April 18, 1939. J. J. ENDRES 2,154,736

COMBINED MANIFOLD RECORD SHEET AND ENVELOPE

Filed April 17, 1937 2 Sheets-Sheet 1

Fig. 1.

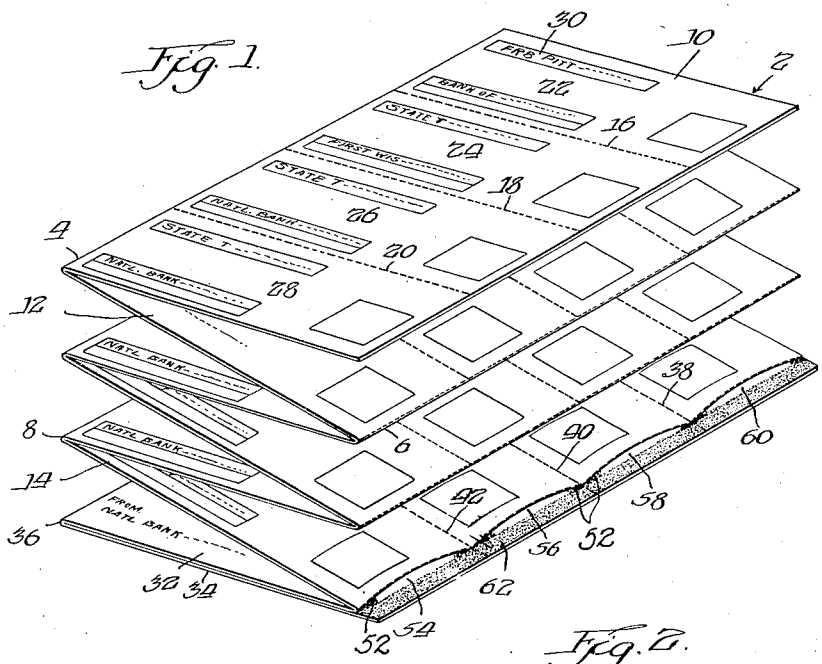


Fig. 2.

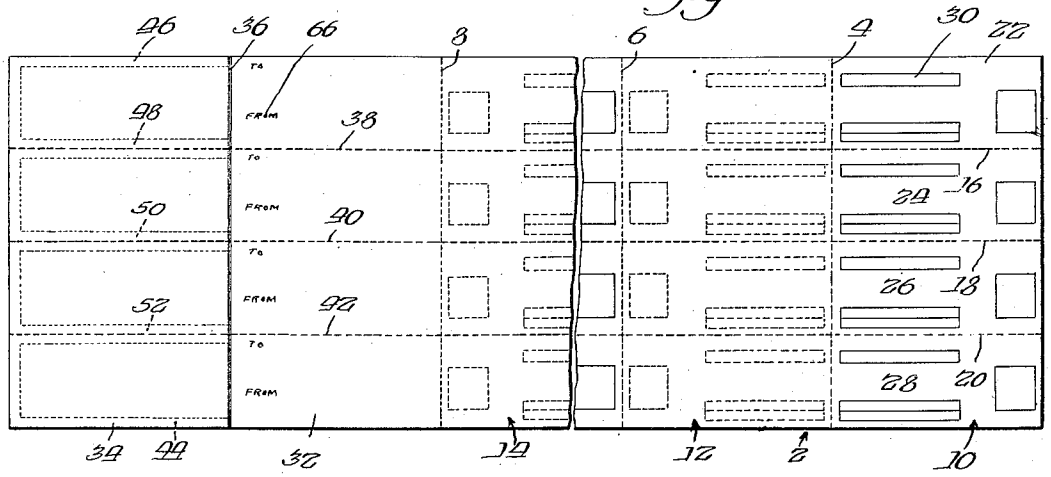


Fig. 3.

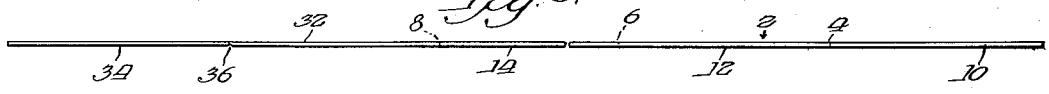
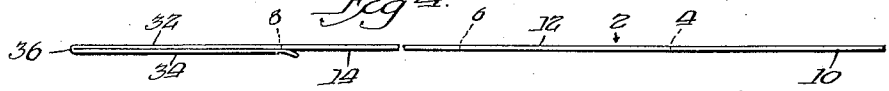


Fig. 4.



