Nov. 21, 1950 L. R. SCHUESSLER 2,530,634

PAD OF PAPER SHEETS

Filed April 1, 1947

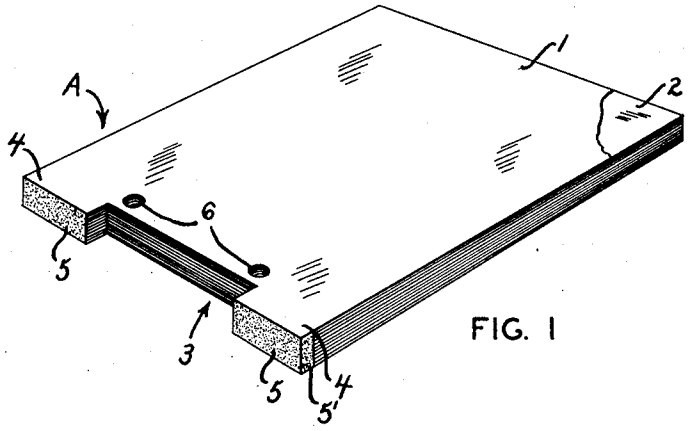


FIG. 1

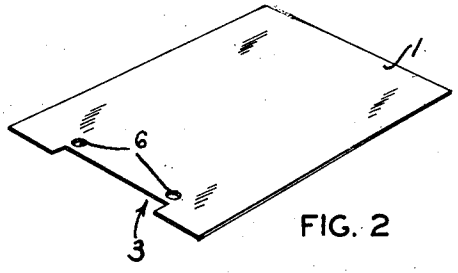


FIG. 2

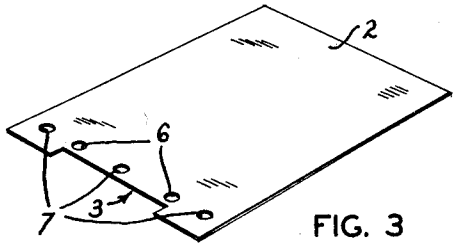


FIG. 3

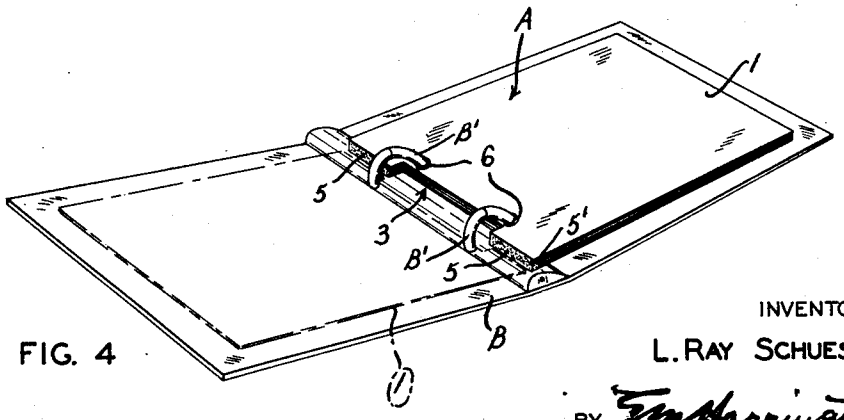


FIG. 4

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PAD OF PAPER SHEETS

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2 Claims. (Cl. 282—22)

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This invention relates generally to sheets adapted to receive thereon transaction-recording matter, or other written or printed matter, and more specifically to a group of such sheets which are arranged in pad form with original sheets and carbon copy sheets bound alternately in said pad, the predominant object of the invention being to provide such a pad of record-receiving sheets in which the sheets are so bound together that the original sheets may be detached from the pad while said pad is retained in place within a suitable binder, a ring binder, for instance, and may be moved to such positions that the carbon copy sheets may be detached completely from the pad and from the binder without affecting the position of the original sheets within the binder.

The improved recording sheets of the present invention are intended for use as parts of an accounting or bookkeeping system which is adapted particularly for use by smaller business organizations which do not maintain their own accounting or bookkeeping departments. In the functioning of this system, records of the various transactions occurring in the business of a smaller business organization employing the system are noted on the original sheets of a book, and carbon copies of these original sheets are made as the recorded matter is noted on said original sheets. The original sheets remain bound in the book and the carbon copies of the original sheets are removed from the book and are sent to accountants who prepare and maintain the permanent records of the business organization from the information noted on the carbon copies of the original sheets. Thus, the book of original sheets provides the business organization with a record of its business transactions while the carbon copies of said original sheets provide the accountants with all information required by said accountants to enable them to maintain complete and properly kept records of the business transactions of the business organizations.

