Nov. 30, 1937. J. R. MORRISON 2,100,814

MANIFOLDING BOOK

Filed Dec. 14, 1931 4 Sheets-Sheet 1

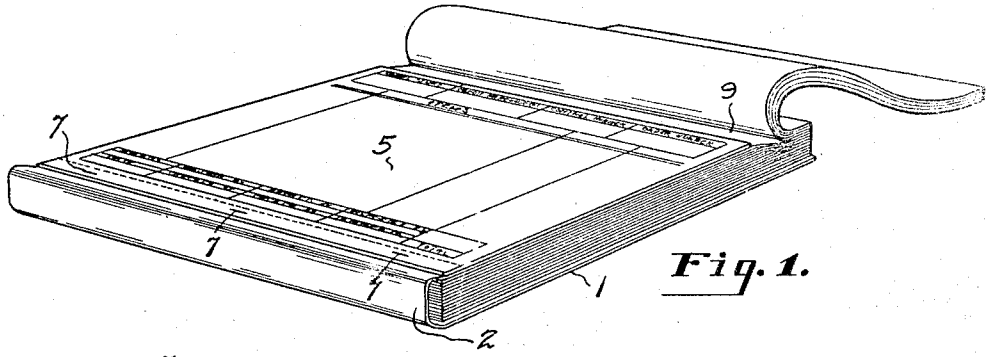


Fig. 1.

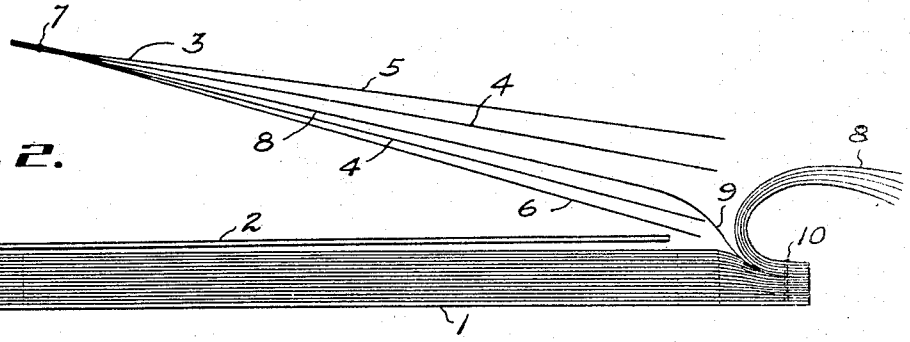


Fig. 2.

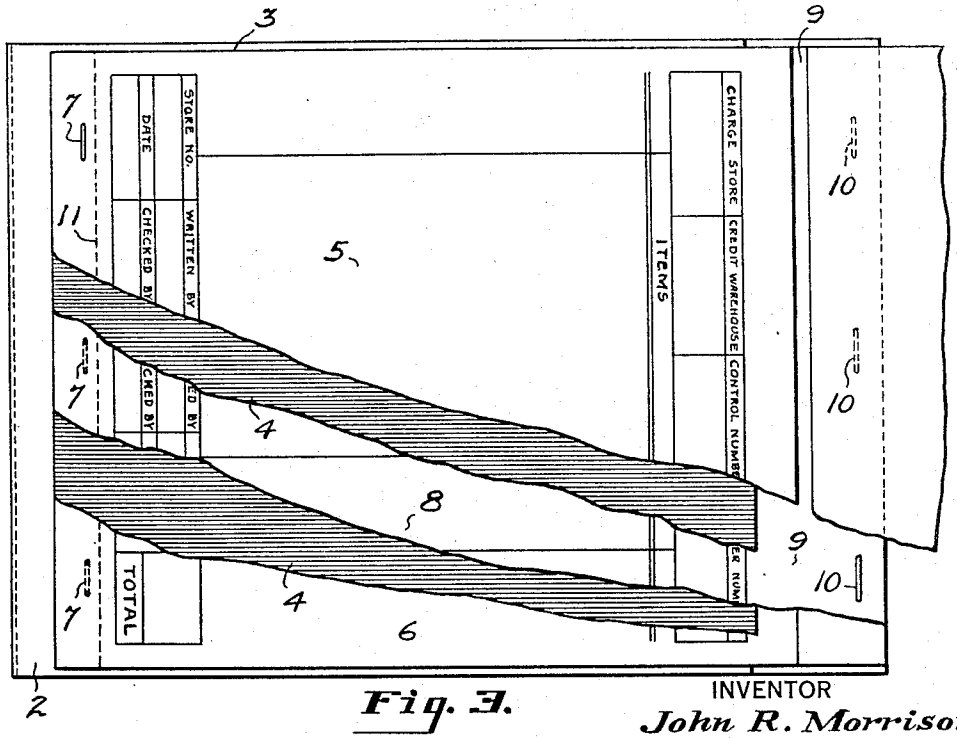


Fig. 3.

