CARD DOCUMENTS

Filed Dec. 22, 1965 3 Sheets-Sheet 1

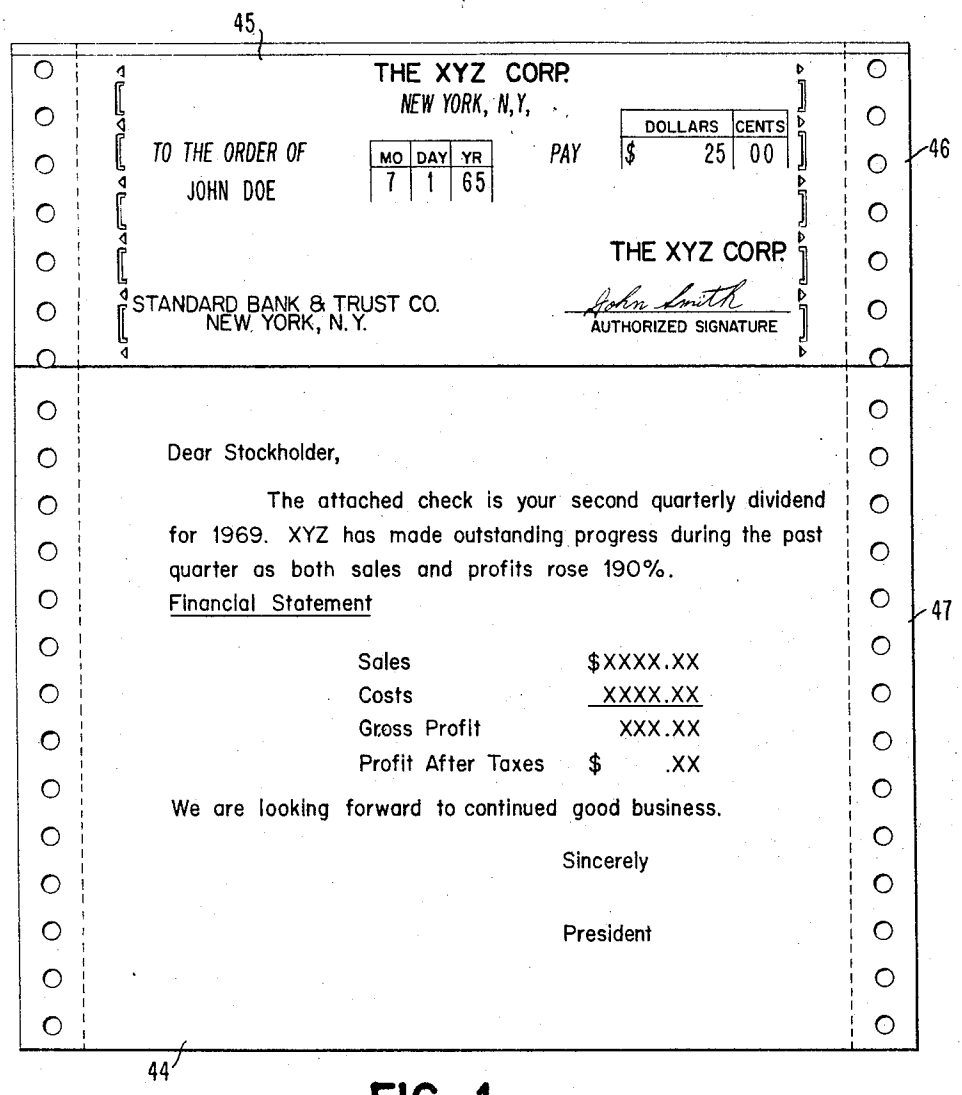


FIG. 1

INVENTORS
RICHARD A. BENSLER SR.
ROBERT W. MITCHELL

BY G. R. Gugger
AGENT

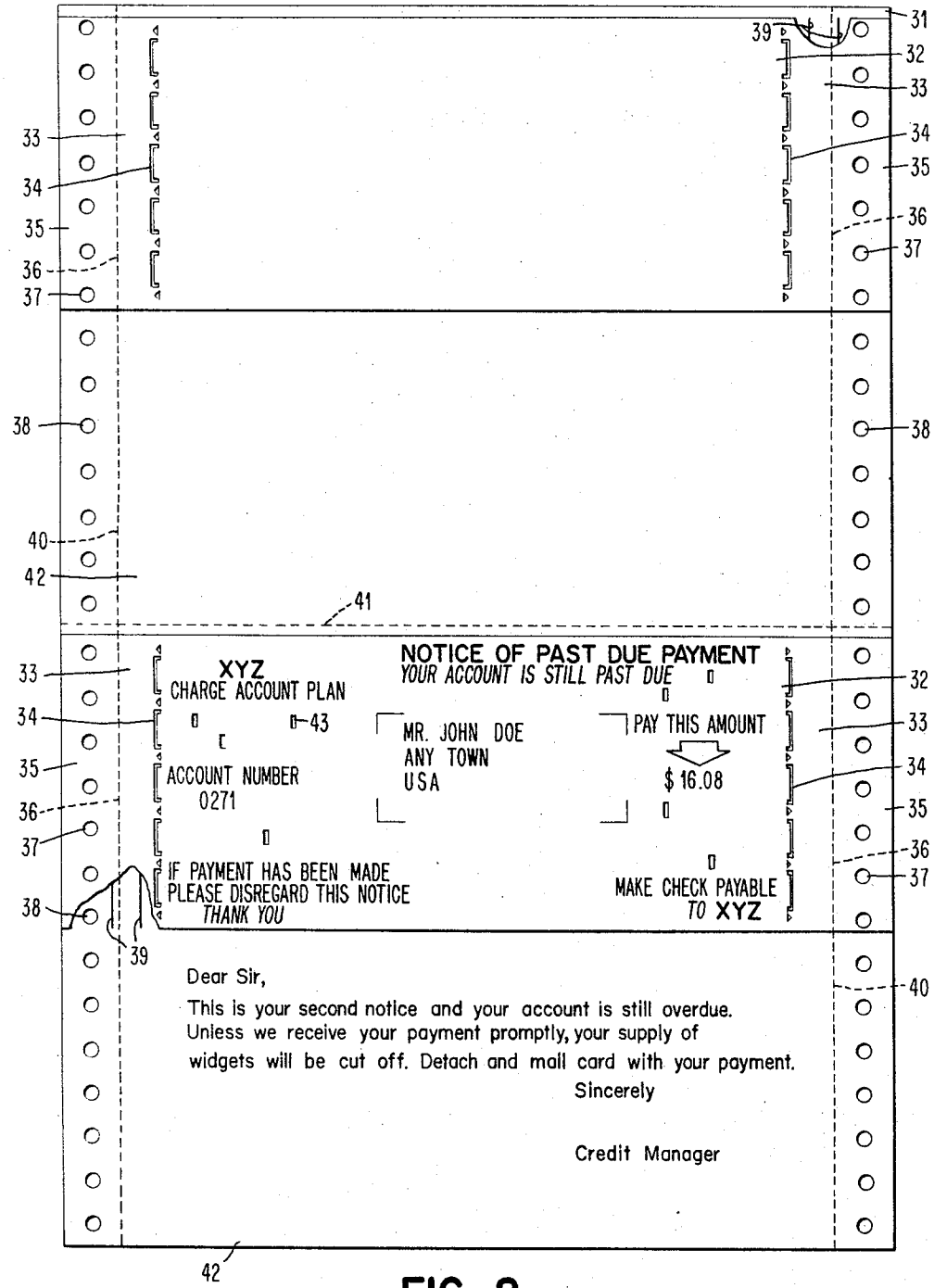

31
32
33
34
35
36
37
38
39
40
41
42
XYZ
CHARGE ACCOUNT PLAN
43
ACCOUNT NUMBER
0271
NOTICE OF PAST DUE PAYMENT
YOUR ACCOUNT IS STILL PAST DUE
MR. JOHN DOE
ANY TOWN
USA
PAY THIS AMOUNT
$ 16.08
IF PAYMENT HAS BEEN MADE
PLEASE DISREGARD THIS NOTICE
THANK YOU
MAKE CHECK PAYABLE
TO XYZ
Dear Sir,
This is your second notice and your account is still overdue.
Unless we receive your payment promptly, your supply of
widgets will be cut off. Detach and mail card with your payment.
Sincerely
Credit Manager