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Fig. 5.

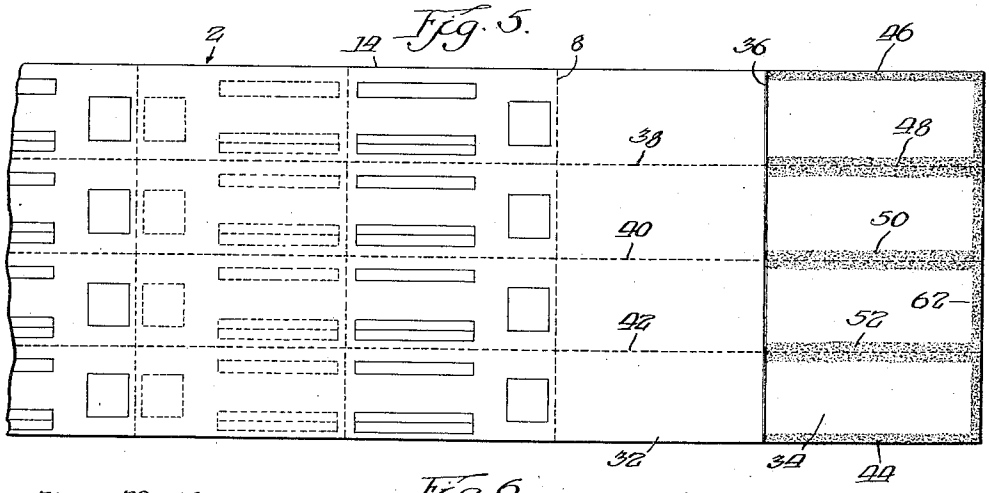


Fig. 6.

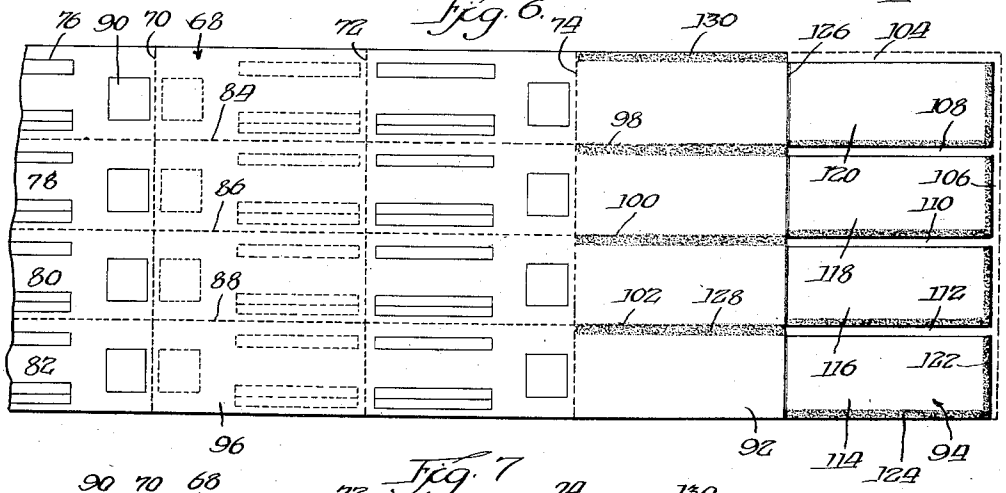
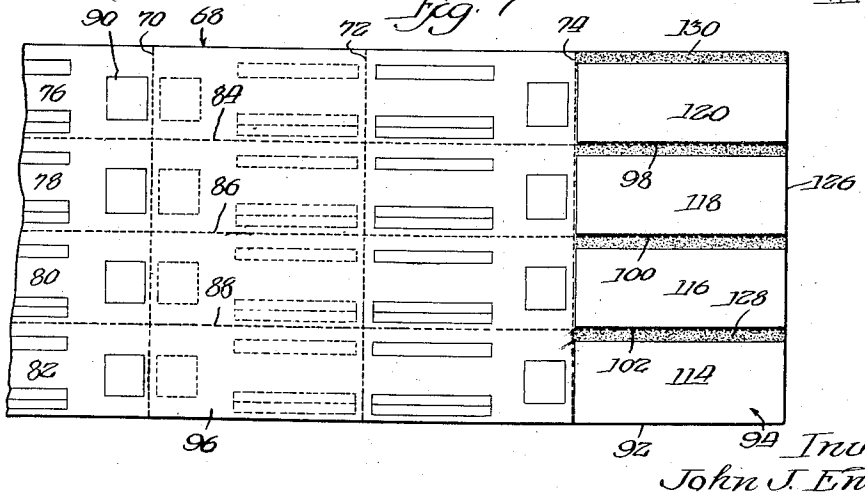