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MANIFOLDING BOOK

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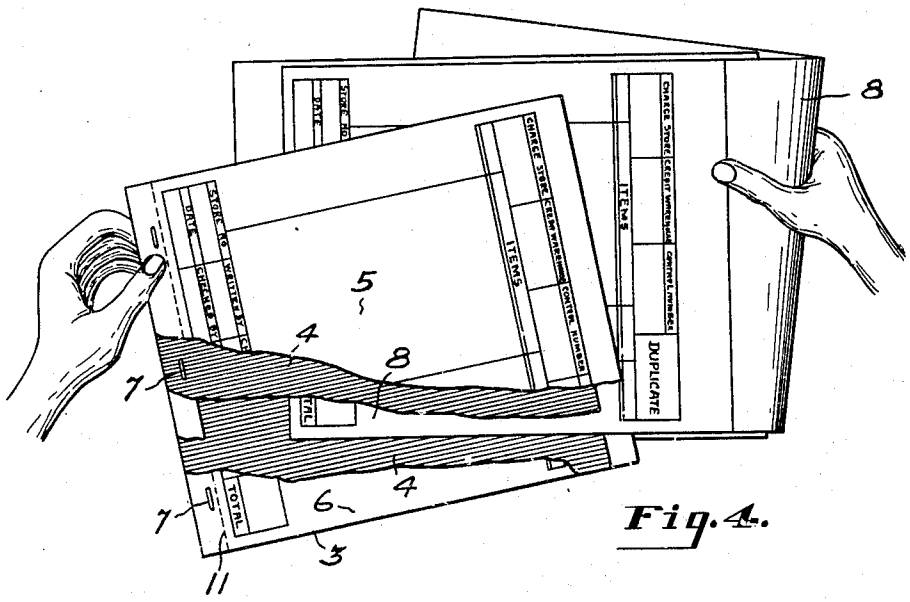


Fig. 4.

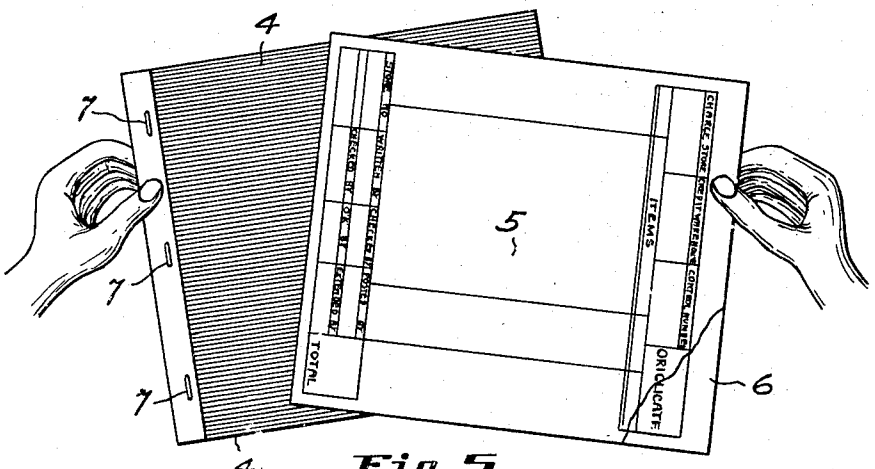


Fig. 5.

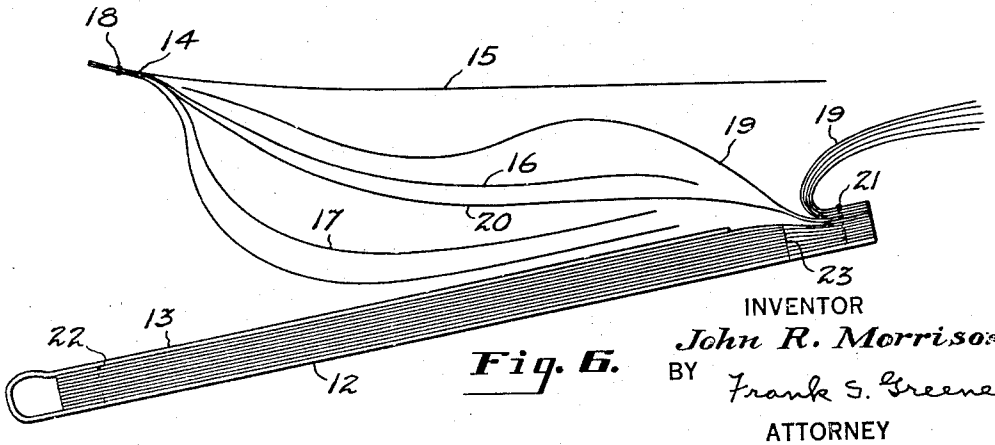


Fig. 6.

