be transferred by the carbon leaves to the proper spaces of the blank forms of the underlying or copy record leaves. The positions of the blank forms 14 are indicated diagrammatically in Fig. 3 in which the

top edges of the forms terminate at the points 15 and the bottom edges of the forms terminate at the points 16.

Each record leaf 6 is provided with a transverse weakened severance line 17 formed in any well known manner as by perforating, scoring, slitting, or the like. The severance lines 17 of the record leaves are respectively positioned at the same distances from the free ends of the record leaves so that the overall lengths of the leaves when severed along the weakened lines are the same. In other words, as clearly shown in the drawing, the severance lines are positioned at varying distances from the binding 7, the weakened line of the top or original record leaf 6 being spaced at the greatest distance from the binding, while the weakened lines of the underlying record leaves are spaced at progressively shorter distances from said binding.

This arrangement of the severance lines 17 and of the blank forms and the free ends of the record leaves, provides heading spaces 18 of varying lengths at the tops of the blank forms, and similar spaces 19 at the bottom sides of the blank forms. For convenience, both of the spaces 18 and 19 of the record leaves are referred to as headings or heading spaces. The heading spaces 18 for the top or original record leaf is ordinarily sufficiently large to contain all of the printed matter usually applied to such headings, but the heading spaces of some of the underlying sheets such, for example, as that of the lowermost record leaf, will ordinarily be too narrow to accommodate such heading data. Consequently the heading data (or part of it) for some of the lower leaves may be transferred to the heading spaces 19. This arrangement is clearly shown in Fig. 3 in which the heading space 18 of the lowermost leaf is relatively narrow, while the heading space 19 of this leaf is relatively large.

With the improved construction and arrangement of the record and transfer leaves of the assembly as above set forth, it will be seen that inscriptions made upon the top or original record leaf will be transferred to the appropriate spaces of the blank forms 14 of the underlying or copy record leaves. When certain data has been entered in this manner, it is often desirable in numerous business transactions to attach the assembly to another record sheet or record assembly so as to supply the supplementary data, and to provide for the entry of additional data on the attached assembly at a later time. Thus the manifolding assembly serves as an auxiliary assembly to be used in conjunction with other record devices to which it is desirable to attach it. For this purpose the attaching extensions 11 together with the adhesive 12 thereof form a very convenient means for effecting such attachment. When it is desired to attach the auxiliary assembly in position, the adhesive 12 (ordinarily dry) may be moistened to render it adhesive, whereupon the assembly can be conveniently attached in position. Sometimes it is desirable to attach the complete assembly by merely moistening the attaching extension 11 of the uppermost or original record leaf 6, leaving the others free from such attachment. Then when the additional or supplementary data is entered on the auxiliary assembly, the part thereof that is unattached can be separated merely by severance of the original record leaf along the weakened severance line 17 thereof. This leaves the top or original record leaf attached in position on the

main or master record sheet or assembly, whereupon the record leaves can be separated from the detached part of the auxiliary assembly and distributed to different departments or to other record sheets as desired. Sometimes it is desirable in certain transactions to attach the separated part of the unit to another master assembly, and this can be very conveniently accomplished merely by moistening the adhesive band 12 of the uppermost copy record leaf of the separated part of the unit and attaching this in position exactly as was done before with the attaching extension of the original record leaf.

Or in a different class of transactions, it may be desirable to separate the record leaves from the assembly before attaching them to the main or master forms. In such a case all of the attaching extensions can be quickly and easily moistened at the same time and simultaneously severed from the assembly along the severance lines 17 by grasping them at the selective grip formation provided by extending the attaching extensions 11 beyond the free ends of the transfer leaves. Thus the record leaves are grasped at the selective grip formations at the spaces 13 thereof free from adhesive material so as to avoid soiling the fingers.

It will be noted that the distances between the respective severance lines 17 and the free ends of the record leaves, including the attaching extensions 11, are all substantially the same. This provides overall lengths of all of the record leaves that are substantially the same. When the record leaves have been detached from the assembly in any manner, as above suggested, it will be noticed that the transfer leaves 8 will remain attached to the assembly. Thus the record leaves are separated from interleaved relation with the transfer leaves. In making the improved assembly, the adhesive coating 12 can be very easily and inexpensively applied in a single coating operation due to the shingled relation of the free ends of the record leaves.

