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COMBINATION LEDGER AND STATEMENT SHEETS

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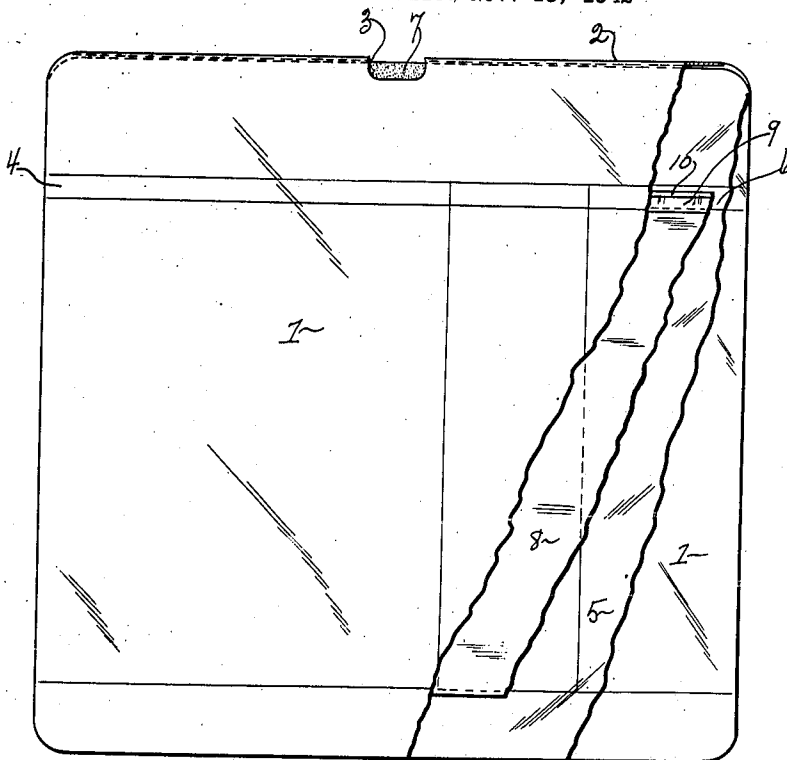


FIG. 1.

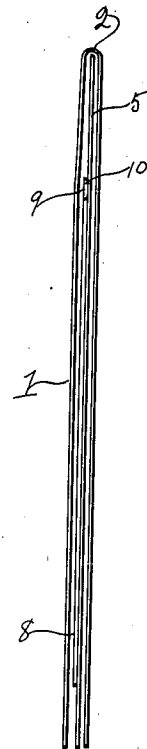


FIG. 2.

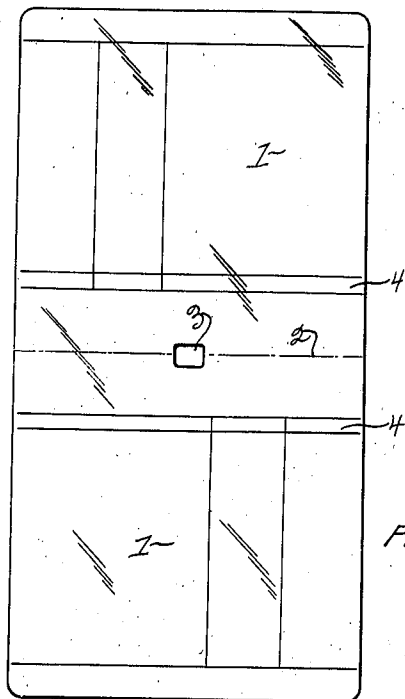


FIG. 3.

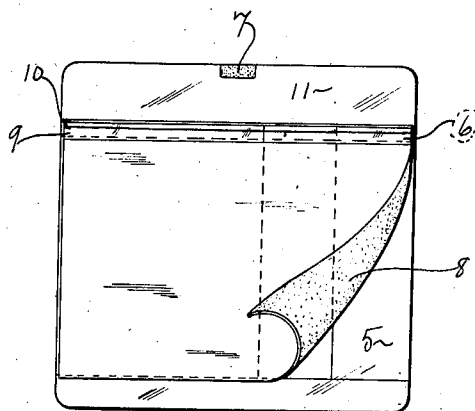


FIG. 4.

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COMBINATION LEDGER AND STATEMENT SHEET

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4 Claims. (Cl. 282—8)

This invention relates to a combination of ledger and statement sheets for use by banks and the like, and particularly such a combination which enables an operator to record items on both ledger and statement sheets in one operation, the principal object of the invention being to produce a set of similarly printed ledger and statement sheets on which, however many times they may be removed from a typewriter or other recording machine and re-inserted therein, the printed matter on both sheets will be in exact registration without loss of time on the operator's part in adjusting the sheets. Also, if items are to be added to columns of figures on both sheets in successive operations, the operator can see at a glance whether or not such items will come into exact alinement with the previously written items in the columns, and if not, the necessary adjustment can be made so quickly as to entail practically no loss of time. My invention also has the advantage of effecting a saving in carbon paper, since the carbon sheet is of such size as to cover only that portion of the statement sheet on which items are to be entered, and is secured to the statement sheet in such a manner that it will maintain its position during successive operations but can be removed from the statement sheet when it has been completed without marring the sheet.

In the drawing—

Fig. 1 is a plan view of the ledger sheet in folded condition, partly broken away to show the carbon sheet and the statement sheet.

Fig. 2 is a side elevation illustrating the ledger, carbon, and statement sheets in operative position.

Fig. 3 is a view of the ledger sheet in unfolded condition.

