E. D. BELKNAP.

RECORD BEARING STENCIL CARD.

APPLICATION FILED OCT. 2, 1914.

1,208,269. Patented Dec. 12, 1916.

Fig. 1.

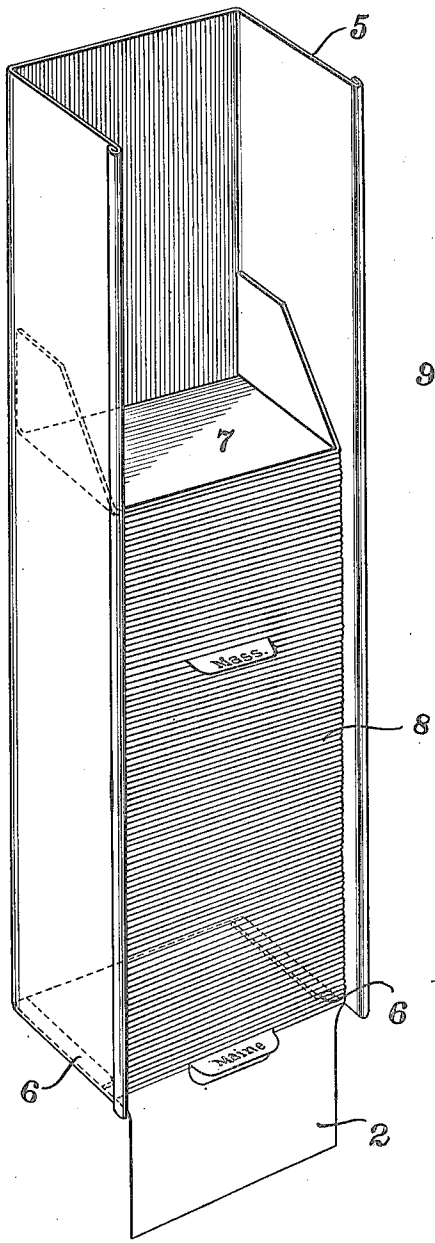


Fig. 2.

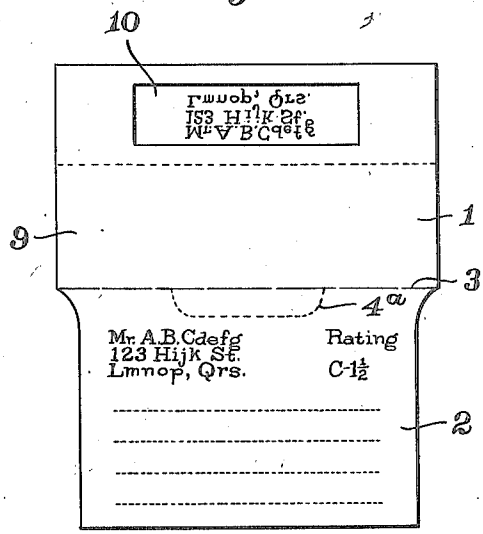
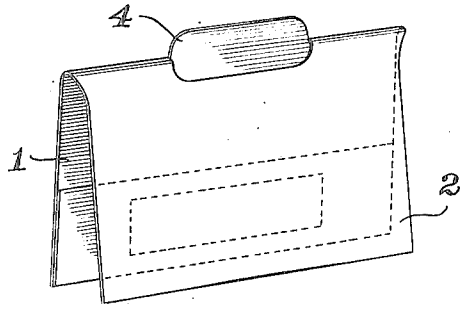


Fig. 3.



Witnesses:

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UNITED STATES PATENT OFFICE.

EDWIN D. BELKNAP, OF EAST ORANGE, NEW JERSEY.

RECORD-BEARING STENCIL-CARD.

1,208,269. Specification of Letters Patent. Patented Dec. 12, 1916.

Application filed October 2, 1914. Serial No. 864,686.

To all whom it may concern:

Be it known that I, EDWIN D. BELKNAP, a citizen of the United States of America, residing at East Orange, county of Essex, State of New Jersey, have invented certain new and useful Improvements in Record-Bearing Stencil-Cards, of which the following is a specification.

My invention relates to stenciled sheets or cards bearing the addresses of customers or other persons to whom mail is to be addressed and which stenciled sheets or cards are employed in connection with automatic printing machinery to address envelops, wrappers or other mailable matter to the persons whose addresses are so stenciled on the cards or sheets. In the case of commercial houses having extensive lists of past or prospective customers, it is necessary to maintain records of various data regarding the individual customers which can not well be placed upon the stenciled card or sheet proper, for lack of space, and which if so placed, could not be easily read when the cards are stacked in the usual form of magazine or are being withdrawn one by one therefrom preliminary to the printing operation.

