

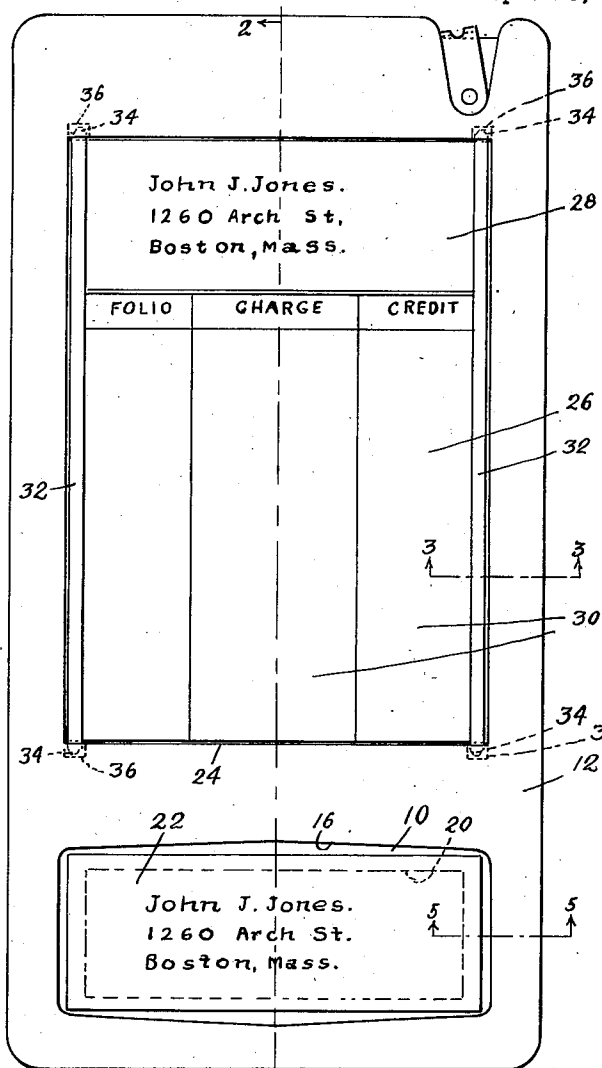
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RECORD STENCIL

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RECORD STENCIL

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14 Claims. (Cl. 101-127)

This invention relates to stencils and particularly to address bearing stencils such as are used in addressing machines.

Many business organizations utilize a part of the stencil on which to keep a record of their transactions with the person whose name appears on the stencil. After the record space available on the stencil has been utilized a new stencil must be made.

It is an object of the present invention to provide a record carrying stencil constructed and arranged to receive a removable record bearing sheet so that the stencil can be used with an indefinite number of successive record sheets and also preferably so that both sides of the record sheet can be utilized.

A further object of the invention is the provision of a stencil having a recess adapted to receive a record sheet which does not project above the face of the stencil.

Another object is the provision of a stencil having a record sheet receiving recess and a novel arrangement for securing the record sheet removably within said recess so that the recessed face of the stencil is free from elevated parts.

A further object is generally to improve the construction and use of stencils.

Fig. 1 is a plan view in substantially full size of the stencil embodying the present invention.

Fig. 2 is a longitudinal section taken along line 2-2 of Fig. 1.

Fig. 3 is an enlarged sectional detail taken along line 3-3 of Fig. 1 and illustrating the construction of the stencil frame and the means for removably securing the record sheet therein.

Fig. 4 is a perspective view of one of the spring elements for holding one of the record sheets removably in the stencil.

Fig. 5 is an enlarged sectional detail taken along line 5-5 of Fig. 1.

Fig. 6 is a plan view of a removable record sheet.

The stencil herein illustrated comprises a rectangular frame of usual width but of materially increased length. The frame is composed of an intermediate thin welt sheet 10 combined with and between thick front and back face sheets 12 and 14, all sheets being of paper stock.

At one end of the frame the face sheets are formed with registering transversely extended substantially rectangular openings or windows 16 and 18 therethrough which expose the welt sheet therebetween. The welt sheet is also provided with an opening or window 20 which is overlaid with a thin address bearing stencil sheet 22 the

margins of which are adhesively affixed to the exposed part of the welt sheet about the window 20.

In accordance with this invention the stencil is provided with a sheet recess by forming the face sheet 12 with a rectangular opening 24 therethrough by cutting out the material of the sheet, the opening being of substantial dimensions and occupying a large portion of the face of the stencil frame. The opening exposes the welt sheet therebelow. The opening 24 is adapted removably to receive a record sheet 26 which fits closely within the opening. The record sheet is thin as compared with the thickness of the face sheet 12 so that it lies upon the exposed part of the welt sheet below the face of the stencil.

The record sheet 26 is adapted to carry any desirable record and may be printed as here shown to provide a space 28 for the address, which usually is the same address as is borne by the stencil sheet 22. The record sheet also carries a series of vertical columns 30 in which any desirable list of records may be written from time to time, the record sheet being removed from the stencil frame for this purpose. The back of the record sheet may be utilized also for record purposes.

The record sheet is held removably within the opening or recess 24 in the stencil frame by removable retaining members preferably leaf springs 32 which are somewhat longer than the length of the opening 24 and are narrow so that they will not overlie an objectionable amount of the working face of the record sheet. The springs are somewhat longer than the length of the sheet and preferably have pointed or rounded ends 34 which are adapted to be forced removably to enter between the welt sheet and the overlying face sheet 12, thereby to hold the record sheet removably within the recess.

