Sept. 16, 1958 J. R. DERÉ 2,852,278

BASIC BUSINESS FORM AND EXTENSIONS THEREOF

Filed Oct. 13, 1950 4 Sheets-Sheet 1

Fig. 2.

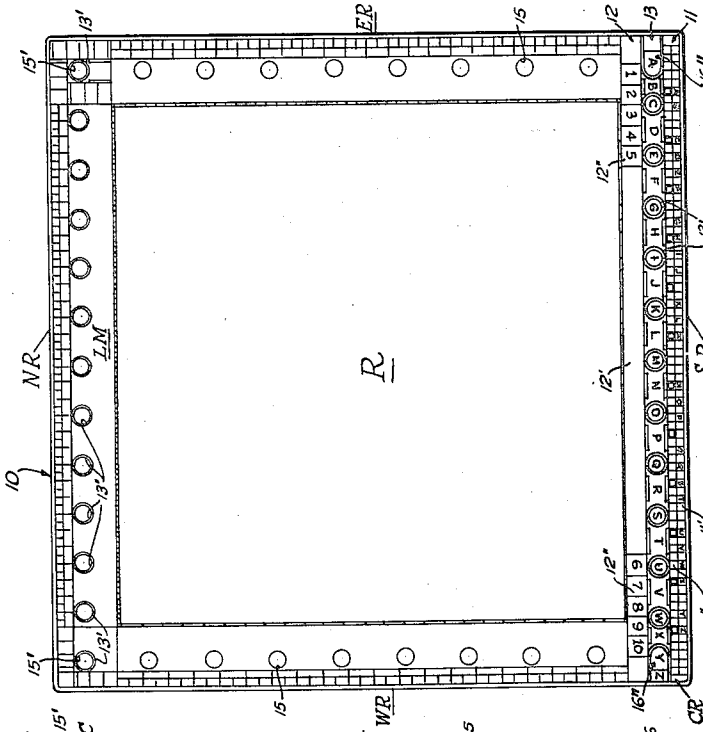
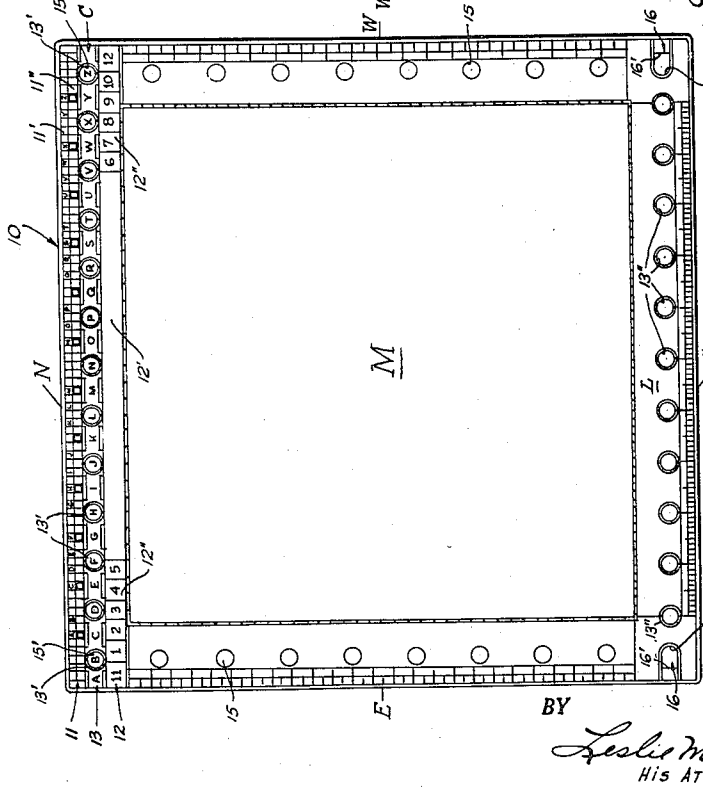


Fig. 1.



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BASIC BUSINESS FORM AND EXTENSIONS THEREOF

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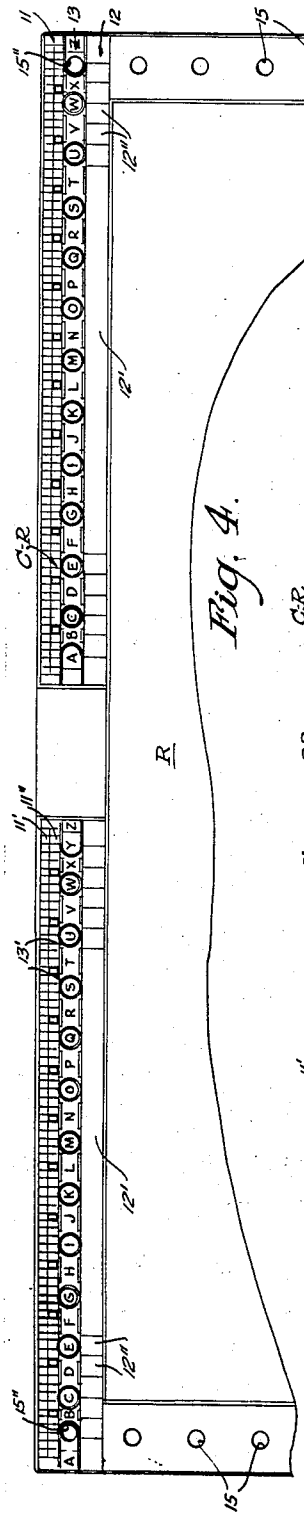

Fig. 4.

