

1,371,818.

Patented Mar. 15, 1921.

Fig. 1.

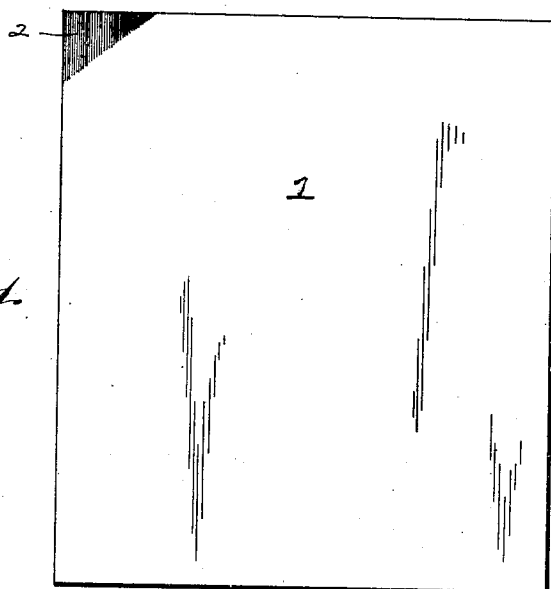


Fig. 2.

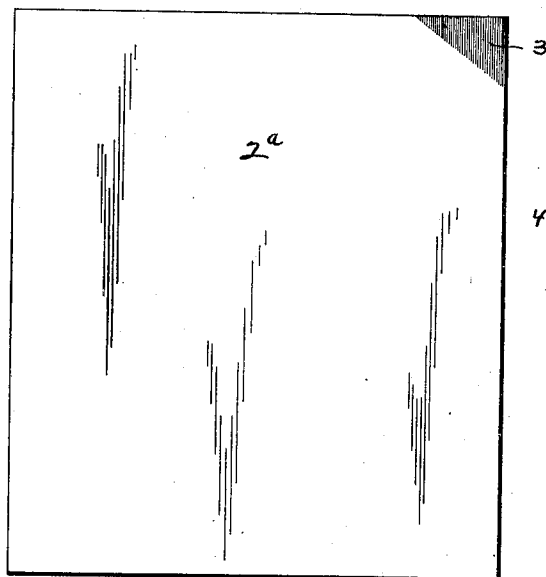
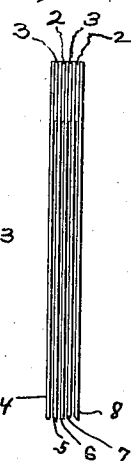


Fig. 3.



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his atty.

UNITED STATES PATENT OFFICE.

RAY W. SCHWYBOLD, OF CINCINNATI, OHIO, ASSIGNOR OF TWO-THIRDS TO ORVILLE K. JONES AND FRANK M. PETERS, BOTH OF CINCINNATI, OHIO.

COPY-SHEET.

1,371,818.

Specification of Letters Patent.

Patented Mar. 15, 1921.

Application filed April 26, 1919. Serial No. 292,932.

To all whom it may concern:

Be it known that I, RAY W. SCHWYBOLD, a citizen of the United States of America, residing at Cincinnati, in the county of Hamilton and State of Ohio, have invented certain new and useful Improvements in Copy-Sheets, of which the following is a specification.

In the course of business, individuals, firms and corporations receive a large amount of correspondence which does not require, or in connection with which it is not necessary to make out a filing jacket in which the correspondence may be kept intact and in order, and it is the experience of business people that such letters, and replies thereto, become separated in the usual letter file and thus time is lost in gathering the correspondence together so as to keep track of letters. To obviate this, many use pins and the various types of clips on sale, but pins have been found objectionable because of the fact that they prick the fingers in the handling of the correspondence, and clips have been found objectionable because the sheets on which the correspondence is written frequently become detached from said clips. The use of clips increases the thickness of the assembled correspondence which takes up valuable filing space.

The object of my invention is to obviate the necessity of using pins, clips and other fasteners in correspondence files.

A further object of my invention is to provide, as a new article of manufacture, a copy sheet of paper having adhesive on both faces thereof and at a marginal part thereof, so that when an answer is made to an inquiry the copy sheet, on which the carbon of the answer is made, is secured to the inquiry by means of one of the adhesive surfaces, and when a second letter is received it is secured to the prior letter by moistening the adhesive on the face of the copy sheet. This plan is followed throughout the entire correspondence whereby all related letters are permanently secured together, in order according to date, and constitute a compact file of correspondence which may be easily handled.

My invention consists of a copy sheet, as a new article of manufacture, having applied thereto adhesive on both faces at a marginal part thereof.

In the drawing Figure 1 is a plan view of one of the faces of my improved copy sheet. Fig. 2 is a plan view of the reverse face of my improved copy sheet. Fig. 3 is an edge elevation of a series of inquiries and answers bound according to my invention, the space between the inquiries and answers being somewhat exaggerated for the purpose of illustration.

The reference numeral 1 indicates the face of my improved copy sheet and 2 designates a body of adhesive applied across the upper left hand corner portion of the sheet. The reference numeral 2^a designates the rear face of the improved copy sheet and 3 designates a body of adhesive extending across the upper right hand corner portion thereof so that the bodies of adhesive 2 and 3 register when the sheet is in use.

Referring to Fig. 3, the reference numeral 4 designates the first letter of a file, 5 my improved copy sheet on which is written the answer, 6 another inquiry, 7 another copy sheet and 8 another inquiry.

The answer to the letter 4 is secured to said letter by moistening the adhesive body 2 on the copy sheet 5. The next letter in the correspondence is secured to the copy sheet 5 by moistening the adhesive body 3, the next sheet is secured to the previous correspondence by moistening the adhesive body 2, and the next letter in the correspondence is secured to the copy sheet 7 by moistening the adhesive body 3.

From the above it will be seen that related correspondence, according to my invention, may be permanently secured together in regular order without the use of pins, clips and other fasteners and my improved copy sheet provides a very ready and simple means of thus securing the correspondence together.

By the use of my invention it is not necessary to have on one's desk a collection of varied sizes of pins, fasteners and the like, because each copy sheet constitutes a combined copy sheet and fastener.

In the use of my invention the cost of manufacture of the copy sheet is not appreciably increased and the metal which would otherwise be used in the manufacture of various types of fasteners may be converted to other arts.

Among the many advantages incident are

that I provide a combined copy sheet and binder; I provide means whereby the use of metal may be conserved; I eliminate the possibility of correlated letters becoming detached; I reduce the filing space of correspondence very materially by reducing the bulk of the correspondence file.

In the manufacture of my improved copy sheet it is cut to the proper size then passed through the machine which applies and dries the adhesive so that the copy sheets may be boxed in the usual manner ready for sale as a combined copy sheet and fastener.

What I claim is:

A letter copy sheet having adhesive on both faces thereof and at a marginal part thereof whereby the copy sheet may be secured to the letter to which it is an answer, and whereby a second letter may be secured to the rear face of the copy sheet and whereby related letters and answers may be permanently secured together in proper sequence as to date.

In testimony whereof I affix my signature.

RAY W. SCHWYBOLD.