May 28, 1929. E. A. STAPLES 1,714,824

DEVICE FOR FACILITATING FILING OR TRANSMISSION OF BUSINESS PAPERS, ETC

Filed July 19, 1926 2 Sheets-Sheet 1

Fig. 1.

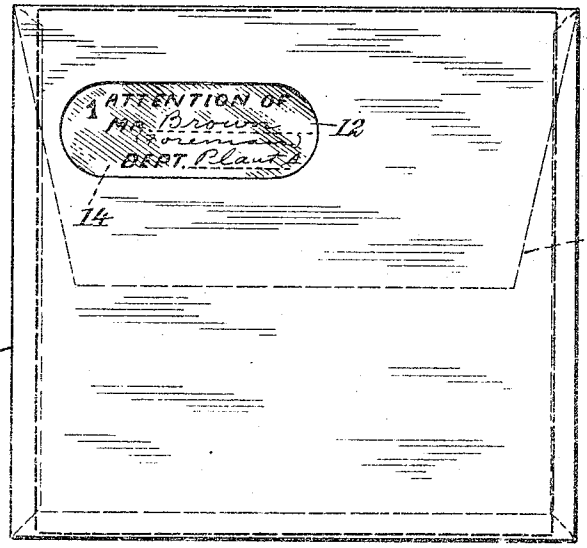


Fig. 2.

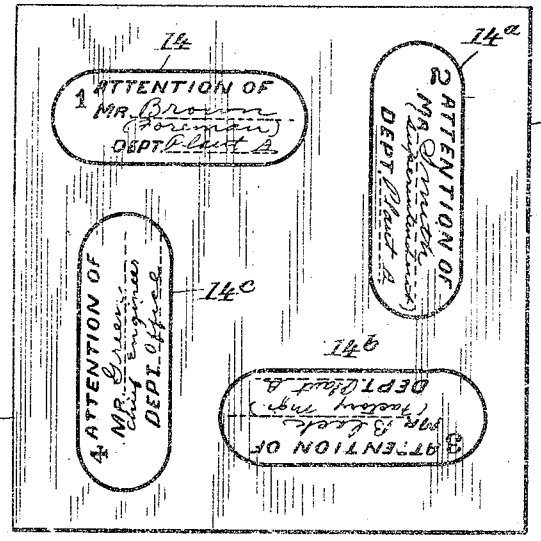
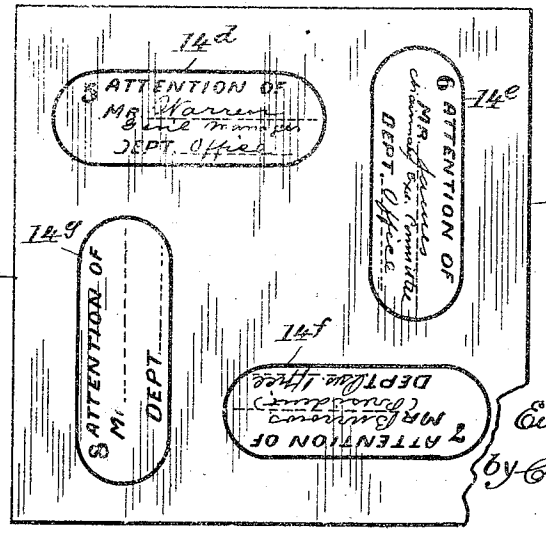


Fig. 3.



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Fig. 4.