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 drawing 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:

1. In a manifolding assembly, in combination, a plurality of record leaves arranged in superposed manifolding relation and bound in the assembly substantially at a marginal portion thereof, at least one transfer leaf positioned in manifolding transfer relation with said record leaves and bound in the assembly, said record leaves having weakened severance lines for severance thereof from the assembly, said record leaves respectively having free marginal portions remote from the bound marginal portions thereof, an attaching extension at said free marginal portion of the said record leaf which is positioned at the top of the assembly, said attaching extension projecting beyond the adjacent edge of the transfer leaf and forming a selective grip for said top record leaf, said attaching extension projecting also beyond the adjacent free edge of the underlying record leaf, and a coat of adhesive exposed on the back side of said attaching extension and being discontinuous at said selective grip.

2. In a manifolding assembly, in combination,

a plurality of record leaves arranged in superposed manifolding relation and bound in the assembly substantially at a marginal portion thereof, at least one transfer leaf positioned in manifolding transfer relation with said record leaves and bound in the assembly, said record leaves having weakened severance lines for severance thereof from the assembly and having blank forms at their record faces substantially aligned depthwise of the assembly for receiving the inscriptions, said record leaves respectively having free marginal portions remote from the bound marginal portions thereof, attaching extensions on said record leaves respectively on said free marginal portions thereof and extending beyond the adjacent edge of the said transfer leaf, said attaching extensions projecting one beyond another in shingled relation, and a coat of adhesive exposed downwardly on the back side of each of said attaching extensions.

3. In a manifolding assembly, in combination, a plurality of record leaves arranged in superposed manifolding relation and bound in the assembly substantially at a marginal portion thereof, at least one transfer leaf positioned in manifolding transfer relation with said record leaves and bound in the assembly, said record leaves having weakened severance lines for severance thereof from the assembly and having blank forms at their record faces substantially aligned depthwise of the assembly for receiving the inscriptions, said record leaves respectively having free marginal portions remote from the bound marginal portions thereof, attaching extensions on said record leaves respectively on said free marginal portions thereof and extending beyond the adjacent edge of the said transfer leaf, said attaching extensions projecting one beyond another in shingled relation, and a coat of adhesive exposed downwardly on the back side of each of said attaching extensions, said adhesive coatings being discontinuous on each of said attaching extensions at points outside of the adjacent edge of said transfer leaf to provide selective grip formations.

4. In a manifolding assembly, in combination, a plurality of record leaves arranged in superposed manifolding relation and bound in the assembly substantially at a marginal portion thereof, at least one transfer leaf positioned in manifolding transfer relation with said record leaves and bound in the assembly, said record leaves having weakened severance lines for severance thereof from the assembly and having blank forms at their record faces substantially aligned depthwise of the assembly for receiving the inscriptions, said record leaves respectively having free marginal portions remote from the bound marginal portions thereof, attaching extensions on said record leaves respectively on said free marginal portions thereof and extending beyond the adjacent edge of the said transfer leaf, said attaching extensions projecting one beyond another in shingled relation, a coat of adhesive exposed downwardly on the back side of each of said attaching extensions, said record leaf severance lines being offset from each other so as to provide record leaves of substantially the same overall length, and said record leaves respectively having heading spaces of different lengths at the opposite sides of the blank forms thereof.

5. In a manifolding assembly, in combination, a plurality of record leaves arranged in superposed manifolding relation and bound in the as-

sembly substantially at a marginal portion thereof, at least one transfer leaf positioned in manifolding transfer relation with said record leaves and bound in the assembly, said record leaves having weakened severance lines for severance thereof from the assembly and having blank forms at their record faces substantially aligned depthwise of the assembly for transfer inscription, said record leaves respectively having free marginal portions remote from the bound marginal portions thereof, attaching extensions on said record leaves respectively on said free marginal portions thereof and extending beyond the adjacent edge of the said transfer leaf, said

attaching extensions projecting one beyond another in shingled relation, a coat of adhesive exposed downwardly on the back side of each of said attaching extensions, said adhesive coatings being discontinuous on each of said attaching extensions at points outside of the adjacent edge of said transfer leaf to provide selective grip formations, said record leaf severance lines being offset from each other so as to provide record leaves of substantially the same overall length, and said record leaves respectively having heading spaces of different lengths at the opposite sides of the blank forms thereof.

WILLIAM G. STONE.

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