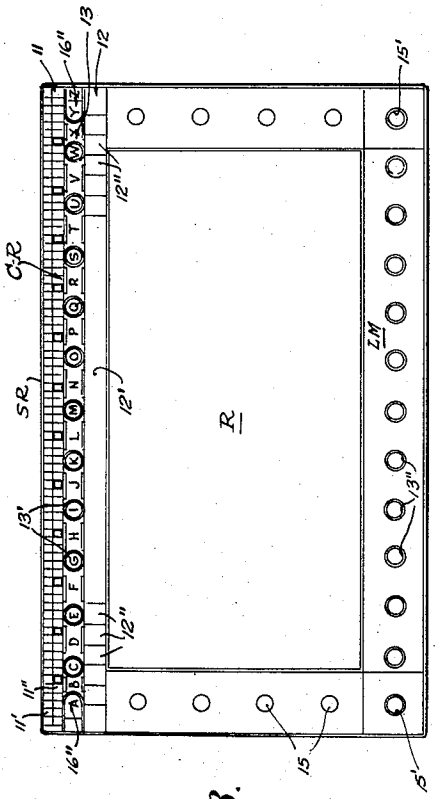

Fig. 3.

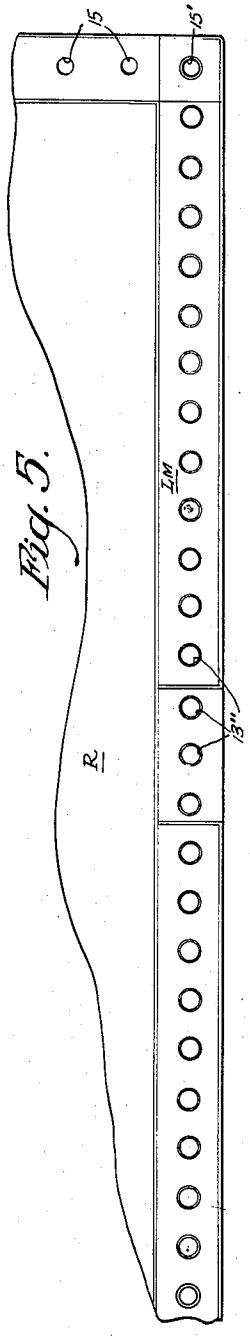

Fig. 5.

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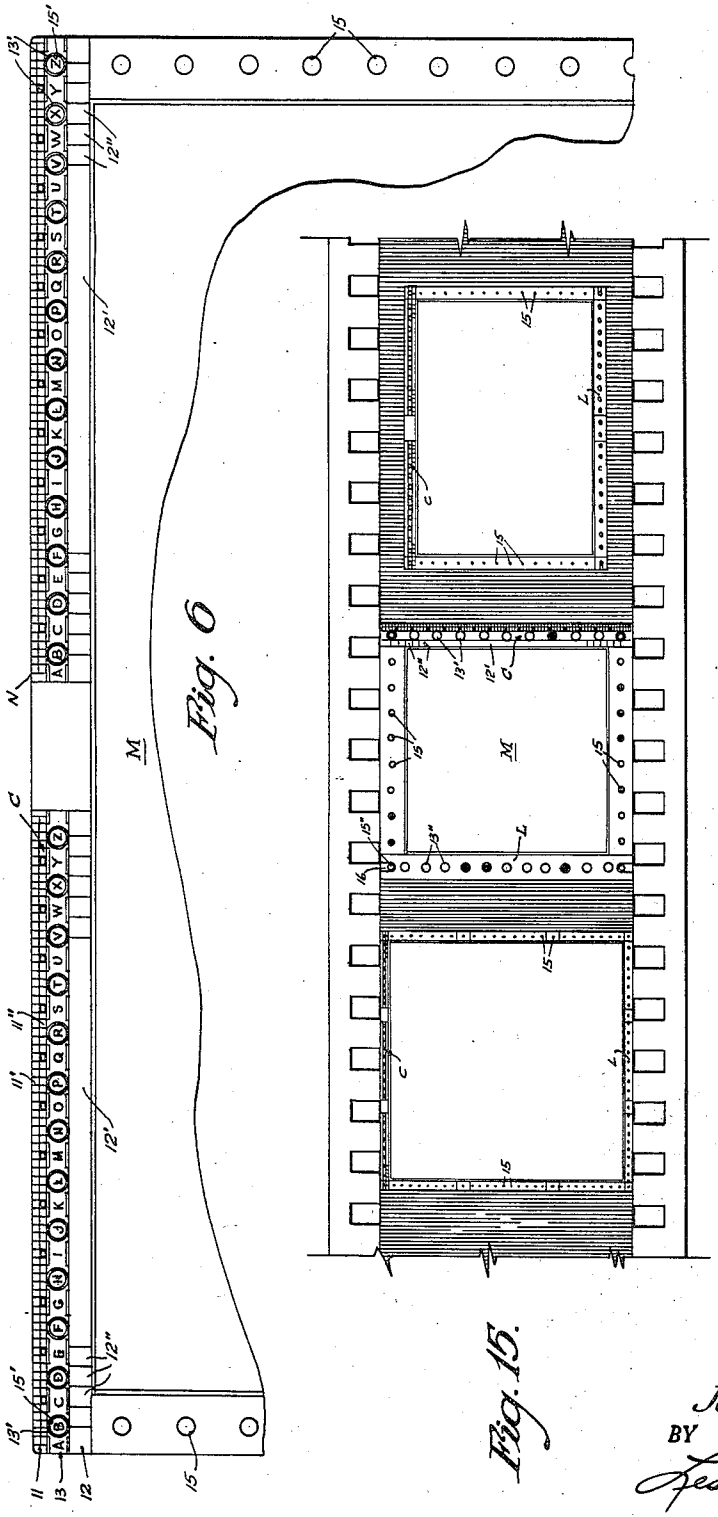