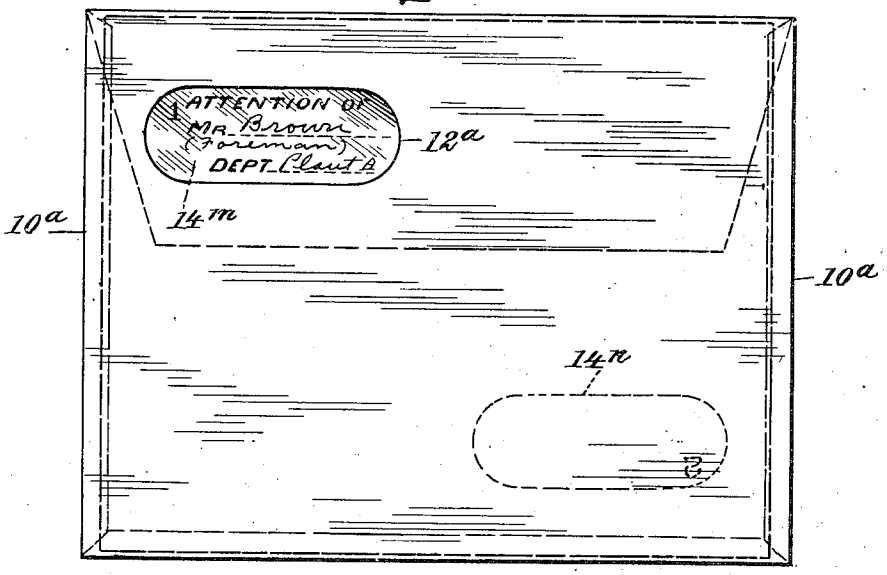
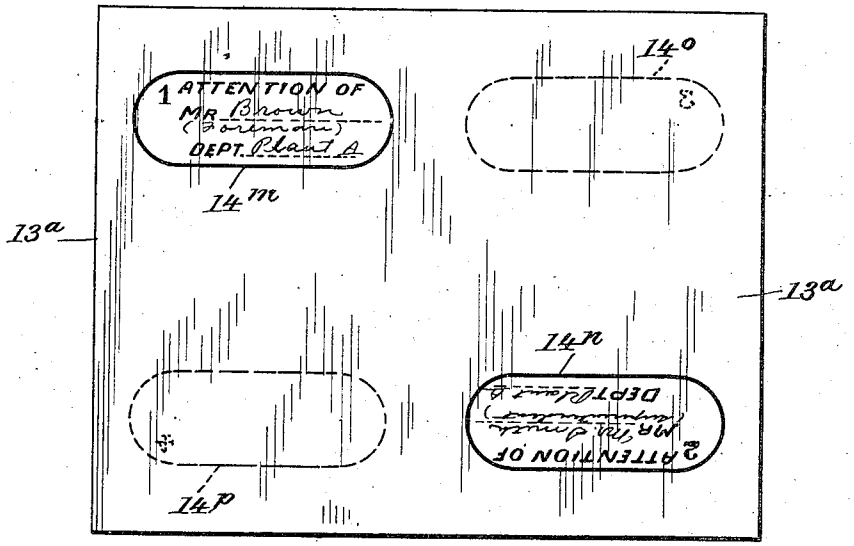


Fig. 5.



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Patented May 28, 1929. 1,714,824

UNITED STATES PATENT OFFICE.

EUGENE A. STAPLES, OF BROOKLYN, NEW YORK.

DEVICE FOR FACILITATING FILING OR TRANSMISSION OF BUSINESS PAPERS, ETC.

Application filed July 19, 1926. Serial No. 123,308.

My invention relates to improvements in means for facilitating and filing or the transmission of business papers, documents, records, etc., in large business organizations, factories, shops or offices, and the same has for its object more particularly to provide a simple, efficient and convenient device whereby to insure the forwarding of the device and its contents intact, from place to place, or from individual to individual, as the case may be.

Further, said invention has for its object to provide a device of the character specified which includes a member or card having a plurality of address-receiving portions therein, and adapted to be received within an envelope or container in a plurality of positions so as to expose one of said address-receiving portions for each of the positions of said member within the container or envelope, whereby to indicate the several destinations of the device.

Further, said invention has for its object to provide a device of the character specified in which the envelope or container for papers or documents requiring attention is adapted to receive therein in a plurality of positions a card or member having panels or portions thereon for the names or addresses of the persons, departments or other destinations intended to receive the device, and in which said address-receiving panels or portions are arranged to expose one thereof for each of the positions of the member or card within the container so that each person or department receiving the device and its contents may transmit the same to the individual or department next in order whose name and location are indicated upon the address-receiving panel exposed for the time being.

Further, said invention has for its object to provide a device of the character specified in which an envelope or container having a window in the face thereof is employed to receive papers or documents, and in which a separate card or member of corresponding shape and size is adapted to be disposed within said container or envelope in a plurality of positions, and has formed or marked therein a plurality of address-receiving portions or panels arranged to expose one thereof through said window for each of the positions of said member or card within the envelope so that each individual or department receiving the device with its contents may forward or transmit the same to the next person or department intended to receive the same with the panel bearing the name or designation of said next person or department exposed or visible through said window.

Other objects will in part be obvious, and in part be pointed out hereinafter.

To the attainment of the aforesaid objects and ends my invention consists in the novel features of construction, and in the combination, connection and arrangement of parts hereinafter more fully described and then pointed out in the claims.

In the accompanying drawings showing an illustrative embodiment of my invention—

Figure 1 is a front view of one form of device constructed according to and embodying my said invention;

Fig. 2 is a view of one face of the card accompanying the container shown at Fig. 1;

Fig. 3 is a view of the opposite face of the card;

Fig. 4 is a front view of a modified form of device, and

Fig. 5 is a view of one face of the card accompanying the container shown at Fig. 4.

Referring to Figs. 1 to 3, the envelope or relatively flat container 10, provided with the usual flap 11, has at one corner thereof a window or transparency 12 through which the name or other designation, and any necessary address of the individual or department to whom the envelope and contents are to be transmitted may be exposed to view.

Accompanying the envelope or container 10 is a separate member or card 13 having printed or otherwise formed upon the opposite faces thereof a plurality of address-receiving panels or portions 14, 14^a, 14^b, 14^c, 14^d, 14^e, 14^f, 14^g. The envelope 10 (Fig. 1) is preferably rectangular or square, being of suitable size to receive papers such as documents, letters etc. in addition to the card 13, which corresponds in shape and size with said envelope and is received therein in a plurality of positions so that the maximum number of panels 14 to 14^g may be arranged uniformly thereupon. Four of said panels are arranged upon each face of the card 13 each adjacent to one corner thereof and are adapted to severally register with the window 12 with the designation thereon exposed to view.