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MANIFOLDING BOOK

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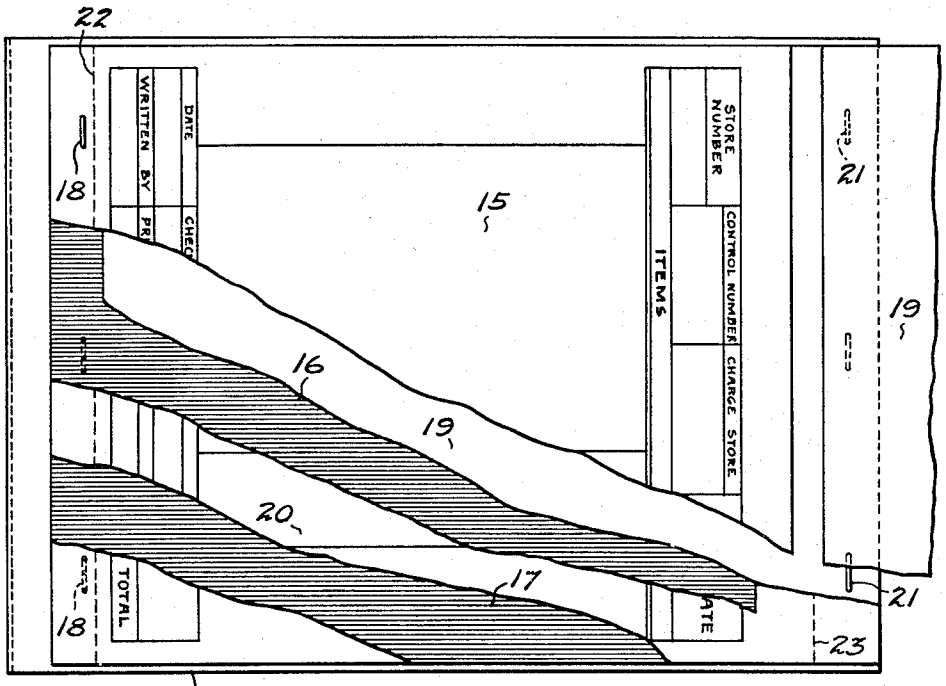


Fig. 7.

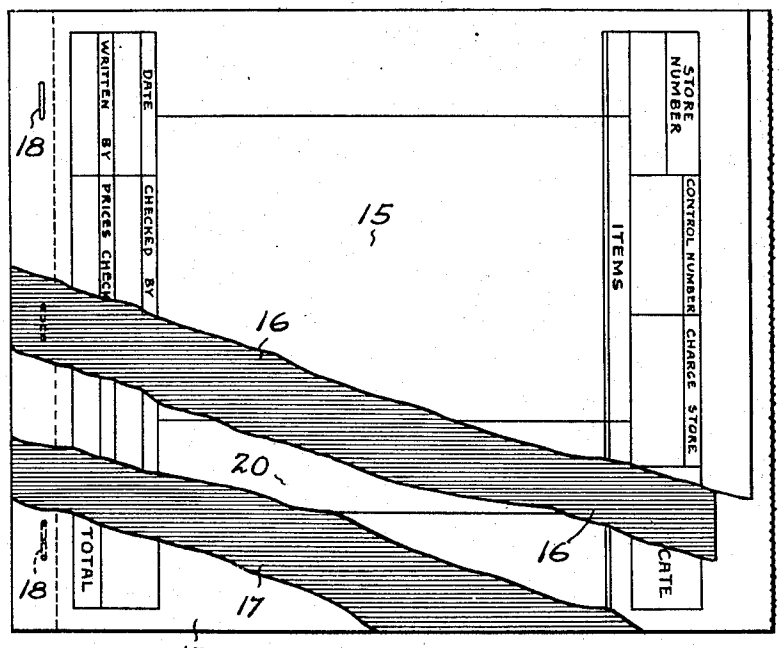


Fig. 8.