FIG. 2

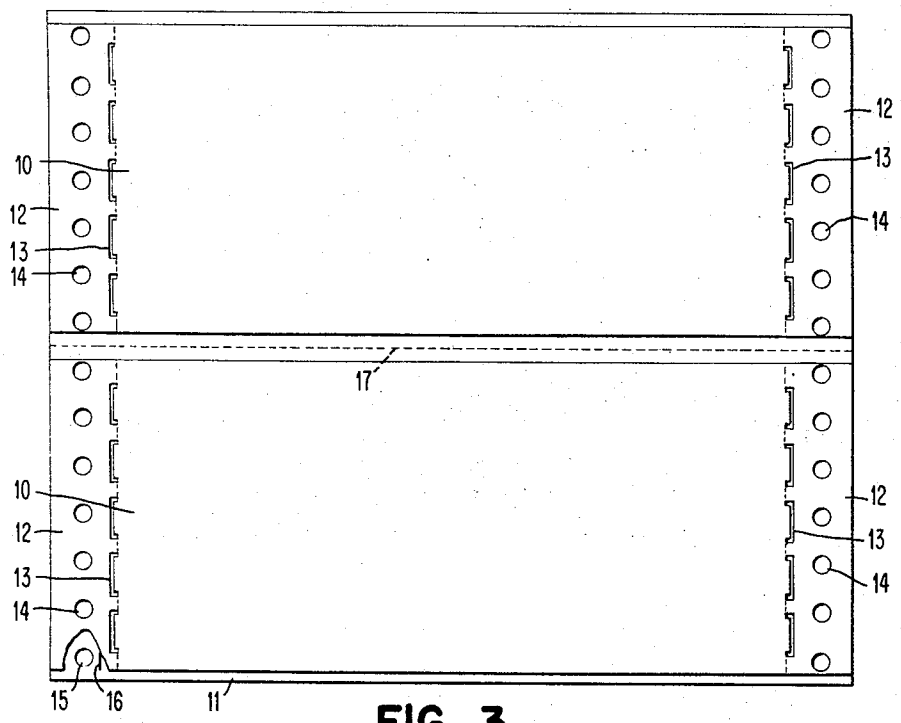

10
12
13
14
17
12
13
14
10
12
13
14
12
13
14
15
16
11

FIG. 3

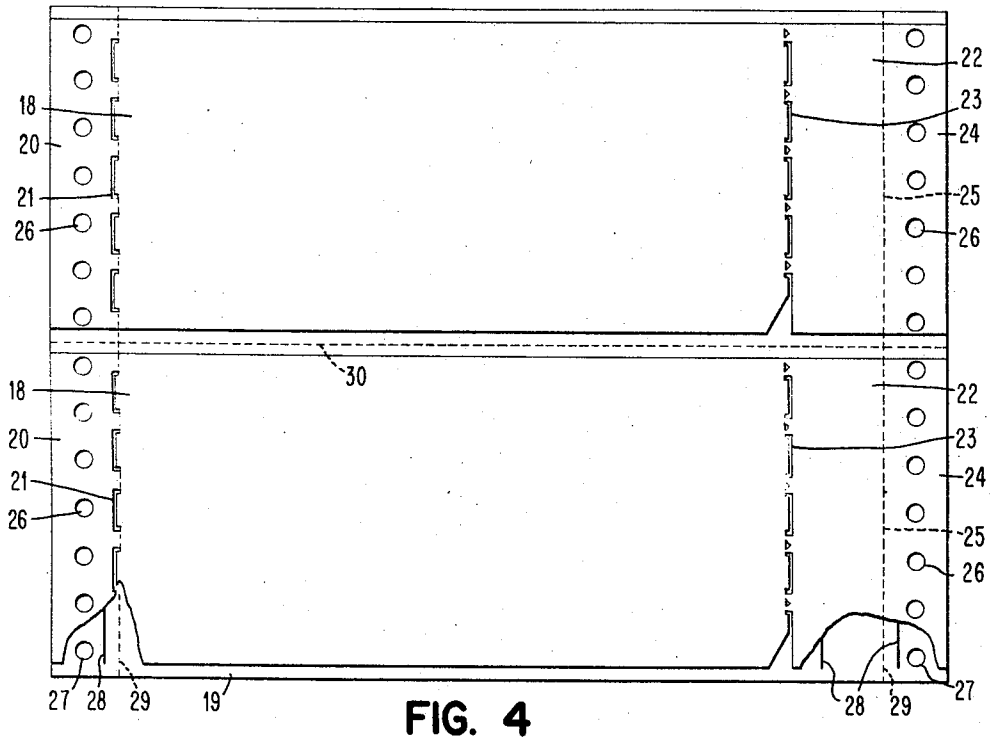

18
20
21
26
22
23
24
25
26
30
18
20
21
26
22
23
24
25
26
27
28
29
19
28
29
27

FIG. 4

United States Patent Office 3,343,851 Patented Sept. 26, 1967

3,343,851

CARD DOCUMENTS

Richard A. Bensler, Sr., Vestal, and Robert W. Mitchell, Binghamton, N.Y., assignors to International Business Machines Corporation, Armonk, N.Y., a corporation of New York