Each panel 14 to 14^g is adapted to have written or otherwise indicated thereon the name or designation of the individual or department to whom the envelope with its contents is to be forwarded or transmitted for

attention, as indicated at Fig. 2, in the panel 14. The several panels 14 to 14^g are preferably numbered from 1 to 8 consecutively, to indicate the order in which the envelope with its contents is to be forwarded or transmitted through the departments or individuals whose names appear on the several panels of the card 13.

The name or designation of the department in which the person is located, and such other data or information as may be necessary for the accurate transmission of the envelope with its contents may be placed within each panel, as required.

As shown at Figs. 4 and 5 the envelope 10^a, and the card 13^a, if desired, may be oblong in shape. When the device is of this rectangular shape, however, only four panels or portions 14^m, 14^n, 14^o, 14^p are placed upon the card, two of said panels being located upon each face thereof at diagonally opposite corners in such position as to permit of the same severally registering with the window 12^a with the name or other designation thereon exposed to view in upright position.

The device embodying my invention is particularly adapted for filing and for internal correspondence in factories, shops and other organizations in which it becomes necessary to forward or pass documents, letters or other business papers such as estimates, costs, etc., through several persons or departments for consideration or attention.

In operation there are placed on the card 13, or 13^a, within the several panels 14 to 14^g or 14^m to 14^p, the names of the several persons or departments to whom the papers or documents are to be sent, such as those indicated, for instance, by the notations or inscription in the panels 14 to 14^g. The card 13, or 13^a, and the papers are placed within the envelope 10 or 10^a, with panel "1" exposed to view through the window 12 or 12^a, and the envelope with its contents is then forwarded or transmitted for attention to the person whose name is exposed, such as, for instance, to "Mr. Brown, (foreman) Dept. Plant A."

When the person or department designated in panel "1" has given the contents his attention the papers or documents are replaced in the envelope, and the position of the card 13 or 13^a changed in order to bring the panel "2" thereof into registry with the window 12 or 12^a, and the envelope with its contents is then transmitted to the person or department indicated in panel "2". The papers or documents are transmitted in this manner to all the successive persons or departments indicated on the card 13 or 13^a for their attention or consideration, and are finally returned to the person or department who is to give the same final consideration or for filing, or such action as the latter may be required to make.

By means of my said invention, matters, such as estimates, which are, in the first instance, prepared in an office may be transmitted or passed with despatch through the departments, foremen, superintendents, etc., and after they have made their respective notations or criticism thereon, the same are returned through the same channel as that through which they were forwarded, so that the envelope with its enclosure will finally reach the executive or person indicated upon the card whose duty it is finally to pass upon or dispose of the matter.

Having thus described my said invention, what I claim, and desire to secure by Letters Patent is:

1. A device of the character specified comprising a substantially square envelope having a window in the face thereof adjacent to a corner, a card of corresponding shape and size adapted to be received within said envelope in a plurality of positions, and four address-receiving panels formed upon said card adjacent to the corners thereof; one of said panels registering with said window for each of the positions of said card within said envelope, whereby to severally indicate destinations of the device, substantially as specified.

2. A device of the character specified comprising a substantially square envelope having a window in the face thereof adjacent to a corner, a card of corresponding shape and size adapted to be received within said envelope in a plurality of positions, and four address-receiving panels arranged uniformly upon each face of said card adjacent to the corners thereof; one of said panels registering with said window for each of the positions of said card within said envelope, whereby to severally indicate destinations of the device, substantially as specified.

3. A device of the character specified, comprising a substantially rectangular envelope having a window in the face thereof adjacent to a corner, a card of corresponding shape and size adapted to be received within said envelope in a plurality of positions, a plurality of address-receiving panels formed upon each face of said card adjacent the corners thereof; serial identification indicia on the respective panels distinct from address matter to indicate the order in which the panels are to be brought into register with the window; one of said panels registering with said window for each of the positions of said card within said envelope, whereby severally to indicate destinations of the device, substantially as specified.

4. A device of the character specified, comprising a substantially rectangular envelope having a window in the face thereof adjacent to a corner, a card of corresponding shape and size adapted to be received within said envelope in a plurality of positions, a number of address-receiving panels in excess of two

formed upon said card adjacent the corners thereof; serial identification indicia on the respective panels distinct from address matter to indicate the order in which the panels are to be brought into register with the window; one of said panels registering with said window for each of said positions of said card within said envelope, whereby severally to indicate destinations of the device, substantially as specified.

Signed at the city of New York, borough of Manhattan, in the county and State of New York, this 25th day of June, one thousand nine hundred and twenty-six.

EUGENE A. STAPLES.