My present invention furnishes a compact and convenient form of card or sheet on which such additional data can be conveniently recorded and on which it can be easily read just before or at the time each card is withdrawn from the magazine before inserting it in the printing mechanism. Accordingly, it is easy for the operator to determine which of the cards are to be run through the printing mechanism and which are to be laid to one side or collected in another magazine without printing. The best form of apparatus at present known to me embodying my invention is illustrated in the accompanying sheet of drawings in which—

Figure 1 is a perspective view of a card holder or magazine containing a stack of cards constructed in accordance with my invention; Fig. 2 is a view of such a card developed or unfolded in the position for printing or stenciling; Fig. 3 is a perspective view of another card in approximately the position assumed before reinserting it in the magazine ready for filing and reuse.

Throughout the drawings like reference characters indicate like parts.

1, represents the stenciled section of the card or sheet which may be made of fairly stiff paper 9, with a cutaway portion in which is inset a strip of parchment or other paper 10, in which the mailing address is stenciled. Preferably, as shown, this card or sheet is of rectangular shape and has an extension 2, hinged to it along one edge which is suitably lined or otherwise prepared for the receipt of the record of the data to be preserved regarding the customer whose address is borne by the stenciled section. Preferably the two sections are hinged together along one of their longer edges although they might be otherwise arranged. In any case, the dimensions of the record bearing section parallel to the hinge line 3, are made less than the corresponding dimensions of the stenciled section 1, as is clearly shown in Fig. 2.

If desired, a portion of one of the sections may be severed therefrom but left attached to the other section along the hinge line so that it may project independently therefrom and form a tab 4, upon which geographical or other classification marks may be placed. As shown in Fig. 3; such tab 4, is cut out of the record bearing section and left hinged to the stenciled section. The dotted line 4^a, in Fig. 2 shows the outline upon which such cut would be made, but, of course, this would only be done upon certain of the cards, as indicated in Fig. 1.

For the proper carrying out of my invention, a special form of magazine 5, must be used to hold stacks of cards of the form above described. As is customary, this magazine 5, has an open face and the cards are stacked therein, the stenciled section of the lowermost card resting on the inwardly projecting flanges 6, 6 at the bottom of the magazine. The said flanges hold the column or stack 8, of cards in position in the magazine by engaging the ends of the stenciled section at the bottom card but the record section 2, is allowed to swing downward by gravity into the vertical position shown in Fig. 1. 7, is any ordinary form of follower for assisting in handling the cards in the magazine.

The manner of use of my invention is as follows: The entire series of cards being prepared with the mailing addresses on the stenciled section and the other data on the record section as indicated in Fig. 2, these cards are folded and placed in the magazines as shown in Fig. 1. The first card of each

series having a certain geographical location or other basis of classification, is provided with the classification tab 4, which is allowed to project, as shown in Figs. 1 and 3. In feeding these cards to the printing mechanism as is usually done by hand, the operator is placed in front of the magazine and can instantly read the legend on the vertically hanging record section of the bottom card. If he is sending out mail matter to customers who have purchased shoes previously, he can immediately determine whether the card which he is about to pull out from the bottom of the magazine bears the address of such a former purchaser of shoes by means of the data on the hanging section. If it does, he runs the card through the printing mechanism. If it does not, he places the card in another magazine without printing the address therefrom.

The advantages of my invention comprise a compact form of the card which does not exceed the standard size when folded, the ample facilities for recording data thereon, the ease with which the record of data may be read at just the right moment and the other points of usefulness hereinbefore referred to.

It is to be understood, of course, that in placing the folded cards in the magazine 5, the longer, stenciled section 1, of each is placed uppermost, so that the shorter, record section 2, is free to swing down, as shown in Fig. 1, as each card reaches the bottom of the stack.

Having described my invention, I claim:

1. A stencil card of rectangular shape having an extension adapted to have additional record data marked thereon hinged along one edge, the dimensions of said extension parallel to the hinge being less than the corresponding dimensions of the stencil card proper.

2. A stencil card of rectangular shape having an extension adapted to have additional record data marked thereon hinged along one edge and a classification tab projecting from the same edge.

3. A stencil card of rectangular shape having an extension adapted to have additional record data marked thereon hinged along one edge and a classification tab projecting from the same edge and cut out of the said extension.

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Witnesses:

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MAI FILES.