Filed Dec. 22, 1965, Ser. No. 515,633
1 Claim. (Cl. 281—5)

ABSTRACT OF THE DISCLOSURE

A document assembly comprising a continuous web of severable pre-printed identical form letters with each form letter having detachably connected thereto a machine processible record card having fixed information relating to the pre-printed information on the form letters and variable information relating to customers.

Brief summary of the invention

In the present invention a series of record cards, each record card having severable stub portions, are spaced apart and have their stub portions attached to a continuous paper web provided with severable carrier strips having feeding wheel perforations to permit successively feeding said record cards through the print station of a business machine. The record cards may be spaced any desired distance apart and the paper web may be divided into individual severable forms or sections so that a card may be attached to each form. This permits the printing of data on the individual forms or sections as well as on the individual record cards as the continuous paper web is fed through a suitable printing machine, the data printed on each form being related to the data printed on the record card attached thereto.

The record cards may be provided with two, three or four severable stubs. There is at least one stub at each end of the card which is provided with feeding wheel perforations which coincide with those in the carrier strips of the web. The two stub card is only attached at the carrier strips and removal of the carrier strips will separate the card from the paper web. The three or four stub cards are attached to the severable forms or sections as well as the carrier strips and removal of the carrier strips will not separate the cards from the paper web. The paper web may consist of either regular bond paper or like material which will not produce a duplicate copy of the attached card or of an impact type "action" paper which will produce a duplicate copy of the attached card.

Attaching a series of individual record cards to the severable carrier strips of a continuous web allows the cards to be economically and speedily processed through a printing machine to have data recorded thereon after which the cards may be separated simply by tearing away the carrier strips of the web.

Where the three or four stub cards are attached to the severable forms or sections of the web, card documents are economically and speedily produced which are adapted for mailing to customers and the like and which are extremely useful in many types of business applications such as, for example, accounts receivable and accounts payable. After printing, the web may be easily converted into the individual card documents by removing the carrier strips and by tearing the forms or sections along the line of perforations which extend transversely across the web and which define the top and bottom edges of the forms. The printed data on each form may take the form of a letter to a customer and the card attached thereto may be a printed check which can be separated and kept by the customer or a printed bill which may be

separated by the customer and mailed back with his remittance.

Accordingly, a principal object of the present invention is to provide a continuous form adapted to be processed through a printing machine and then separated into individual card documents.

A further object of the present invention is to provide a continuous web having pin feeding carrier strips to which a series of spaced-apart record cards are attached to facilitate processing of said cards through a printing machine after which the printed cards may be individually separated from the web by removing the carrier strips.

A still further object of the present invention is to provide a continuous web having pin feeding carrier strips and divided into severable forms or sections to which a series of spaced-apart record cards are attached to facilitate the recording of data on said forms and record cards.

A further object of the present invention is to provide a continuous web having pin feeding carrier strips and divided into severable forms or sections to which a series of spaced-apart record cards are removably attached, there being one record card removably attached to each severable form to facilitate the recording of related data on each form and the card attached thereto.

A still further object of the present invention is to provide a document for mailing which comprises a form and a record card removably attached thereto, there being related printed information on said form and card.

The foregoing and other objects, features and advantages of the invention will be apparent from the following more particular description of preferred embodiments of the invention, as illustrated in the accompanying drawings.

Brief description of the several views of the drawings

FIG. 1 is a plan view of an individual web form with record card attached ready for mailing.

FIG. 2 is a plan view showing a series of four stub record cards secured in position on the severable forms or sections of a continuous web.

FIG. 3 is a plan view showing a series of two stub record cards secured in position on a continuous web.

FIG. 4 is a plan view showing a series of three stub record cards secured in position on a continuous web.