Fig. 7



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UNITED STATES PATENT OFFICE

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COMBINED MANIFOLD RECORD SHEET AND ENVELOPE

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13 Claims. (Cl. 282—25)

The present invention relates to manifolding devices and more particularly to such devices which include one or more envelopes, and the method of forming the same.

Among the objects of the present invention is the economical provision, in condition to be accurately fed to a writing machine, of novel multiple record forms by the use of which a first party or one of two financial institutions or business houses may conveniently produce, by manifolding, a plurality of accurately corresponding records of a transaction or group of transactions with a second party identified in the record, such as the allocation, for collection or payment by such other party, of maturing negotiable papers, securities, coupons or other evidences of indebtedness; these records to be conveniently severable to admit of their ready distribution to the said second party and to such number of places of preservation and use as may be required; and at least one of the records embodying in its physical form a container appropriate for the reception of such documentary evidences of the items of the transactions as it may be necessary to transmit.

The present invention also includes as an object the idea of providing such a multiple record form or manifolding device in folded form, and comprising a plurality of manifolding plies having transverse lines of severance and to which are secured or attached a plurality of envelopes having lines of severance coincident with transverse lines of severance of the manifolding plies; each of which envelopes may be severed from the adjacent envelope, together with portions of manifolding plies, along the lines of severance of said plies, and each envelope so severed to serve for transmitting to the second party one or more portions of the record or manifolding plies, as may be desired.

More particularly stated, a preferred embodiment of the present invention includes, as an object, the provision of a novel manifolding device folded, from a single sheet of material, into a plurality of manifolding plies and an envelope, said plies and envelope being in superimposed relation.

Still another object of the present invention is to provide a manifolding device from a single sheet of material which is fan-folded along a plurality of parallel lines extending in the direction of the length of the sheet to provide a plurality of plies having a plurality of transversely disposed lines of severance, certain of which plies form the primary sheet for producing manifold copies and certain of which plies are suitably secured or adhered together to provide a plurality of envelopes having lines severable from one another simultaneously with the severance of manifolded portions of said plies from the sheet, said envelopes being inscribed in accordance with the inscriptions applied to the manifolded portions of the manifolding plies and serving to transmit one or more of said portions to the second party.

Another object of the present invention is to provide a novel manifolding device including a plurality of manifolding plies to which is secured or attached an envelope provided with a flap adjacent the edge secured to said manifolding plies. More particularly, the present invention contemplates such a device in which the manifolding plies and envelope are formed from a single sheet of material. Furthermore, the invention comprehends such devices including a plurality of envelopes severable from one another along lines coincident with similar lines of severance formed in the manifolding plies, the envelopes being secured or attached to said plies in any desired manner, or formed as a part of an integral sheet and severable therefrom along the line of fold for said manifolding plies.

The present invention further includes as an object a novel method of forming the manifolding devices herein set forth.

Other objects, features, capabilities, advantages and process steps are comprehended by the invention, as will later appear and as are inherently possessed thereby.