Fig. 6

Fig. 15.

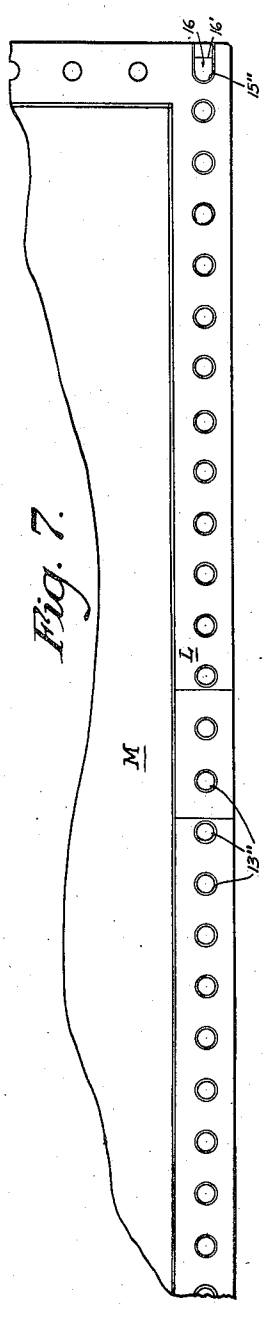

Fig. 7.

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Fig. 8.

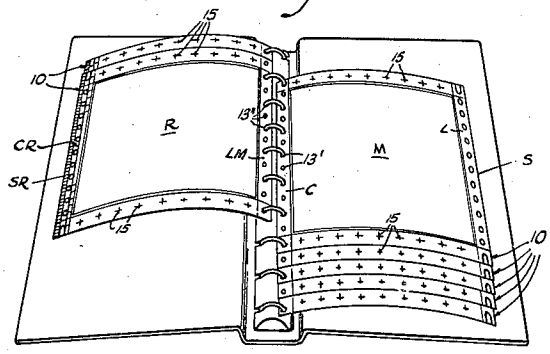
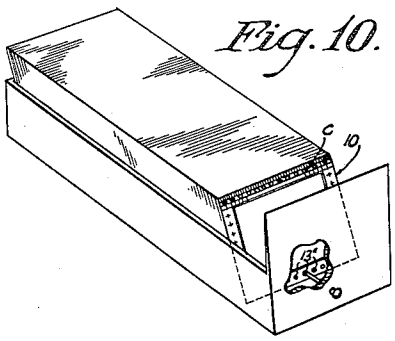


Fig. 10.



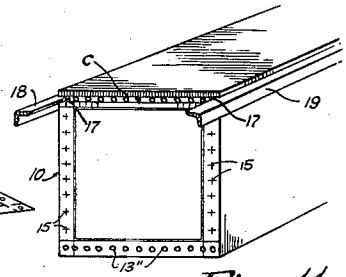
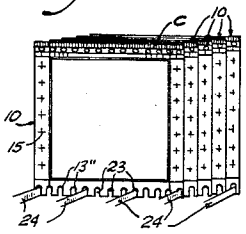


Fig. 11.

Fig. 13.