The improved record-receiving sheets of the present invention are intended to facilitate the maintenance of the record book of a business organization employing the system briefly described above, this purpose being accomplished by providing a pad, bound, as described above, with original sheets and carbon copy sheets arranged alternately in the pad. Also, the sheets of which the pad is comprised are so bound together that the original sheets may be removed from the pad while remaining secured in place

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within a binder which holds the pad of sheets, and such original sheets may be moved to positions where the carbon copy sheets may be removed from the pad and from the binder with ease and facility.

Fig. 1 is a perspective view of a pad of sheets arranged in accordance with this invention.

Fig. 2 is a perspective view of one of the original sheets of the pad of sheets illustrated in Fig. 1.

Fig. 3 is a perspective view of one of the carbon copy sheets of the pad of sheets illustrated in Fig. 1.

Fig. 4 is a perspective view of the pad of sheets illustrated in Fig. 1 as it appears when retained in a suitable binder.

In the drawing, wherein is shown for purposes of illustration, merely, one embodiment of the invention, A designates generally the pad of sheets which constitute the predominant feature of the present invention. The pad of sheets A is composed of original sheets 1 and carbon copy sheets 2 which are arranged alternately in the pad, with a carbon copy sheet disposed immediately beneath each original sheet, in order that a sheet of carbon transfer paper may be inserted between an original sheet 1 and its related carbon copy sheet 2 so as to reproduce on the carbon copy sheet matter written on the original sheet. The sheets which produce the pad A are preferably recessed, as is shown at 3 in the drawing, and said sheets are bound together to provide a pad at the recessed end of the pad A. It is important to note that the recess 3 of the pad A is of such length that portions 4 of the pad are located at opposite ends of said recess, and adhesive material 5 is applied to edges of the sheets making up the pad at the end faces of these portions 4 of the pad. If desired, the adhesive material which binds the sheets of the pad together may be extended a slight distance along the opposite side edges of the pad as indicated at 5' in Figs. 1 and 4. All of the sheets which make up the pad A have formed therethrough a pair of perforations 6, and each carbon copy sheet 2 of the pad A has formed therethrough additional perforations 7.

In the use of the pad A of the present invention said pad is arranged in a suitable binder, for instance, a ring binder such as is illustrated in Fig. 4 and designated therein by the reference character B, the rings B' of said binder being extended through the perforations 6 of the pad in an obvious manner to retain the pad in place within the binder. With the pad retained with-

in the binder B as described and as illustrated in Fig. 4, a carbon transfer sheet (not shown) may be inserted between an original sheet 1 and its related carbon copy sheet 2 so as to reproduce on the carbon copy sheet matter written on the original sheet.

When the writing of matter on the original sheet has been completed the original sheet may be torn from the pad A at the faces of the portions 4 which bear the adhesive material 5, this tearing operation being performed by lifting a side portion of the original sheet and tearing it from the pad along the adhesive-bearing edges of one portion 4 of the pad, and thereafter repeating the operation by similarly tearing the opposite side portion of the original sheet from the adhesive-bearing edge of the other portion 4 of the pad. The original sheet is detached from the pad as described above without affecting the attachment of the sheet within the binder B, and after detachment of the original sheet from the pad said original sheet may be moved within the binder to a position where the related carbon copy sheet may be removed entirely from the binder, said carbon copy sheet being grasped at its free end and pulled so as to tear through edge portions of its perforations 6 and thus detach said carbon copy sheet from the rings B' of the binder B. The carbon copy sheets removed from the binder B are forwarded to accountants who maintain permanent records of a business organization employing an accounting system which involves the use of the pad A of the present invention, and these carbon copy sheets are maintained for use by the accountants in binders whose fastening elements pass through the perforations 7 of said carbon copy sheets.

I claim:

1. A plurality of sheets of material arranged in a stack in which original sheets and carbon copy sheets are arranged alternately, said sheets of material being recessed at an edge of the stack of sheets, and means for binding said sheets together to provide a pad, said binding means serving to bind together spaced edge portions of the pad of sheets which are located beyond opposite ends of said recess, and said sheets being unbound throughout said recess, all of the sheets of said pad being provided with corresponding perforations for initially binding said sheets in a binder, and said carbon copy sheets being provided with additional perforations for binding said carbon copy sheets in a second binder after their removal from the first-mentioned binder.

2. A plurality of sheets of material arranged in a stack in which original sheets and carbon copy sheets are arranged alternately, said sheets of material being recessed at an edge of the stack of sheets, and adhesive means for binding said sheets together to provide a pad, said binding means serving to bind together spaced edge portions of the pad of sheets which are located beyond opposite ends of said recess, and said sheets being unbound throughout said recess, all of the sheets of said pad being provided with corresponding perforations for initially binding said sheets in a binder, and said carbon copy sheets being provided with additional perforations for binding said carbon copy sheets in a second binder after their removal from the first-mentioned binder.

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