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MANIFOLDING BOOK

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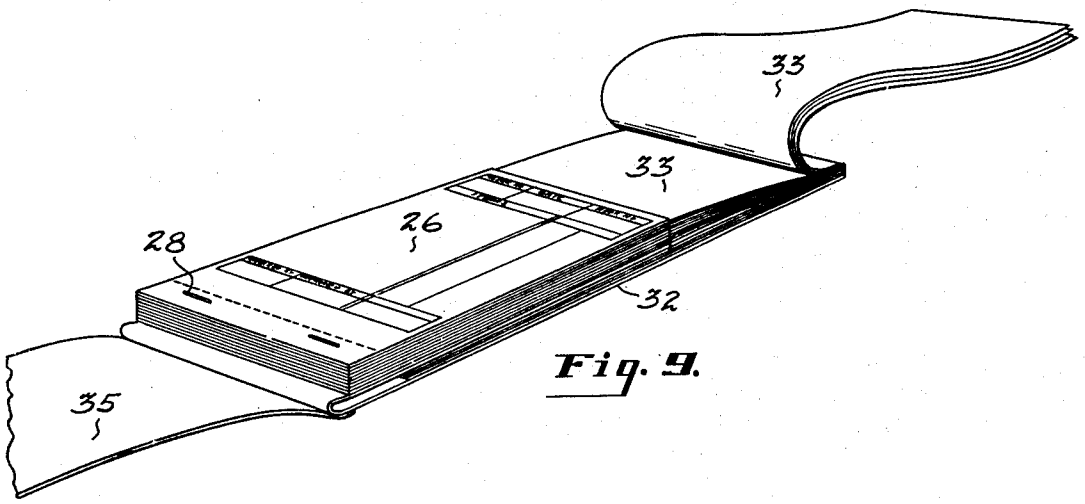


Fig. 9.

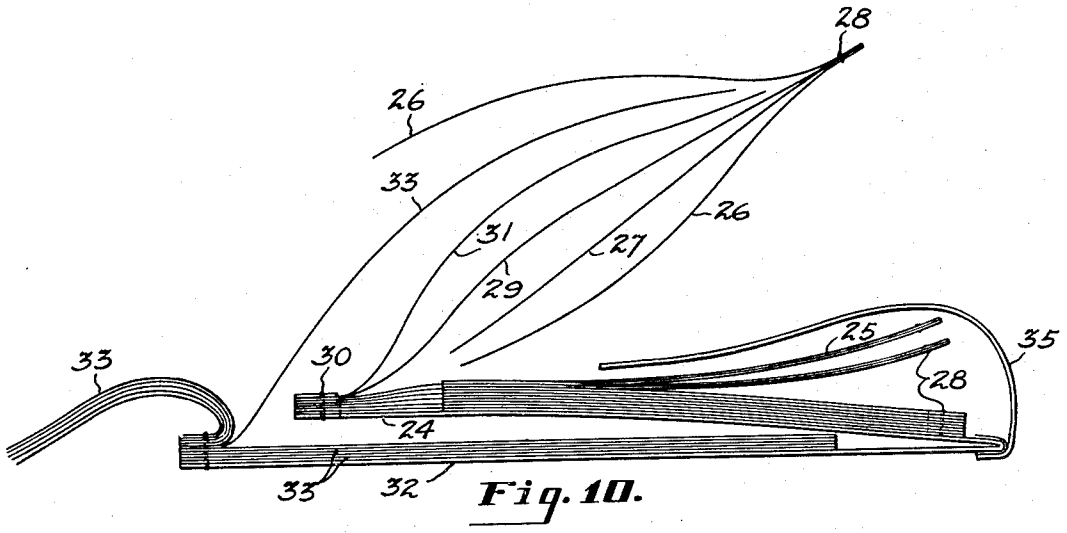


Fig. 10.

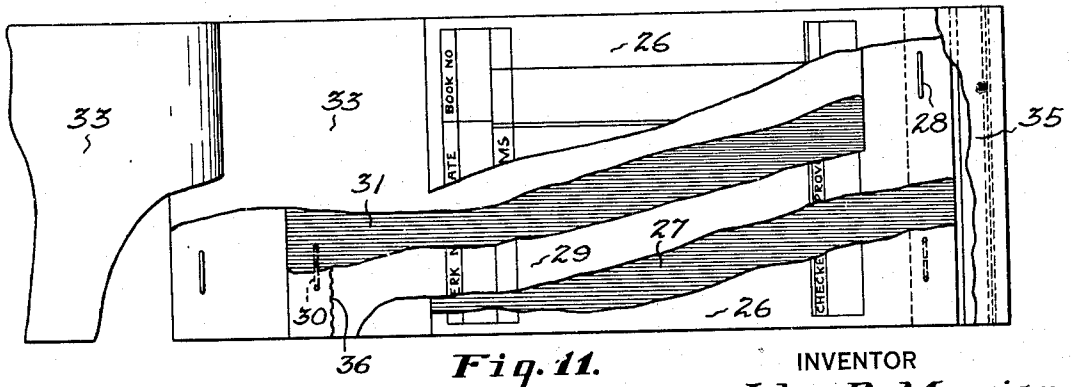


Fig. 11.