Referring to the drawings:

Figure 1 is a view in perspective of a manifolding device made in accordance with the present invention wherein the various parts thereof are extended to disclose more in detail the construction thereof;

Figure 2 is a broken plan view of the top of a sheet of material used in forming the manifolding device of Figure 1 of the drawings;

Figure 3 is a view in side elevation of the sheet of material shown in Figure 2 of the drawings;

Figure 4 is a view similar to Figure 3 of the drawings but showing the disposition of the end fold in forming an envelope for the manifolding device in accordance with the present invention;

Figure 5 is a fragmentary bottom plan view of the sheet of material shown in Figure 2 of the drawings;

Figure 6 is a fragmentary bottom plan view of a sheet of material used in forming the manifolding device made in accordance with the present

invention but showing an alternative construction for the envelope thereof; and

Figure 7 is a view similar to Figure 6 disclosing, however, the fold forming the envelopes for the manifolding device of modified construction.

Referring now more in detail to the drawings, a manifolding device made in accordance with the present invention is preferably formed from a single sheet of material 2 which may be of paper or other material, as desired. This sheet of material may be perforated along a plurality of parallel lines such as 4, 6 and 8 extending in the direction of its length to provide a plurality of record plies such as 10, 12, and 14, these plies constituting a primary sheet forming the record plies whereby manifold copies may be made. This primary sheet of material is formed with perforations such as 16, 18 and 20 extending transversely of the sheet and perpendicular to the perforated lines 4, 6 and 8, thus providing a series of record forms such as 22, 24, 26 and 28, each of which may be printed upon as at 30 to provide the desired record form. The forms 22, 24, 26 and 28, as shown in Figure 2, are the original copies, but it will be appreciated that when this primary sheet is folded along the lines of severance such as 4, 6 and 8, additional copies are made by way of manifolding and that the sheet may be so constructed as to give any desired number of copies. In the present illustration, however, the sheet is so constructed as to provide an original and five copies.

The present invention not only contemplates a primary sheet fan-folded as described and illustrated in Figure 1, but also a pair of secondary sheets 32 and 34, the secondary sheet 32 being secured to the primary sheet along the line of severance 8 and the secondary sheet 34 being adapted to be folded in respect to the primary sheet 32 along the fold line 36. The secondary sheets 32 and 34 are provided with the lines of perforation 38, 40 and 42 forming continuations of lines of severance 16, 18 and 20 and being coincident therewith when the device is folded as shown in Figure 1 of the drawings. In the preferred embodiment, as shown in Figures 1 to 5 inclusive, bands of adhesive 44 and 46 are provided along the opposite marginal edges of the secondary sheet 34 and a band of adhesive 48, 50 and 52 is provided at the lines of severance 38, 40 and 42, respectively, whereby the secondary sheet 34 is secured to the secondary sheet 32 to provide a plurality of envelopes 54, 56, 58 and 60 corresponding substantially in size to the record forms such as 22, 24, 26 and 28. The secondary sheet 34 may be provided with a portion 62 which is gummed and which extends laterally beyond and opposite the adjacent line of severance 8 when the envelopes are formed, to provide flaps for these envelopes. By inscribing upon the manifold forms 22, 24, 26 and 28, copies are secured and simultaneously by manifolding the inscriptions appearing on said manifold forms are inscribed upon those portions of the secondary sheet 32 forming envelopes 54, 56, 58 and 60, any suitable printing material, such as 66, being placed upon the secondary sheet 32 as shown.

It will be clearly appreciated that the manifolding device disclosed above, when made in accordance with the present teachings, is compact and can be readily placed in a typewriter whereby the original manifold forms 22, 24, 26 and 28 may be filled out as required. At the same time manifold copies are made, five in the present illustration, and the envelopes by way of manifolding are also inscribed in accordance with the inscriptions appearing on the original manifold forms 22, 24, 26 and 28. After a form has been made out the same may be readily detached from the manifolding device along a line of severance, after which the original and the manifold copies may be detached from one another and from the envelope adjacent the lines of severance such as 4, 6 and 8. One or more of the manifold copies may be inserted in the envelope detached from the manifolding device simultaneously with the detachment of these manifolding forms, the flap sealed and the same placed in the mail whereby the individual or firm which may be indicated on the face of the envelope will receive a copy of the recorded transaction. The remaining copies may be filed as desired.