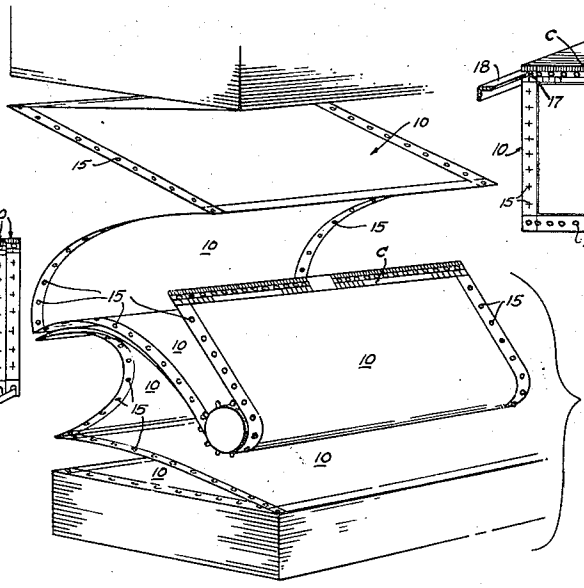
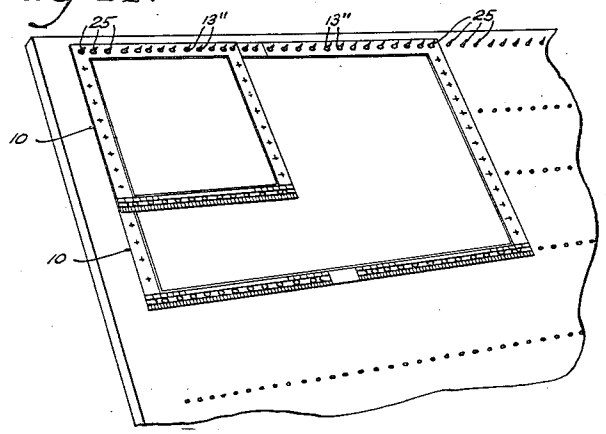


Fig. 12.

Fig. 14.



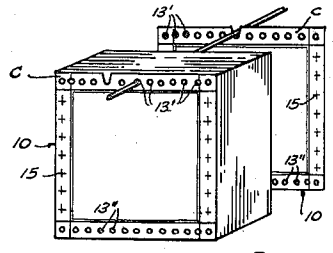


Fig. 9.

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Patented Sept. 16, 1958

2,852,278

BASIC BUSINESS FORM AND EXTENSIONS THEREOF

Jean Rodolphe Deré, Paris, France

Application October 13, 1950, Serial No. 189,918

12 Claims. (Cl. 283—62)

This invention relates to record bearing forms, and more particularly to improvements in and standardization of forms for universal application.

Under present practice there are various kinds and sizes of forms available, but they are limited for use by the particular manner of handling and the characteristics of various types of binders, files, sorters and finders, all of which are well known in the art. Moreover the present increase in intercommunication between various nations of the world tends to create confusion by reason of business forms in one nation differing considerably from those in other nations. The principal reason for this difference arises from the adoption of the metric system of measures in some nations such as those of Continental Europe, whereas in other or English speaking nations the English system of measures by inches and fractions thereof is the standard for measuring articles.

The present invention is intended for coordination of record bearing forms for binding, filling, sorting and finding under either the English or metric system of measures. In this connection the form is provided with structural features coordinated with several systems of measures.

Broadly considered, the invention consists in providing sheets, cards or the like, with one or more series of perforations and/or indicia therefor, each series being based upon a different system of measures as circumstances require. Another object is to so correlate the size of the forms with various series of perforations and/or indicia therefor for adopting such forms for filing, binding, sorting or finding under standards employed in European as well as English speaking nations.

The cost of printed forms is generally estimated at a rate of one to seven, relative to clerical costs for subsequent manipulations. Consequently, controlled and coordinated procedural forms must be drawn to meet principally the requirements of administrative operations. It is therefore another object of this invention to provide a form with appropriate and coordinated indicia for clerical and mechanical procedures. In this connection a basic size of form has been adopted from which larger or smaller forms can be made in proportionate units of increase and decrease of size, suitable for coordination and registration with several standard mechanical media with which business forms may be attached or manipulated.

Regardless of variation in size, most forms have in common such basic indications as number of the form, a title or caption box, location, date, source and prenumber boxes. For purposes of checking and analysis, different graduations of squares or the like may be provided. For classifying, alphabetical or numerical series are used, and for mechanical handling, holes are punched into the card to suit pinwheel feeds, ring binders, keysorters and pegboards or such systems of filing. To this end it is an object of the present invention to provide a form, bearing indicia suitable for many of the

common usages mentioned, but so coordinated that these indicia will facilitate manipulation of the form with certain or several of the beforementioned uses.

Other objects and advantages of the present invention will become apparent in the following description with reference to the drawings in which:

Fig. 1 is a plan view of one face of the basic form or card embodying the present invention.

Fig. 2 is similarly a plan view of the reversed side of the card shown in Fig. 1.

Fig. 3 is a view of a card similar to that shown in Figs. 1 and 2 but reduced to a size suitable for library index cards or the like.

Fig. 4 and Fig. 5 are composite fragmentary views of a continuous form which is an extension in size of the form shown in Fig. 1 and Fig. 2.

Fig. 6 and Fig. 7 are composite fragmentary views of an extended form similar to those of Figs. 4 and 5 but under the metric system.

Fig. 8 is a perspective view of several of the basic cards of Figs. 1 and 2 associated with one well known form of ringbinder.

Fig. 9 illustrates cards of Figs. 1 and 2 employed in a keysorter system.

Fig. 10 illustrates cards of Fig. 3 used in a library filing system.

Fig. 11 illustrate the cards of Figs. 1 and 2 adapted for suspension on rails, another well known mechanism for card filing and handling.

Fig. 12 is illustrative of the card of the present invention for continuous forms which are pinwheeled on a typewriter platten roller.

Fig. 13 is a perspective view of several of the cards of Figs. 1 and 2 mounted on spaced rails.