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Patented Nov. 30, 1937 2,100,814

UNITED STATES PATENT OFFICE

2,100,814

MANIFOLDING BOOK

John R. Morrison, Newport News, Va., assignor, by mesne assignments, to J. Stuart Fleming, Niagara Falls, N. Y.

Application December 14, 1931, Serial No. 580,786

9 Claims. (Cl. 282—23)

This invention relates to manifolding books of the type used for recording sales or similar transactions and consisting of a suitable backing member having a pack of record leaves permanently attached thereto and other record leaves detachably secured thereto, and having transfer means such as transfer leaves made of carbon paper for duplicating data written on the top record leaf on the desired number of record leaves below the same, the detachable leaves being removed after the entry of each transaction and the permanently attached leaves maintaining a record in the book of all the entries.

In the use of books of the character described, it is necessary for the sales person to arrange the leaves in the book for the recording operation and after the data are entered to detach the removable record sheet from the book. In using sales books as heretofore constructed it has been difficult to avoid soiling the fingers by contact with the carbon paper leaf or leaves in the book and this is a serious defect for the reason that, in many instances, sales people using these books handle easily soiled merchandise such as fine fabrics which may be seriously damaged if handled by hands having carbon smudges thereon.

The present invention has for an object to provide a manifolding book by means of which a number of duplicate records of each transaction may be made and in which the transfer leaves are so disposed that the leaves may be arranged in manifolding relation for recording, the detachable leaves removed from the book and the record leaves separated from the transfer leaves without touching any of the transfer leaves with the fingers.

A further object is to provide a book in which a permanent record of each transaction may be made in the book and in which the record and transfer leaves are arranged in bound sets so attached in the book that the manifolding sets may be removed intact with all the transfer leaves between the record leaves so that no portion of the carbon leaves are exposed and so that further entries may be entered and duplicated on the record leaves of the detachable set.

A further object is to so join the transfer leaves and record leaves in each manifolding set that the record leaves may be separated from the transfer leaves without touching the transfer leaves with the fingers.

A further object is to provide a book of the character described in which the record and transfer leaves are so arranged in the book that the book can be quickly and easily made ready for entry of data.

With the above and other objects in view, the invention may be said to comprise the manifolding book as illustrated in the accompanying drawings hereinafter described and particularly set forth in the appended claims, together with such variations and modifications thereof as will be apparent to one skilled in the art to which the invention appertains.

Reference should be made to the accompanying drawings forming a part of this specification, in which:

Figure 1 is a perspective view of a manifolding book embodying the invention;

Fig. 2 is a side elevation of the book shown in Fig. 1;

Fig. 3 is a plan view of the book with the leaves arranged for entry of data with portions of the leaves of the top manifolding set broken away to show the arrangement and construction of a manifolding set;

Fig. 4 is a view illustrating the manner in which a manifolding set is detached as a unit from the book;

Fig. 5 is a view illustrating the manner in which the record leaves are detached from the transfer leaves of a manifolding set;

Fig. 6 is a side elevation of a book of slightly different construction which embodies the invention;

Fig. 7 is a plan view of the book shown in Fig. 6;

Fig. 8 is a plan view of a manifolding set detached from the book shown in Figs. 6 and 7, portions of the leaves being broken away to show the arrangement and construction thereof;

Fig. 9 is a perspective view showing a further modification of the invention;

Fig. 10 is a side elevation of the book shown in Fig. 9;

Fig. 11 is a plan view of the book shown in Figs. 9 and 10 with portions of the top leaves broken away to show the arrangement of the leaves for recording.

In Figures 1 to 5 of the drawings there is shown a manifolding book which has a backing member 1 to one end of which is flexibly attached a stop sheet 2 which is adapted to be folded over upon a pack of manifolding sets 3 carried by the backing member. Each manifolding set 3 consists of any desired number of record leaves with transfer leaves 4 of carbon paper or the like interposed between successive record leaves. All of the transfer leaves are interposed between the

top leaf 5 and the bottom leaf 6 of each manifolding set. All of the leaves of each set are bound together by suitable means at one edge thereof such as staples 7. One record leaf 8 intermediate the top and bottom of each set is of greater length than the other leaves of the set and has a projecting end 9 beyond the ends of the other leaves at the edge of the set opposite the bound edge. The projecting ends 9 are bound together and to the backing member 1 adjacent the edge thereof opposite that to which the stop sheet is attached by any suitable means such as staples 10. Each of the record leaves has a line of partial severance or tear line 11 adjacent the bound edge inwardly thereof while the carbon leaves are unweakened and have edge portions opposite the attached edges which terminate short of the edges of the record paper leaves.