The envelopes for the manifolding device comprehended by the present invention may be constructed in accordance with the disclosure in Figures 6 and 7. As in the embodiment shown in Figures 1 to 5 inclusive, the manifolding device is preferably formed from a single sheet of material 68 fan-folded along lines such as 70, 72 and 74 and providing record forms such as 76, 78, 80 and 82 by providing the lines of severance 84, 86 and 88, these forms being provided with printed matter such as 90, as desired. In the present embodiment, however, although the secondary sheets 92 and 94 are secured to the primary sheet 96 along the line of severance 74, as disclosed in the embodiment shown in Figures 1 to 5 inclusive, the construction of these sheets is somewhat different to provide envelopes having a transverse opening and a flap adjacent thereto. The secondary sheet 92 is provided with lines of severance 98, 100 and 102 coincident with the lines of severance 84, 86 and 88. The secondary sheet 94, however, is cut as indicated at 104, 106, 108, 110 and 112 to provide the envelope portions 114, 116, 118 and 120 forming the back of the individual envelopes of the device. Each of these portions along the marginal edges as at 122 and 124 is provided with a band of adhesive material so that when the portions are folded along the line 126 these portions will be secured to envelope portions formed by the secondary sheet 92 to complete the envelopes. The secondary sheet 92 adjacent the lines of severance 98, 100 and 102 is provided with gummed material as at 128 and said secondary sheet is further provided with a band of material as at 130, such portions of the secondary sheet 92 forming the flaps for the individual envelopes.

In the modified construction of the manifolding device, it will be apparent that the operation thereof is essentially the same as the operation of the device illustrated in Figures 1 to 5 inclusive and that the envelopes are severed from the manifold sheets along the line 74. These envelopes are detached from one another along the severance lines 98, 100 and 102 and when the desired record form has been placed therein the same may be sealed by the gummed flaps which are provided so that the same may be forwarded through the mail.

While I have herein described and upon the drawings shown an illustrative embodiment of the invention, it is to be understood that the invention is not limited thereto but may comprehend other constructions, arrangement of parts, details and features without departing from the spirit of the invention.

I claim:

1. A manifolding device comprising a sheet folded along substantially parallel lines to provide a plurality of superimposed plies each of which is formed with a plurality of portions severable from each other along lines of severance extending transversely with respect to said parallel lines and which are in alignment in superimposed relation with the lines of severance for the other of said plies, certain adjacent plies of said sheet being connected together to form the front and back of envelopes severable from said sheet together with the portions of the manifold plies coincident therewith along said lines of severance.

2. A manifolding device comprising a sheet folded along substantially parallel lines to provide a plurality of superimposed plies each of which is formed with a plurality of portions severable from each other along lines of severance extending transversely with respect to said parallel lines and which are in alignment in superimposed relation with the lines of severance for the other of said plies, the two end plies of said sheet being connected together to form the front and back of a plurality of envelopes severable from the next adjacent manifold ply along the fold forming the same and each of which is severable from said sheet and from one another together with the portions of the manifold plies coincident therewith along said lines of severance.

3. A manifolding device comprising a sheet folded along substantially parallel lines to provide a plurality of superimposed plies each of which is formed with a plurality of portions severable from each other along lines of severance extending transversely with respect to said parallel lines and which are in alignment in superimposed relation with the lines of severance for the other of said plies, the two end plies of said sheet being connected together along the top and bottom margins thereof and along said lines of severance to form the front and back of a plurality of envelopes severable from the next adjacent ply along the fold forming the same and each of which is severable from said sheet and from one another together with the portions of the manifold plies coincident therewith along said lines of severance, the end ply of said sheet forming a part of said envelopes extending laterally of the fold between said envelopes and the next adjacent manifold ply and provided with a coating of adhesive to form flaps for the open ends of said envelopes.

4. A manifolding device comprising a plurality of superimposed plies, an envelope secured to the marginal edge of one of said plies, said envelope having a flap disposed adjacent said marginal edge.

5. A combined manifold and envelope, comprising a sheet folded along substantially parallel lines to provide a plurality of manifolding plies in superimposed relation, an envelope formed as an integral part of said sheet and disposed beneath said plies, said envelope having a flap disposed adjacent said marginal edge.

6. A manifolding device comprising a plurality of superimposed plies, said plies being provided with lines of severance extending transversely thereof to form a plurality of record forms, and a plurality of envelopes secured to the marginal edge of at least one of said plies, each of said envelopes having a flap disposed adjacent said marginal edge.