Fig. 14 is a perspective view of a summary board having several of the basic forms shown in Figs. 1 and 2 associated therewith.

Fig. 15 is an enlarged plan view of a length of microfilm illustrating the basic forms of the present invention therein.

In the drawings a basic form or card **10**, best adapted for the purpose of the present invention, is shown in Fig. 1. This card is of the basic size from which forms of greater or lesser dimension can be made without deviating from the plan or purpose for which the basic form is provided. In any case, each form, whether large or small, is provided with indicia for facilitating punching of the card at spacings predicated on either the metric or the English system of measures.

As illustrated in Fig. 1, the basic card **10** is 5 inches square and the printed matter thereon is limited to a form 12.5 centimeters square. The 5 inch card has a ½ inch margin on any one side by printing a central field of 4 inch square thereon for the reception of data, a letter or any other informational markings intended to be preserved for future reference. The central field is further encompassed by lines of 10 centimeter length each, which with the aforementioned four inch lines form a double line whereby the central field may be divided further, either in accordance with the metric or the English system of measures, at the option of the user of the form. For this purpose graduations according to either or both of the aforementioned systems of measures may be printed between the double lines to provide a guide for subdividing the central field of the card.

In the present disclosure the card is shown to be printed, as above explained, on both sides, certain indicia on one side of the card matching with those on the other side thereof so as not to upset or disturb the checking or marking attributes of the card when holes are punched into the same for purposes of binding, filing or otherwise preparing the card for one or more of its usual purposes.

In connection with the foregoing, and for purposes of clarity, orientation of the card is best facilitated by referring to the edges of the card in accordance with the points of the compass. To this end the edges of the main or one side M of the card (Fig. 1) are designated N, S, E, and W. These edges correspond to like margins on the reverse side R of the card (Fig. 2) designated NR, SR, ER, and WR, respectively.

The printed matter on both the main and reverse side of the card **10** is similar, it being noted, however, that the caption or top margin C of the printed matter on the main side M of the card (edge N) is directly behind the lower margin LM on the reverse side of the card NR.

Conversely the lower margin L of the main side of the card (edge S) is directly behind the caption or top margin CR of the printed matter on the reverse side of the card (edge SR).

Referring now to Figs. 1 and 2, the printed matter on either side of the card consists of marking, checking and other analysis, finding or mark receiving areas, confined within the aforementioned half inch margin or border surrounding the central field of the card.

The caption or top margin on either side of the card is preferably divided into three bands referred to as exterior, interior and medial band, **11**, **12** and **13**, respectively. The exterior band **11** is divided into 77 equal divisions of 1/16 inch each for alphabetical signs in coordinated sequence, leaving sufficient intermediate subdivisions between the twenty six letters of the English alphabet to allow for insertion of additional foreign letters of varying phonetic qualities and accompanying accenting marks. The band **11** may be further subdivided lengthwise to provide several bands of squares **11'**, one set for the above mentioned alphabetical signs and the other set of squares **11''** being useful for filling in according to a code system.

The interior band **12** consists of a central area **12'** for receiving the title or name of an individual connected with data to be noted in the central field of the card. Each portion of the band **12** remaining on either side of the area **12'** thereof is divided into six substantially square areas **12''** making twelve divisions in all. These substantially square areas, as exemplified in the drawing, are for purposes of classification based upon subdivisions of the number 12, for example the months of the year, Fig. 1, or as shown in Fig. 2, any ten of these areas **12''** may be used for the same purpose under the metric system of measures.

The medial band **13** is most important to the present invention in that it is provided with printed circles **13'** including marked zones of perforation each of a diameter corresponding substantially with the size of holes required to fit the shank of a standard ringbinder. The spacing of the circles **13'** from each other is determined by either the English or metric system of measures as the case may be, so that these circles **13'** constitute a guide for accurately punching the zones of perforation in the card **10** to suit the particular ringbinder into which it is to be bound.

On the main face of card **10**, Fig. 1, the circles **13'** in the caption margin C are spaced three eighths (3/8) of an inch center to center from each other which will register them exactly with the hole punching indicia **13''** on the reverse side R of the card as best indicated at the lower margin LM of the card of Fig. 2. Referring to Fig. 2 the circles **13'** in the caption margin CR are spaced ten millimeters or one centimeter center to center from each other to match exactly with the holes punched in the zones of perforation included in the indicia circles **13''** in the lower margin L of the main side of the card, i. e., along the edge S thereof directly opposite the caption margin C in Fig. 1.

Assuming now that the card **10** bearing certain data arrives at an office using the metric system of binder ring spacing of either 7 or 8 cm. Such card is therefore punched at 7 or 8 cm. spacings of the indicia **13''** in the lower margin on the main side M of the card. In this case the informational data such as title or name of the individual or subject on the card is printed in the central area **12'** of band **12** adjacent the edge N of the card. Should the same card or a copy thereof arrive at an office using the English system of measures between rings of a binder, for example 3/8" or multiples thereof, the card is punched at 3/8 inch spacings of the indicia **13''** on the reverse side R of the card adjacent the edge NR thereof. The informational data in this case is printed on the reverse side R (Fig. 2) in the central area **12'** of the band **12** adjacent the edge SR of the card. In the event the office receiving the aforementioned card uses ringbinders spaced 2¾ inches from each other it will be noted that the binding may be made by punching the zones included in the indicia circles **13''** spaced 1 cm. from each other. In other words, holes punched 7 cm. from each other are 2.7524 inches center to center and therefore will fit rings spaced 2¾ inches from each other. In the latter case the informational data will be printed on the main side M of the card in the central area **12'** of band **12** (edge N).