Fig. 4 is a plan view of the statement sheet illustrating the manner in which the carbon sheet is secured thereto.

This invention comprises a ledger sheet 1 adapted to be folded along the line 2. At the approximate center of the line 2 an aperture 3 is cut into said ledger sheet in such a way that half of said aperture will lie on each side of the line 2. The ledger sheet is provided with a space 4 adapted to receive such data as "Checks in detail," "Date," "Deposits," etc., which are usually found on ledger sheets, but as this data forms no part of the present invention it is not shown in the drawing and will not be described.

A separate statement sheet 5 is adapted to be inserted between the two halves of the ledger sheet when the latter is in its folded condition,

and said statement sheet is of the same size and configuration as the folded ledger sheet, and is provided with a space 6 for the printing of certain of the data which also appears in the space 4 of the ledger sheet, the spaces 4 and 6 being in registration with each other.

At the top margin of the statement sheet 5 a solid colored spot 7 is printed in a color contrasting with the color of the statement sheet, which spot is of exactly the same size and shape as the aperture 3 of the ledger sheet when in folded condition, the spot 7 being so positioned on the statement sheet that its outline will register exactly with the outline of the aperture 3 when the statement sheet 5 is placed in position between the halves of the folded ledger sheet 1. The spot 7 and the ledger sheet 1 are of contrasting colors, for a purpose to be hereinafter explained, and preferably the ledger sheet and the statement sheet also are of different colors.

A sheet of carbon paper 8, having a transparent section 9 along its upper margin, is secured to the statement sheet 5 by means of a small portion of adhesive 10 near its upper edge, said carbon sheet 8 being so positioned on the statement sheet 5 that its transparent section 9 lies immediately over the space 6 of said statement sheet 5, so that the printed data in the space 6 can be read through the transparent section 9 (Fig. 4).

When my combined ledger and statement sheets are to be put to use, the procedure is as follows:

The statement sheet 5, with its attached carbon sheet 8, is inserted between the two halves of the folded ledger sheet 1, so that the outlines of the colored spot 7 will register exactly with the outlines of the aperture 3. Should even a tiny portion of the contrasting color of the statement sheet be visible through the aperture 3, the operator will know that the sheets are not in proper registration and will adjust them until only the color of the spot 7 can be seen through the aperture 3, which, as will be readily understood, can be done in an instant. The ledger sheet and the statement sheet have been so printed that when the colored spot 7 and the aperture 3 are positioned, as above described, in perfect registration, the printed matter on said sheets will also be in exact registration, and the operator can then proceed to place the associated sheets in a typewriter, or other recording machine, and enter data in the various columns, knowing that such data will be transmitted through the carbon sheet 8 to the statement

sheet 5 at exactly the right place on said statement sheet. This procedure can be repeated as frequently as it is desired to add more data to the ledger and statement sheets, and the figures of subsequently added items will always be in exact alinement with the figures previously written in the various columns on both sheets.

When the sheets have been completed, usually at the end of a month, and it is desired to send the statement sheet 5 to the customer, it is taken out of the ledger sheet, and the carbon sheet 8 is removed by tearing its transparent section 9 just under the line of adhesive 10 which comes just above the printed data in the space 6 of the statement sheet 5. The statement sheet 5 is now ready to be sent to the customer, whose name and address have been written in the space 11 at the top of said statement sheet, and a duplicate record on the ledger sheet 1 is retained.

I claim:

1. A foldable record sheet and a statement sheet adapted to be inserted in said record sheet when folded, said record sheet being provided with an aperture at its folded edge, means on said statement sheet so positioned as to be visible through said aperture at the folded edge of said folded record sheet, said means in association with said aperture being adapted to bring printed matter on both of said sheets into registration, and a reproducing sheet detachably secured to said statement sheet.

2. A foldable record sheet and a statement sheet adapted to be inserted in said record sheet when folded, said record sheet being provided with an aperture at its folded edge, means on said statement sheet so positioned as to be visible through said aperture at the folded edge of said folded record sheet, said means being of identical size and configuration as said aperture, and said means in association with said aperture being adapted to bring printed matter on both of said sheets into registration, and a reproducing sheet detachably secured to said statement sheet.

3. A foldable record sheet and a statement sheet adapted to be inserted in said record sheet when folded, said record sheet being provided with an aperture at its folded edge, means on said statement sheet so positioned as to be visible through said aperture at the folded edge of said folded record sheet, said means being of identical size and configuration as said aperture, and said means in association with said aperture being adapted to bring printed matter on both of said sheets into registration, and a reproducing sheet, said reproducing sheet having a transparent section through which printing on said statement sheet is visible, and said reproducing sheet being attached to said statement sheet by means of an adhesive on said transparent section so that said reproducing sheet may be detached from said statement sheet without injury to said statement sheet.

4. A foldable record sheet and a statement sheet adapted to be inserted in said record sheet when folded, said record sheet being provided with an aperture at its folded edge, means on said statement sheet so positioned as to be visible through said aperture at the folded edge of said folded record sheet, said means being of identical size and configuration as said aperture, and said means in association with said aperture being adapted to bring printed matter on both of said sheets into registration, and a reproducing sheet, said reproducing sheet having a transparent section through which printing on said statement sheet is visible, said reproducing sheet being attached to said statement sheet by means of an adhesive on said transparent section so that said reproducing sheet may be detached from said statement sheet without injury to said statement sheet, and said reproducing sheet being so positioned on said statement sheet as to cover only that portion of the statement sheet on which it is desired to reproduce matter written on said record sheet.

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