Detailed description

Referring first to FIG. 3, there is shown a series of two spaced-apart record cards **10** on a continuous paper web **11**. The two shorter or side edges of each card each has a stub portion **12** secured thereto by a line of perforations **13** so that the stub portions and cards may be easily separated. The stub portions **12** of the cards each has arranged longitudinally thereon a row of pin feed perforations **14** and when the record cards are positioned on the web, the feed perforations **14** on the stubs will coincide with similar pin feed perforations **15** arranged along each margin of the web **11** to facilitate feeding the web and cards through a printing machine or the like. The cards are fastened to the web by pairs of glue stripes **16** which extend along the margins of the web and inwardly from the edges of the web so that they adhere to the card stubs **12** along a line which is between the line of perforations **13** and the row of feed perforations **14**. Individual card documents are obtained simply by peeling or removing the individual cards **10** from their stub portions **12**. Lines of weakness **17** extend transversely across the web in between adjacent cards to facilitate zig-zag folding of the web. Individual card documents may also be formed by bursting the web along the lines of weakness **17**.

Referring to FIG. 4, there is shown another embodiment wherein a series of three stub record cards **18** are spaced apart on a continuous paper web **19**. The shorter left-hand side edge of each card has a stub portion **20** secured thereto by a line of perforations **21** and the shorter right-hand side edge of each card has a stub portion **22** secured to it by a line of perforations **23**. Additionally, each stub portion **22** has another stub portion **24** secured thereto by a line of weakness **25**. The stub portions **20** and **24** of the cards each has arranged longitudinally thereon a row of pin feed perforations **26** and when the record cards are positioned on the web, the feed perforations **26** on the stubs will coincide with similar pin feed perforations **27** arranged along each margin of the web **19** to facilitate feeding the web and cards through a printing machine or the like. The cards are fastened to the web by three lines of glue stripes **28** which extend along the web and inwardly from the edges of the web so that one line adheres to the card stubs **20** along a line which is between the line of perforations **21** and the row of feed perforations **26**, another line adheres to the card stubs **22** along a line which is between the line of perforations **23** and the line of weakness **25**, and the third line adheres to the card stubs **24** along a line which is between the line of weakness **25** and the row of pin feed perforations **26**.

To facilitate the separation of the continuous form into individual card documents a line of weakness **29** is provided along each margin of the paper web, the lines of weakness **29** coinciding with the lines of perforations **21** and the lines of weakness **25** when the cards are positioned on the web. Lines of weakness **30** are also provided which extend transversely across the web either in between adjacent cards or in between equal groups of cards to facilitate zig-zag folding of the web. The use of a three stub card makes it possible to remove the marginal carrier strip portions of the web and the stub portions **20** and **24** of the cards without separating the cards from the paper web. If the lines of weakness **30** across the web are positioned in between each pair of adjacent cards, the continuous web may be further separated into individual paper forms each one of which has a record card **18** attached thereto at the severable stub portion **22**. By making the web **19** out of an impact type "action" paper, each form will carry a duplicate copy of what is printed on its attached record card **18**. There is thus produced a card document which is useful in many applications such as, for example, where it is desired to mail the document to a customer so that he can separate the card and return it with a remittance or make some other disposable use of the card and at the same time retain the duplicate slip for his files. By varying the distance between the transverse lines of weakening **30**, longer individual forms may be produced having a plurality of record cards **18** attached to each one.

In FIG. 2, there is shown a continuous paper web **31** having a series of spaced-apart four stub record cards **32** attached thereto. The two shorter or side edges of each card each has a stub portion **33** secured thereto by a line of perforations **34** so that the stub portions and cards may be easily separated. Each stub portion **33** is further connected to a stub portion **35** by a line of weakness **36**. The stub portions **35** of the cards each has arranged longitudinally thereon a row of pin feed perforations **37** and when the record cards are positioned on the web, the feed perforations **37** on the stubs will coincide with similar pin feed perforations **38** arranged along each margin of the web **31** to facilitate feeding the web and cards through a printing machine or the like. The cards **32** are fastened to the web by four lines of glue stripes **39** which extend along the web and inwardly from the edges of the web so that one line adheres to the card stubs **33** along a line which is between the line of perforations **34** and the line of weakness **36**, and another line adheres to the card stubs **35** along a line which is between the line of weakness **36** and the row pin feed perforations **37**.

As in the case of the embodiments shown in FIGS. 3 and 4, a line of weakness **40** is provided along each margin of the paper web **31**, the lines of weakness **40** coinciding with the lines of weakness **36** when the cards are positioned on the web. Lines of weakness **41** are also provided which extend transversely across the web adjacent each card to facilitate zig-zag folding and to allow for separation of the web into individual forms.