If desired shallow pockets 36 may be formed at the top and bottom edges of the recess to receive the spring ends by any suitable tool inserted between the welt sheet and the facing sheet 12 to break the adhesive film bonding the facing and welt sheets together.

The leaf springs are preferably curved or bowed lengthwise and are inserted in the recess over the record sheet with their convex faces in contact with the record sheet. The springs are maintained flat when their ends are under the face sheet 12 and in contact with the record and substantially the entire length thereof by the inherent bowed form of the springs. The springs are thin and the combined thickness of

the record sheet and the springs is less than the thickness of the facing sheet 12 so that the top faces of the springs lie below the top face of the face sheet. Thus the stencil is free from projecting parts which might otherwise interfere with the smooth feeding of the successive stencils endwise from a stack of superimposed stencils.

I claim:

10 1. A stencil comprising a frame having a window therein, a stencil sheet occupying said window, said frame having a sheet receiving recess in a face thereof, and means for securing the sheet removably in said recess including a retaining strip located in said recess and extended from end to end thereof.

15 2. A stencil comprising a frame having a window therein, a stencil sheet occupying said window, said frame having a sheet receiving recess in a face thereof, and sheet retaining means located within said recess and having a part imbedded in said frame.

20 3. A stencil comprising a frame having a window therein, a stencil sheet occupying said window, said frame having a sheet receiving recess in a face thereof, and means for securing the sheet removably within said recess including a leaf spring traversing said recess and having its ends embedded in said frame.

30 4. A stencil comprising a frame having a window therein, a stencil sheet occupying said window, said frame having a sheet receiving recess in a face thereof, and means for securing the sheet removably within said recess including a leaf spring traversing said recess and having its ends embedded in said frame, said spring being bowed longitudinally and having its convex face confronting the bottom of the recess.

35 5. A stencil comprising a frame having an address-printing part and a sheet receiving recess in a face of the frame, and means removably retaining a sheet in said recess comprising a pair of leaf springs located at the sides of the recess and having their ends embedded in said frame.

40 6. A stencil comprising a frame having an address-printing part and a sheet receiving recess in a face of the frame, and means removably retaining a sheet in said recess comprising a pair of leaf springs located at the sides of the recess and having their ends embedded in said frame, said frame having pockets removably receiving the ends of said leaf springs.

45 7. A stencil comprising a frame composed of a thin welt sheet combined with and between thicker facing sheets, said facing and welt sheets having aligned openings therethrough, a stencil sheet on said welt sheet over the opening therethrough, one of said facing sheets having a record-sheet receiving opening therethrough exposing said welt sheet, and means in said opening removably retaining a record sheet therein.

50 8. A stencil comprising a frame composed of a thin welt sheet combined with and between thicker facing sheets, said facing and welt sheets having aligned openings therethrough, a stencil sheet on said welt sheet over the opening therethrough, one of said facing sheets having a record-sheet receiving opening therethrough exposing said welt sheet, and means in said opening removably retaining a record sheet therein, said retaining means including a resilient strip traversing said opening and having its ends located between said facing sheet and said welt sheet.

75 9. A stencil comprising a frame formed with a thin welt sheet combined with and between thick-

er facing sheets, an address receiving stencil sheet carried by said frame, one of said facing sheets having an opening therethrough which exposes said welt sheet and is adapted to receive a record sheet, and removable means for securing the record sheet in said opening on said welt sheet having parts removably positioned under said facing sheet and between it and said welt sheet.

10 10. A stencil comprising a frame formed with a thin welt sheet combined between and with thicker facing sheets, an address receiving stencil sheet carried by said frame, one of said facing sheets having an opening therethrough which exposes said welt sheet, and means removably retaining a record sheet in said opening on said welt sheet including a pair of leaf springs positioned at the sides of said opening and having their ends removably positioned under said facing sheet and between it and said welt sheet.

20 11. A stencil comprising a frame formed with a thin welt sheet combined between and with thicker facing sheets, an address receiving stencil sheet carried by said frame, one of said facing sheets having an opening therethrough which exposes said welt sheet, and means removably retaining a record sheet in said opening on said welt sheet including a pair of leaf springs positioned at the sides of said opening and having their ends removably positioned under said facing sheet and between it and said welt sheet, said leaf springs being longitudinally bowed and having their convex faces confronting said welt sheet.

35 12. A stencil comprising a frame formed of a thin welt sheet combined between and with thicker facing sheets, an address receiving stencil sheet carried by said frame, one of said facing sheets having an opening therethrough exposing said welt sheet, a record sheet removably located within said opening upon said welt sheet, and longitudinally bowed flat leaf springs located in said opening at the opposite sides thereof over said record sheet and having their ends located under said facing sheet and between it and said welt sheet, the combined thickness of said record sheet and a spring being not greater than the thickness of said facing sheet.

40 13. A stencil comprising a frame composed of a thin welt sheet combined with and between thicker facing sheets, said facing and welt sheets having aligned openings therethrough, one of said facing sheets having a record sheet receiving opening therethrough exposing said welt sheet, said facing sheet being free from attachment with said welt sheet adjacent to marginal parts of said record-sheet receiving opening providing pockets between said facing and welt sheets.

50 14. A stencil comprising a frame having a window therethrough and a record-sheet receiving recess open in one face of the frame and closed on all sides and the bottom by parts of said frame, a stencil sheet traversing said window, said recess being at least as deep as the sheet is thick and the dimensions of the opening of the recess, and of the recess, being substantially those of the sheet to permit the sheet to be inserted in the recess through the opening thereto with the side walls of the recess engaging the edges of the sheet to hold the sheet against deleterious lateral movement in any direction, and means removably retaining the sheet in the recess.