In using the book the uppermost manifolding set is grasped by its bound edge and lifted up while the stop sheet 2 is inserted upon the pack of manifolding sets beneath the top set so that in writing upon the top record leaf the impression will not be transmitted to the lower manifolding sets. After the desired data have been written upon the top record leaf the manifolding set is detached from the book by grasping the bound edge of the manifolding set and pulling the set out as illustrated in Fig. 4, causing the intermediate record leaf 8, which is permanently attached to the book, to break away along its line of perforations 11. In the detached manifolding set all the carbon transfer paper leaves are interposed between the top and bottom record leaves and each record leaf below the top has a transfer leaf in contact with its upper face, so that additional data may be duplicated on all of the detached record sheets after the set has been detached from the book.

When it is desired to finally separate the record leaves from the transfer leaves of a manifolding set, the opposite edges of the manifolding set may be grasped as shown in Fig. 5, one hand gripping the edge of the form outwardly of the lines of perforation 11 of the record sheets and the other hand gripping the opposite edges of the record sheets beyond the edges of the transfer leaves and exerting a pull to break away the record leaves along their tear lines 11 and detach the record leaves from their attached stubs and from the transfer leaves which are attached to the stubs. The carbon leaves come out with the stubs and may be thrown away.

It will be apparent that it is not necessary for the person using the book ever to touch a transfer leaf, since until the final separation of the transfer leaves from the record leaves, the transfer leaves are completely covered by the record leaves and in separating the transfer leaves from the record leaves the detachable stubs of the record leaves cover the edges of the transfer leaves, keeping the fingers out of contact with the transfer leaves.

In Figs. 6 to 8 of the drawings a slightly modified form of the invention is shown in which the permanent record leaves of the book are formed of thin paper such as tissue paper and are not bound into the detachable manifolding sets. In this book there are provided a backing member 12 and a flexibly attached stop sheet 13 which are substantially identical with the backing member and stop sheet in the book first described.

A pack of manifolding sets 14 is mounted on the backing member 12 and each manifolding set 14 consists of any desired number of record paper leaves 15 with transfer leaves interposed between them. The uppermost transfer leaf 16 is in this case a leaf of the type known in the trade as a "double carbon" having a coating of transfer material on both its upper and lower faces. The other transfer leaves 17 are of the type known as "single carbon", having a coating of transfer material on their under face only. The record leaves 15 and interposed carbon leaves 16 and 17 are bound together at one edge of the set by any suitable means such as staples 18. One of the thin paper leaves 19 is interposed between the top record leaf of each manifolding set and the double carbon beneath it. The leaves 19 are unattached to the other leaves and terminate short of the attachment between the edges of the other leaves. The opposite edge of each tissue paper sheet projects beyond the edges of the record paper sheets of the detachable set, and one intermediate leaf 20 of each detachable set also projects beyond the edges of the other leaves. The superposed projecting edges of the leaves 19 and 20 are attached together and to the backing member 12 adjacent the edge thereof opposite that to which the stop sheet 13 is attached by any suitable means such as staples 21. Each record leaf 15 has a tear line 22 adjacent to and inwardly of the staples 18 and the intermediate record leaf 20 has a second tear line 23 inwardly of and adjacent its attachment to the backing member 12. In order to insure removal of the leaf 20 with the manifolding set the tear line 23 may be made weaker than the tear line 22 so that upon an outward pull the leaf 20 will break away along the tear line 23. The transfer leaves are preferably somewhat shorter than the record leaves 15 to permit separation of the record and transfer leaves in the manner illustrated in Fig. 5 of the drawings.

In using this book the top manifolding set is lifted up and the stop sheet 13 inserted beneath it as shown in Fig. 6, and after the desired data have been entered upon the top record leaf the detachable set is removed from the book by grasping the bound edge of the set preferably across the line of perforation 22 to insure the sheet 20 tearing along the tear line 23. After the manifolding set is detached, additional data may be entered thereon, and after all the data have been entered the record and transfer leaves may be separated as illustrated in Fig. 5. The thin paper leaves 19 are folded back out of the way after they have been used and provide a permanent record of the transactions entered in the book.

In the modification shown in Figs. 9 to 11 a backing member 24 carries a pack of manifolding sets 25, each set consisting of record paper leaves 26 and one or more intermediate carbon paper leaves 27 which are bound together along one edge by any suitable means such as staples 28. Each manifolding set has an intermediate leaf 29 which projects past the other leaves at the edge opposite the bound edge and the projecting edges of the intermediate record paper leaves 29 are bound together and to the backing member 24 by any suitable means such as staples 30. A double carbon leaf 31 is attached by the staples 30 on top of the projecting ends of the leaves 29. There is a second backing leaf 32 flexibly attached to the end of the backing member 24 opposite that to which the manifolding sets are secured and this second backing member extends beneath the backing member 24 and beyond the forward end thereof. At its forward end the backing member 32 has attached thereto a pack of thin paper leaves 33. A stop sheet 35 is flex-

ibly attached to the backing members **24** and **32** at their attached edges so that it may be swung downwardly upon the top of a pack of manifolding sets on the backing member **24**.