It will be noted that in the embodiment shown in FIG. 2, the record cards **32** are spaced farther apart along the web so that each record card will be attached near the top of an individual form or section **42**. The top and bottom edges of the forms **42** are defined by the transverse lines of weakness **41** and the forms are made sufficiently long so that each form can carry a record card on one portion and pre-printed information on the remaining portion. Of course, the length of form used can be varied depending, for example, on how much pre-printed information is desired. The pre-printed information on each form **42** preferably bears a relationship to the record card attached thereto. In the example shown in FIG. 2, there is shown an accounts receivable application wherein the pre-printed information is in the form of a letter to a customer and the record card attached adjacent to the information has printed thereon the particular customer's name and address, account number, amount of payment due, etc., and in addition, may carry the well-known index perforations **43** used for machine accounting purposes. Upon separation of the web into the individual forms **42** with the record cards attached, the forms are mailed to the customers who detach the cards and return them with their remittances.

In a preferred method of producing the card document forms, the continuous web **31** is first pre-printed in all of the form sections **42** with the same information or form letter after which the cards **32** are attached to the web. The web is then passed through a printing machine and the customer information is printed on each card. After printing, the web is passed through a suitable burster device which peels off the severable side margins of the web and the stub portions **35** of the cards. The web is then separated along the transverse lines of weakness **41** to produce the individual card documents ready for mailing to the customers. To return the record card the customer simply tears the card along the lines of perforations **34** to separate same from the stub portions **33** and form **42**.

In FIG. 1, there is shown another application for a card document form constructed in the same manner as the form of FIG. 2. In this application, the form **44** is pre-printed with information relating to a company financial statement to be mailed to a stockholder and the detachable card **45** takes the form of a dividend check. The severable card stubs **46** and marginal strips **47** of the form may be left on as shown or removed prior to mailing of the document to the customer.

It will be understood that the printed documents shown in FIGS. 1 and 2 illustrate only two of many applications for which such a document would be useful and advantageous. Also, if desired, the documents shown in FIGS. 1 and 2 could make use of the three stub card shown in FIG. 4 instead of a four stub card. The card documents need not be made continuous and then separated after machine processing. The forms and attached cards may be precut and assembled individually and individually recorded on by insertion in a typewriter or the like.

Another important feature of the present document assembly resides in the fact that the well-known rectangular record cards are provided with their severable stub portions joined only to the shorter sides or edges of the cards. This leaves the longer edges of the precut cards clean and unbroken and this is most desirable since these

cards are fed long edge first when they are processed through record card accounting machines.

While the invention has been particularly shown and described with reference to preferred embodiments thereof, it will be understood by those skilled in the art that various changes in form and details may be made therein without departing from the spirit and scope of the invention.

What is claimed is:

A document assembly comprising,

a continuous paper web having detachable marginal carrier strips provided with pin feed perforations to facilitate machine processing of the web, said carrier strips being connected to the web by lines of weakness,

a series of transverse lines of weakness spaced apart on said web for dividing the web into individual severable identical form letters each form letter comprising a corresponding blank portion and adjacent pre-printed data portion,

a series of spaced apart machine processible record cards mounted on said web, there being one record card superimposed over the blank portion on each form letter, said record cards having pre-printed fixed information which relates to the information on the adjacent pre-printed data portion of said form letters and recorded variable information relating to customers,

detachable stub portions connected to the side edges

of each record card by line of weakness and provided with pin feed perforations, the pin feed perforations and lines of weakness of said stub portions coinciding respectively with the pin feed perforations and lines of weakness of said marginal carrier strips of the web,

means for fastening said detachable stub portions to said detachable marginal carrier strips of the web whereby said stub portions and carrier strips may be separated concurrently from the web, and

means for detachably fastening each record card to the blank portion of its respective form letter whereby removal of said stub portions and carrier strips and separation of the web along said transverse line of weakness will produce individual mailable pre-printed form letters each having one of said record cards detachably fastened thereto adjacent to the pre-printed data.

References Cited

UNITED STATES PATENTS

2,217,506	10/1940	Bottle	282—11.5
2,220,499	11/1940	Thomas	281—2
2,226,574	12/1940	O'Brien	282—11.5 X
2,319,165	5/1943	Sornberger	282—11.5
2,700,556	1/1955	Holmwood	282—11.5 X
2,931,666	4/1960	Burgmer	282—11.5

LAWRENCE CHARLES, *Primary Examiner.*