In either of the foregoing events the squares **11'** and **11''** in exterior band **11** are marked in alphabetical code, and squares **12''** on either side of the central area **12'** of band **12** are marked in numerical code. In addition to the foregoing codification of the card and binding of the card either under the English or the metric system of measures, the intermediate band **13** within the caption margin containing the informational data, is provided with capital letters A to Z. These letters are alternately printed within the indicia circles **13'** and the spaces between such circles. On the main side M of the card the letter "A" is printed in the space ahead of the first indicia circle **13'** of caption margin C, the first indicia circle having letter "B" printed therein and so forth. On the reverse side R of the card alternate letters B, D, F, H, etc., are printed in the spaces between the indicia circles **13'** of caption margin CR.

Referring now to the side margins of the card **10** it will be noted that they are provided with perforations **15** for adapting the card for use in manifold types of forms commonly referred to as continuous forms. These perforations **15** are uniformly spaced on one-half (1/2) inch centers and when prepunched will fit the teeth or cogs of pinwheels by which several manifolded forms are registered and advanced through billing machines. See for example the pinwheels on the platten roll shown in Fig. 12.

The perforations **15** are identical on both sides M and R of the card and are coordinated with the indicia circles **13'** and **13''** on either side of the card. In this connection it will be noted in Fig. 1 that the uppermost perforations **15'** register identically with the outermost indicia circles **13'** on each end of the band **13**. Consequently, the lowermost perforations **15''** fall exactly in alignment with the line of indicia circles **13''** in the lower margin L on the main side M of the card as seen in Fig. 1.

Since the aforementioned lowermost perforations **15''** are off center laterally with respect to the zones of perforation in the outermost indicia circles **13''**, the former are predominant over the latter on the card. However, only the innermost semicircle of these perforations **15''** are printed, their open sides having laterally extending tangent legs to form U-shaped indicia **16**. Each U-shaped indicia **16** includes a transverse line **16'** 1 cm. from center of the adjacent indicia circle **13''** to coordinate with the zones of perforation in the indicia **13''** in the lower margin as well as with the perforations in the side margins of the card.

In conjunction with the foregoing it will be noted in Fig. 2 that corresponding U-shaped indicia **16''** are provided in the caption margin CR on the reverse side R of the card. These U-shaped indicia **16''**, when cut or punched out, provide lateral slots **17** (Fig. 11) whereby the card **10** can be suspended from suspension rails **18—19**.

It will be apparent that if the card **10** be printed on one side only, the caption margin CR, for instance, in Fig. 2 can be printed in place of the lower margin L in Fig. 1 if it is desired to do so. In either event it will be apparent that the card so printed is susceptible to similar utility and coordination as explained herein.

Referring now to the extension as well as to the reduction in size of a form or a card employing the foregoing arrangement of printed features and punching or perforations and indicia therefor, it will be noted that the card is increased or reduced in size in coordination with the spacing of the indicia circles in all of its margins. Extension or reduction in size of the basic form of the present invention in a north to south direction is made in multiples of ½ inch and in an east to west direction in multiples of ⅜ inch.

Recommended formats for all practical purposes are: 5" x 3", 5" x 5", 8" x 11", 11" x 14", 11" x 17", 14" x 14", and 17" x 17". It will be noted in Fig. 3 that the basic form of the present invention readily lends itself to a reduction to 5" x 3". The reduction in this case is made in the north to south direction (Fig. 1 or 2) so as to retain the same caption and lower margin as employed in the basic form. Thus it will be seen that the basic form or card **10** is adapted for use as a library or index card widely accepted in card filling systems.

In the case of extended forms it will be noted that extensions of the card **10** are made in multiples of 3 inches in either direction, the progression from the basic size of 5 inches being 8", 11", 14", 17" and the like as indicated above. For purposes of illustration the consolidated disclosures of Figs. 4 and 5 exemplify an extended form of 8" x 11" best adapted for letters and the like. In this example a three inch increment is made in the north to south direction and two three inch increments are made in the east to west direction.

The mode of employing the printed caption in extended forms is shown in Fig. 4, and in Fig. 5 the lower margin is illustrated to show the coordination of the indicia circles **13"** thereof with the extended form for purposes of binding the latter under the English system of measures. In this connection it will be noted that two of the printed captions CR of the basic card are employed, one printed caption in each upper corner. This leaves an intermediate area of 1 inch between each of the 5 inch caption margins and as seen in Fig. 4, this 1 inch addition in the extended form is conducive to accurately coordinating the indicia circles **13"** in the united lower margins (Fig. 5) for continuous perforation at the proper ⅜" spacing to fit ring binders under the English system. It should here be noted that each increment of two six inch units includes one basic dimension (5 inches) plus an addition of ⅕ of such basic dimension for purposes of coordinating the indicia circles **13"** of the united basic forms.