In using this book the top manifolding set is lifted off the pack, as shown in Fig. 10, and the stop sheet **35** is placed on the top of the pack beneath it. The top leaf of the upper manifolding set is lifted to allow the double carbon sheet **31** to drop beneath it and one of the thin paper leaves **33** is swung up from the pack resting on the backing member **32** and placed between the double carbon **31** and the top leaf of the manifolding set. With the leaves so arranged the desired data may be written upon the top leaf and will be duplicated upon the thin paper leaf **33** and all the other record leaves of the set. The manifolding set may then be detached from the book by grasping it at its bound edge and breaking the intermediate leaf **29** away along a tear line **36** formed therein adjacent the staples **30**. The manifolding set when detached may have additional data recorded thereon and the record paper leaves are finally separated from the carbon paper leaves as illustrated in Fig. 5.

Furthermore, it is to be understood that the particular form of manifolding book shown and described, and the particular procedure set forth, are presented for purposes of explanation and illustration and that various modifications of said manifolding book and procedure can be made without departing from my invention as defined in the appended claims.

What I claim is:

1. A manifolding book comprising a backing member, a pack of manifolding sets mounted on the backing member, each set comprising record leaves and interposed transfer leaves, edge portions of the leaves of each set being bound together at an edge portion of the pack, the edges of the record and transfer leaves of each set being offset at the opposite edge portion of the pack and certain of the leaves having readily breakable connection with the bound edge portions to permit separation of the record and transfer leaves, one intermediate leaf of each set being a binding leaf and having its edge portion opposite the bound edge portion projecting past the other leaves of the set and having binding attachment to the backing member, the latter leaf being weakened adjacent the edge portion attached to the backing member to permit detachment of the set from the backing member, leaves of each said set above and below the said binding leaf thereof having their edge portions, which are remote from said bound edge portions, terminating short of said binding attachment and being free of attachment directly thereto, leaves attached at one edge portion to the backing member and positioned for interleaving with the leaves of bound sets, and a stop sheet flexibly attached to the backing member and adapted to be interposed beneath the manifolding set at the top of the pack.

2. A manifolding book comprising a backing member, a pack of manifolding sets mounted on the backing member, each set comprising record leaves and interposed transfer leaves, one of the transfer leaves of each set having a coating of transfer material on both sides thereof and the other of the transfer leaves having a coating of transfer material on the under side only, the transfer leaves of each set having edge portions bound together and to an edge portion of the top record leaf, the bottom record leaf and an intermediate record leaf at one edge portion of the pack, an intermediate record leaf of each set being a binding leaf and having a detachable stub projecting past the other bound leaves at the edge portion thereof opposite its bound edge portion, a thin paper record leaf lying upon the top of the double coated transfer leaf of each set, the thin paper leaves terminating at one end short of the bound edge portion of the manifolding sets and having edge portions at their opposite ends lying between the said projecting detachable stubs of said intermediate record leaves, said detachable stubs and thin paper leaves having binding attachment to each other and to the backing member, leaves of each said set above and below the said binding leaf thereof having their edge portions, which are remote from said bound edge portions, terminating short of said binding attachment and being free of attachment directly thereto, and a stop sheet adapted to be interposed beneath the top manifolding set of the pack.

3. A manifolding book comprising a backing member and a pack of manifolding sets mounted on the backing member, each set comprising top, bottom and intermediate record leaves and intermediate transfer leaves having edge portions bound together at one edge portion of the pack, one intermediate record leaf of each set being a binding leaf, said bound edge portion of each said binding leaf including readily breakable connection for detachment of the other leaves therefrom, each said binding leaf having its opposite edge portion projecting past the edges of the other leaves, the projecting edge portions of said intermediate binding leaves of the individual manifolding sets of the pack being attached together and to the backing member, and leaves of each said set above and below the said binding leaf thereof having their edge portions, which are remote from said bound edge portions, terminating short of said binding attachment and being free of attachment directly thereto.

4. A manifolding book comprising a backing member and a pack of manifolding sets mounted on the backing member, each set including top, bottom and intermediate record leaves and intermediate transfer leaves having edge portions bound together at one edge portion of the pack, each of the record leaves so bound having a tear line adjacent its bound edge portion inwardly thereof, the carbon leaves being unweakened and having edge portions opposite the bound edge portions terminating short of the edges of the record sheets, one of the intermediate record leaves of each set which is bound to other leaves thereof being a binding leaf and having its edge portion opposite the bound edge portion thereof projecting past the edges of the other leaves bound together, the projecting edges of said intermediate binding leaves of the individual manifolding sets of the pack being attached together and to the backing member, and leaves of each said set above and below the said binding leaf thereof having their edge portions, which are remote from said bound edge portions, terminating short of said binding attachment and being free of attachment directly thereto.