7. A manifolding device comprising a plurality of superimposed plies, said plies being provided with lines of severance extending transversely thereof to form a plurality of record forms, and a plurality of envelopes secured to the marginal edge of at least one of said plies, each of said envelopes having a flap disposed adjacent one of said lines of severance and extending parallel thereto.

8. A manifolding device comprising a plurality of superimposed plies, said plies being provided with lines of severance extending transversely thereof to form a plurality of record forms, and a plurality of envelopes formed to provide lines of severance therebetween coinciding with said first-named lines of severance and being formed with a line of severance at the connection thereof to an end ply, each of said envelopes having a flap disposed adjacent said marginal edge.

9. A primary sheet of material having printed thereon a series of forms for use in expressing a number of independent transactions and readily severable along lines transverse to the direction of the series, and a pair of secondary sheets united to said primary sheet along a line paralleling the direction of the series and adhered together along bands coincident with the transverse severance lines of the primary sheet and adapted to receive by way of manifolding the inscriptions applied to the respective series of the primary sheet, said secondary sheets being severable simultaneously with the forms of the primary sheet along lines which are within the areas of adherence of the two sheets and, by each severance with a form of the primary sheet, providing an individual envelope for the reception of an article related to the transaction expressed upon the severed form of the primary sheet.

10. A primary sheet of material having printed thereon a series of forms for use in expressing a number of independent transactions and readily severable along lines transverse to the direction of the series, and a pair of secondary sheets united to said primary sheet at a marginal edge thereof paralleling the direction of the series and adhered together along bands coincident with the transverse lines of the primary sheet, each of said envelopes being provided with a flap adjacent the open end at said marginal edge and adapted to receive by way of manifolding the inscriptions applied to the respective series of the primary sheet, said secondary sheet being severable simultaneously with the forms of the primary sheet along lines which are within the areas of adherence of the two sheets and, by each severance with a form of the primary sheet, providing an individual envelope for the reception of an article related to the transaction expressed upon the severed form of the primary sheet.

11. A wide sheet of material of extended length, fan-folded on a plurality of parallel lines extending in the direction of its length to provide a plurality of record plies, said sheet being provided with a pair of envelope-forming plies, said sheet being provided with record forms having severance lines of demarcation transverse to the said length, said record forms being printed upon all of the said record plies and at least one of the envelope plies, said envelope plies being adhered together along transverse bands straddling the lines of severance so that the whole group of plies may be severed simultaneously along a severance line to provide a manifold rec-

ord and an envelope upon which appears identical labeling.

12. A primary sheet of material having printed thereon a series of forms for use in expressing a number of independent transactions and readily severable along lines transverse to the direction of the series, and a pair of secondary sheets united to said primary sheet along a line paralleling the direction of the series, one of said secondary sheets having transverse lines of severance coincident with the transverse severance lines of the primary sheet to provide envelope portions and the other of said secondary sheets having cut-outs providing envelope portions which are narrower than said first-named envelope portions and which are adhered thereto to provide a plurality of envelopes each of which has a transversely arranged flap and an open end adapted to receive by way of manifolding the inscriptions applied to the respective series of the primary sheet, said secondary sheets being severable simultaneously with the forms of the primary sheet along said severance lines and, by each severance with a form of the primary sheet, providing an individual envelope for the reception of an article related to the transaction expressed upon the severed form of the primary sheet.

13. A wide sheet of material of extended length, fan-folded on a plurality of parallel lines extending in the direction of its length to provide a plurality of record plies, said sheet being provided with a pair of envelope-forming plies, said sheet being provided with record forms having severance lines of demarcation transverse to the said length, said record forms being printed upon all of the said record plies and at least one of the envelope plies, one of said envelope-forming plies having transverse lines of severance coincident with the transverse severance lines of the record plies to provide envelope portions and the other of said envelope-forming plies having cut-outs providing envelope portions which are narrower than said first-named envelope portions and which are adhered thereto to provide a plurality of envelopes each of which has a transversely arranged flap and an open end adapted to receive by way of manifolding the inscriptions applied to the respective series of the record plies, said envelope-forming plies being severable simultaneously with the forms of the record plies along said severance lines and, by each severance with a form of the record plies, providing an individual envelope for the reception of an article related to the transaction expressed upon the severed form of the record plies.

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