As hereinbefore explained the printed matter on the basic form **10** is limited to 12.5 centimeters within the 5 inch card. Consequently, in extending the forms under the metric system of measures the same procedure is followed as stated above. Hence, starting with a basic form of 12.5 centimeters width, the increment would include another unit of 12.5 cm. plus an addition of ⅕ of such basic dimension or 2.5 centimeters. An extension under the metric system would include two caption margins of 12.5 centimeters each, as shown in Fig. 6, with a 2.5 cm. intermediate area between them. This 2.5 cm. addition to the form is conducive to accurately coordinating the indicia circles **13"** in the united lower margins (Fig. 7) for continuous perforation at the proper (1 cm.) spacing to fit ring binders under the metric system.

The basic card **10** and any extension thereof is suitable for binding in the manner as shown in Fig. 8 whether the rings be spaced according to either the English or the metric system of measures. Moreover, by punching

out all the indicia circles **13'** in the caption margin, the basic cards are adaptable for use in a keysorter system as illustrated in Fig. 9.

By punching out U-shaped slots **23** in the lower margin of the card **10**, as shown in Fig. 13, the basic cards are adapted for lateral offset spacing on rails **24** spaced according to either the English or the metric systems of measures.

In addition to the foregoing the basic forms and extensions thereof are adapted for use on a summary board as illustrated in Fig. 14 wherein the pegs **25** may be spaced according to either the English or metric system of measures.

As previously explained, by prepunching the perforation indicia **15** on either side of the basic form or extensions thereof, they are adapted for use as continuous forms as shown in Fig. 12.

These basic forms and extensions thereof are well adapted for reproduction on mircrofilm as is illustrated in Fig. 15. In this connection the punching out of certain indicia circles **13'** and/or **13"** in variable combinations are conducive to a codification of each card for finding purposes. If desired, a filling in, i. e. darkening or punching out of the squares **11'** and/or **11"** in the caption margin makes for more numerous code indicia by which the light rays of sorting or finding mechanism associated with microfilm are operated to select a particular form being sought.

From the foregoing it will be apparent that I have provided a basic form and extensions thereof having analytical features or subdivisions based upon systems of measures forming indicia for physically adapting such forms for universal application and manipulation with well known filing, sorting, checking and finding systems.

While I have described a basic form and its extensions in specific detail, it will be apparent that the same is susceptible to variations, modifications and alterations without departure from the spirit of my invention. I therefore desire to avail myself of all variations, modifications and alterations as fairly come within the purview of the appended claims.

What I claim as new and desire to protect by Letters Patent is:

1. A printed form comprising a card having margins on at least its binding edge and the edge opposing said binding edge in one of which margins are marked zones of perforations spaced according to the metric system of measures and in the opposing one of said margins marked zones of perforation spaced according to the English system of measures said card having its marked zones of perforation in one of said margins punched for ring binders at the option of the user leaving the marked zones of perforation at that margin of the card opposite its binding edge for codification of said card.

2. A printed form comprising a card printed on both its sides to provide a caption margin on either side thereof adjacent opposing edges with respect to each other, codified indicia circles in each of said caption margins, the indicia circles in one of said caption margins including marked zones of perforation spaced from each other according to the metric system of measures, and the indicia circles in the other of said caption margins including marked zones of perforation spaced from each other according to the English system of measures, the marked zones of perforation in the indicia circles in one of said margins being punched at spacings registerable with ring binders spaced according to one of said systems of measures for binding said card providing indicia circles in the caption margin on the opposite side of said card for codified filing and marking at the option of the user of said card.

3. A universal form comprising a card having on each side thereof a central area for receiving informational data surrounded by a margin of uniform width at all of its edges, said card having a caption margin on each

of its faces, the caption margin on one face of the card being adjacent an edge of the card behind a margin on the reverse side thereof which is opposite the edge adjacent the caption margin on the opposite face of the card, a plurality of indicia circles printed in each of said caption margins for receiving and codifying markings related to the informational data in the central area of said card, the indicia circles in one of said caption margins including marked zones of perforation spaced according to the metric system of measures and the indicia circles in the caption margin on the opposite side of the card including marked zones of perforation spaced according to the English system of measures, said card having the marked zones of perforation in one of the margins accurately punched for binding purposes according to either the metric or the English system of measures and the unpunched indicia circles in the caption margin opposite the binding edge of said card for use in codifying and identifying markings, incident to binding said card.

4. A basic form comprising a card having printed margins adjacent opposing edges thereof, a plurality of indicia circles in each of said printed margins for receiving check marks and the like for identifying purposes, the indicia circles in one of said margins having zones of perforation spaced according to the English system of measures and the indicia circles in the other one of said margins having zones of perforation spaced according to the metric system of measures, for punching the card for binding according to either the metric or English system of measures, leaving a caption margin opposite the binding margin.

5. A basic form in accordance with claim 4 in which the first and last indicia circle in one of said margins merges with laterally extending parallel tangential lines to indicate a U opening to the respective side edges of said card and punched out to provide open ended rail engaging slots.