5. A manifolding book comprising a backing member, a pack of manifolding sets mounted on the backing member, each set having a top, a bottom and an intermediate record leaf and a transfer leaf between the intermediate and bottom record leaves having edge portions which are bound together at one edge of the pack, the intermediate record leaf of each set having a

detachable stub at the edge portion thereof opposite its bound edge portion and projecting past the other leaves to which it is bound, said projecting stubs being attached together and to the backing member at one edge portion thereof, a transfer leaf having a coating of transfer material on both sides thereof and having one edge portion overlying said stubs and attached to the backing member, whereby it may be interposed beneath the top record leaf of the uppermost manifolding set, a second backing member underlying the first and having an edge portion flexibly connected thereto, said second backing member projecting past the edge portion of the first backing member to which said stubs are attached, a pack of thin paper record leaves attached to the projecting edge portion of the second backing member whereby one of the thin paper leaves may be interposed between the transfer leaf attached to the first backing member and the top leaf of the uppermost manifolding set.

6. A manifolding book comprising a backing member, a pack of manifolding sets mounted on the backing member, each set having a top, a bottom and an intermediate record leaf and a transfer leaf between the intermediate and bottom record leaves having edge portions which are bound together at one edge portion of the pack, the record leaves having tear lines adjacent the bound edge portions inwardly thereof and the said transfer leaf being unweakened and having an edge portion opposite its bound edge portion terminating short of the edges of the record leaves, the intermediate record leaves each having a detachable stub at the edge portion thereof opposite the bound edge portion projecting past the other leaves to which it is bound, said projecting stubs being attached together and to the backing member at one edge portion thereof, a transfer leaf having a coating of transfer material on both sides thereof and having one edge portion overlying said stubs and attached to the backing member, whereby it may be interposed beneath the top record leaf of the uppermost manifolding set, a second backing member underlying the first and having an edge portion flexibly connected thereto, said second backing member projecting past the edge portion of the first backing member to which said stubs are attached, a pack of thin paper record leaves attached to the projecting edge of the second backing member whereby one of the thin paper leaves may be interposed between the transfer leaf attached to the first backing member and the top leaf of the uppermost manifolding set.

7. A manifolding book comprising a backing member and a pack of manifolding sets mounted on the backing member, each manifolding set including top and bottom record leaves and intermediate record and transfer leaves having edge portions bound together at one edge portion of the pack, the record leaves so bound having weakening lines adjacent their bound edge portions whereby each set is provided with a detachable stub, an intermediate record leaf of each set being bound to the backing member at the edge portion thereof opposite the stub, and the other leaves bound in each stub being unattached to the backing member, whereby a pull exerted on a stub will detach from the backing member a set of leaves secured to the stub and disposed in manifolding relation.

8. A manifolding book comprising a backing member and a pack of manifolding sets mounted on the backing member, each manifolding set comprising top, bottom and intermediate record leaves and transfer leaves interposed between successive record leaves, all of the leaves of each set being bound together along an edge portion thereof and all the record leaves thereof having weakening lines adjacent the bound edge whereby a detachable stub is provided, one intermediate record leaf of each set having its edge portion opposite the stub projecting past the other leaves of the set, said projecting edge portions of the intermediate leaves being bound together and to the backing member and the other leaves being unattached to the backing member, whereby by pulling on a stub the record leaf bound to the backing member will break away from the stub and remain in the book, the other leaves of the set remaining attached to the stub and in manifolding relation.

9. A manifolding book comprising a backing member, a pack of manifolding sets mounted on the backing member, each manifolding set comprising top, bottom and intermediate record leaves and interposed transfer leaves, the record leaves and the transfer leaf which is interposed between the bottom record leaf and an intermediate record leaf, having edge portions bound together at one edge portion of the pack, said bound edge portions including readily breakable connections to permit separation of the record and transfer leaves, one record leaf of each set being a binding leaf and having its edge portion opposite the bound edge projecting past the other bound leaves, the projecting edge portions of the binding leaves having binding attachment to each other and to the backing member, the binding leaf of each set being an intermediate leaf whereby bound sets of leaves may be detached from the backing member with the top and bottom record leaves and an interposed transfer leaf bound together in manifolding relation, and leaves of each said set above and below the said binding leaf thereof having their edge portions, which are remote from said bound edge portions, terminating short of said binding attachment and being free of attachment directly thereto.

JOHN R. MORRISON.