

Dec. 18, 1923.

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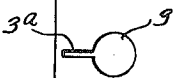
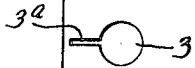
G. A. MAYER

FORM SHEET

Filed Aug. 21, 1922

Cleveland, O.

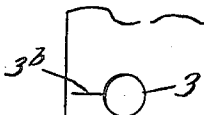
To The John Doe Co. Jr
Building Material



2-

Fig. 1

1



2-

Fig. 2

1

Inventor

By George A. Mayer
Hull, Brock & West
Attys.

UNITED STATES PATENT OFFICE.

GEORGE A. MAYER, OF LAKEWOOD, OHIO, ASSIGNOR TO THE MANI-FOLD COMPANY,
OF CLEVELAND, OHIO, A CORPORATION OF OHIO.

FORM SHEET.

Application filed August 21, 1922. Serial No. 583,094.

To all whom it may concern:

Be it known that I, GEORGE A. MAYER, a citizen of the United States, residing at Lakewood, in the county of Cuyahoga and State of Ohio, have invented a certain new and useful Improvement in Form Sheets, of which the following is a full, clear, and exact description, reference being had to the accompanying drawings.

This invention relates to improved form sheets, and more especially to that class known as manifold form sheets, of the sort intended for filing in loose leaf binders.

As is well known, such form sheets are provided with apertures for the reception of filing posts of binders, and it is desirable that the apertures be open at the side adjacent the binding edge of the sheet so that a single sheet may be engaged with or disengaged from the posts of the binder without the necessity of removing other sheets from the binder.

Considerable inconvenience, annoyance, and loss of time and material have been experienced in the filling in of the blank forms on typewriting machines by the edges of the open sides of the filing post apertures catching on parts of the typewriter or becoming folded over while being fed through the machine. This difficulty becomes greater as the number of copies that is being written at one time increases.

More or less unsuccessful efforts have been made to overcome this difficulty by providing a row or two of perforations between the edge of the sheet and the rear edge of the filing post aperture enabling the operator to type the matter on the form before the edge portion of the sheet was severed along the line or lines of perforations preparatory to inserting it in the binder. This overcame the difficulty to a limited extent only. It frequently happens that one of the perforations occurs at the very edge of the sheet, constituting of it a notch which leaves corners as before which are liable to catch on the slightest obstruction.

Also, in tearing the paper along the line or lines of perforations, the line of cleavage is very apt to divert at any one of the perforations from the straight course defined by the perforations, resulting in an injured area in such close proximity to the filing post aperture as to either hinder the insertion and removal of the sheet, or render

wholly ineffective the attachment of the sheet to the filing post. Such damaged sheets are discarded, making it necessary to rewrite the entire form, with the waste of time and material incident thereto.

The object of my invention is to provide a form sheet, particularly of the manifold style, having adjacent the filing edge thereof filing post apertures that are provided with lateral restricted branches or slots extending from the side of the aperture nearest the aforesaid edge of the sheet to within a relatively short distance of such edge. The lateral branch or slot may have width, giving the aperture a "keyhole" shape, so-called; or the lateral branch may consist of nothing more than a slit in the paper. In the instance of a keyhole slot, a punch of appropriate shape may be provided for cutting the filing post aperture and slot at the same time; whereas, with the second described form, it would seem advisable to produce a slot as a separate operation from the punching of the aperture.

The two forms of the invention above referred to are illustrated in the accompanying drawing wherein Fig. 1 is a face view of a form sheet having "keyhole" shape filing post apertures; and Fig. 2 is a fragmentary elevation of a sheet showing a modified form of aperture.

In both views, the form sheet is designated 1. It may be single or manifold. Adjacent its filing edge 2 are the filing post apertures 3. In Fig. 1, each of the filing post apertures is shown as provided with a lateral branch or slot 3^a which is of some material width and extends from the side of the aperture nearest the filing edge of the sheet to within a relatively short distance of such edge, leaving a very small portion of the material to be torn in order to open the side of the aperture for the purpose of applying the sheet to the filing post. The filing post aperture illustrated in Fig. 2 has a lateral branch or slot 3^b which consists of a slit that joins the filing post aperture at its side nearest the filing edge 2 of the sheet and extends to within a short distance of said edge.

The advantages of forming the filing post apertures in accordance with my invention will be readily appreciated when it is observed that the entire filing edge of the sheet is left intact without any irregulari-

ties whatsoever to fold over or catch on obstructions as the sheet, either singly or in multiple, is fed through the typewriter, and when it is considered how easily the edge of the sheet may be torn for opening the end of the slot without any possibility of the line of cleavage being diverted from a straight course, causing injury to the portion of the sheet about the filing post aperture.

Having thus described my invention, what I claim is:—

1. A form sheet of the character described having adjacent its filing edge a relatively large aperture for the reception

of a filing post and a slot extending from the edge of said aperture nearest the aforesaid edge of the sheet to within a relatively short distance of such edge.

2. A form sheet of the character described having a "keyhole" slot adjacent its filing edge, the enlarged end of said slot being adapted to receive a filing post while the outer end of the restricted portion of the slot is spaced a relatively short distance from the aforesaid edge of the sheet.

In testimony whereof, I hereunto affix my signature.

GEORGE A. MAYER.