6. A basic form comprising a card having printed margins of equal dimension adjacent all of its edges, a plurality of aligned indicia circles in one of said margins including zones of perforation according to the English system of measures, a plurality of aligned indicia circles in the opposite one of said margins including zones of perforation spaced according to the metric system of measures and aligned equally spaced perforation indicia in the side margins of said card, the first and last of said perforation indicia in each of said margins registering with the aligned indicia circles in said one and the opposite one of said margins.

7. A basic form, comprising a card having printed margins of equal dimension adjacent all of its edges, a plurality of aligned indicia circles in one of said margins including zones of perforation spaced according to the English system of measures, a plurality of aligned indicia circles in the opposite one of said margins including zones of perforation spaced according to the metric system of measures, and aligned equally spaced perforations in each of said side margins of the card, the side margin perforations falling within said margins in which the indicia circles are spaced according to the English system of measures registering identically with the zone of perforation included in the first and last indicia circles in said one of said margins and the perforation indicia falling within the opposite one of said margins being in alignment with the aligned indicia circles therein, said card having its zones for perforations in one of the other of its margins punched for ring binding at the option of the user.

8. A basic form comprising a card having printed margins of equal dimension adjacent all of its edges, a plurality of aligned indicia circles in one of said margins including zones of perforation spaced according to the English system of measures, a plurality of aligned indicia circles in the opposite one of said margins including zones of perforation spaced according to the metric system of measures, and aligned equally spaced perforations in each of said side margins of the card, the perforations falling within said one of said margins in which the indicia circles are spaced according to the English system of measures registering identically with the outermost indicia circles in said one of said margins and the perforations falling within the opposite one of said margins aligning transversely of said card with the aligned indicia circles therein and predominating over the outermost indicia circles in said opposite one of said margins, parallel indicia arms extending tangentially from said predominating perforation indicia toward the adjacent outer side edges of said card to provide laterally disposed U-shaped indicia at the sides of said card cut out for suspension of said card thereby.

9. A basic form comprising a card of predetermined size having margins on at least its binding edge and the edge opposing said binding edge in which margins are printed indicia circles including zones of perforation having code letters therein, the indicia circles in one of said margins being spaced in accordance with the metric system of measures and the indicia circles in the opposing one of said margins being spaced according to the English system of measures, and increments of said basic form comprising units of increase including another card of said predetermined size in combination with an intermediate area one-fifth of said predetermined size for accurately coordinating the zones of perforation within the margin on the binding edge of said intermediate area with the spacing of the indicia circles in the remaining portions of said binding edge on either side of said intermediate area.

10. In combination with a basic form having opposite margins each provided with a row of printed indicia circles every other letter of the English alphabet, the indicia circles in one of said margins having zones of perforation spaced from each other in units based upon the metric system and the indicia circles in the opposing one of said margins having zones of perforation spaced from each other in units based upon the English system of measures for punching and binding on rings spaced according to one or the other of said systems of measure; of extensions thereof comprising at least one of said basic forms of predetermined dimension in the direction of said rows of printed indicia circles, and increments of said basic form including another one of said basic forms and an intermediate area between the latter and the basic form extended, said intermediate area being one-fifth the dimension of said predetermined dimension whereby the zones of perforation in the binding margin on said one of said basic forms continue across said intermediate area for register exactly with the zones of perforation in the binding margin of the other one of said basic forms included in each increment of said basic form.

11. A basic form having a binding margin along opposing edges thereof in which a row of indicia circles printed in one of said marginal edges include zones of perforation spaced according to the metric system of measures and a row of indicia circles printed in the opposing one of said marginal edges include zones of perforation spaced according to the English system of measures, pinwheel feed perforations in the side margins of said basic form, said rows of printed indicia circles being spaced from each other in units of measure corresponding to the spacing of said pinwheel feed perforations in the side margins of said basic form to coordinate with the zones of perforation in the outermost indicia circles in each of said rows thereof for register with pinwheel feed means for advancement as a continuous form, and the extension of said basic form in the direction of said rows of printed indicia circles, comprising the combination with at least one of said basic forms of units of increase each including another one of said basic forms and an intermediate area one-fifth the dimension thereof whereby the zones of perforation in the indicia circles

in the binding margin of said one of said basic forms continue at the spacing of the printed indicia circles in the binding margin for register accurately with the zones of perforation in the indicia circles in the binding margin of the other one of said basic forms included in said units of increase.

12. A basic form having in one of its marginal edges a row of printed indicia circles each including a zone of perforation and spaced from each other 1 cm. center to center and having in its opposite marginal edge a printed row of indicia circles each including a zone of perforation and spaced from each other 3/8 of an inch center to center for punching and binding according to the metric or the English system of measures, said basic form being of a predetermined dimension in the direction of said rows of printed indicia circles for the reception of alternate letters of the English alphabet within them,

and extensions of said form in increments based upon an additional form of said predetermined dimension and an intermediate section of one fifth of said predetermined dimension punched with perforations spaced correspondingly to said zones of perforation in the rows of indicia circles in the binding margins of the basic forms on either side of said intermediate section.

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