May 6, 1930. V. F. POLLAK 1,757,094

INSURANCE POLICY FORM

Filed Aug. 9, 1928

Fig. 1.

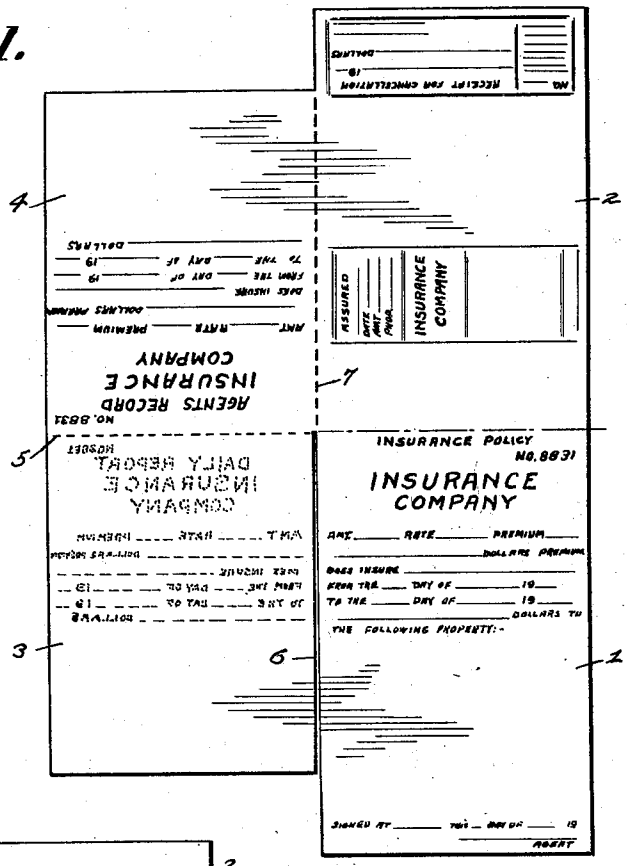


Fig. 2.

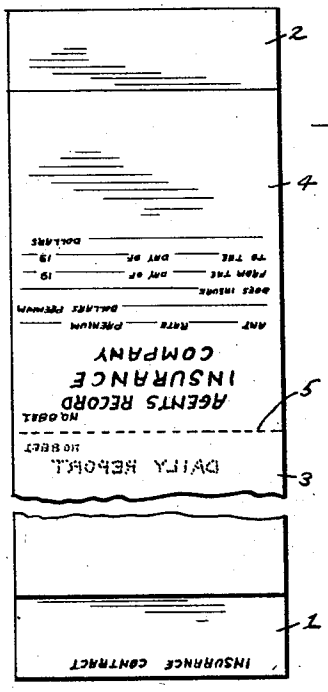
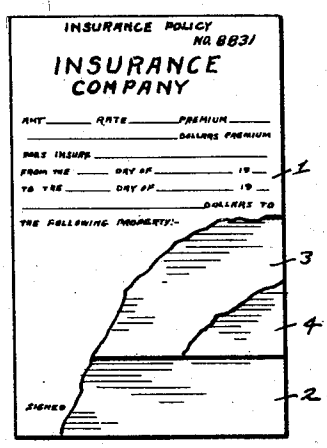


Fig. 3.



INVENTOR
VICTOR F. POLLAK
BY Arthur L. Slee.
ATTY.

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UNITED STATES PATENT OFFICE

VICTOR F. POLLAK, OF SAN FRANCISCO, CALIFORNIA

INSURANCE-POLICY FORM

Application filed August 9, 1928. Serial No. 298,485.

My invention relates to improvements in insurance policy forms wherein a sheet foldable along a transverse centerline and imprinted to form the face and back portions of an insurance policy is provided with an extension formed upon one side and attached to the back portion along a perforated line of fold, and severed from along the side of the front portion whereby said extension may be folded as two separate sheets between the front and back portions of the policy and held attached to said front and back portions until the policy is to be filled out.

The primary object of my invention is to provide an improved insurance policy form.

Another object is to provide an improved form wherein triplicate sheets are formed from a single sheet as parts of an insurance policy, said sheets being folded into accurately registering relation and being held together until such time as the policy is to be filled out.

A further object is to provide an improved form which will facilitate printing and numbering of policies and which will insure conformity as to the numbering of the triplicate sheets of the policy.

Another object is to provide an improved policy which will facilitate the gathering of the printed sheets, and which will insure against the loss or misplacing of any of the sheets of a policy.

A still further object is to provide an improved policy which will facilitate the insertion of carbon paper and the filling out of the policy and the daily report and agents record sheets forming a part thereof.

I accomplish these and other objects by means of the improved device disclosed in the drawings forming a part of the present application wherein like characters of reference are used to designate similar parts throughout the specification and drawings and in which—

Fig. 1 is a plan view of a printed blank forming the policy;

Fig. 2 is a view of the back of the policy with the daily report and agents record sheets folded against the body of the policy; and

Fig. 3 is a broken plan view of the folded policy, parts being broken away to show the manner in which the sheets register.

Referring to the drawings, my improved insurance form comprises a face portion 1, a back portion 2, a daily report sheet 3, and an agent's record sheet 4. The several portions of the policy are imprinted upon a single blank as indicated in Fig. 1 of the drawings, the front and back portions 1 and 2 constituting the main body of the policy and the sheets 3 and 4 being formed as an extension upon one side of said body. The main body is arranged to be folded along a transverse centerline as indicated by the dot and dash line in Fig. 1. The extension upon the side of the body is perforated as at 5 along a prolongation of the transverse centerline of the body of the policy, to form the sheets 3 and 4. The sheet 3 is severed as at 6 from the side of the face portion 1, and the sheet 4 is attached to the back portion 2 along a perforated line of fold 7 whereby the sheets 3 and 4 may be folded against the back of the body portion as shown in Fig. 2 of the drawings.

The daily report sheet is imprinted upon its back as appearing in Fig. 1 of the drawings with a form corresponding to the form printed upon the face 1 of the policy, and the agent's record sheet 4 is imprinted with a corresponding form printed upon the upper side of the sheet as shown in Fig. 1 but readable from the opposite direction. The forms are in corresponding relation to the top and sides of the sheets so that when the sheets 3 and 4 are folded against the back of the policy body as shown in Fig. 2, the form of sheet 3 will exactly register with the form of the face 1 of the policy, and when the policy is folded along its transverse centerline, to the normal relation shown in Fig. 3 of the drawings, the face portion 1 and sheet 3 will register exactly with the sheet 4 which is attached along the perforated line of fold 7, thereby holding the three forms in accurately registered superimposed relation, and all faced in the same direction.

The blank from which the policy is formed is cut to provide the standard policy size for the front and back portions 1 and 2, while the

sheets 3 and 4 are made of standard letter size, notches being cut in the corners to provide the proper length for the sheets 3 and 4. The policy contract, blank forms, and other subject matter is imprinted upon the body portions 1 and 2, while the corresponding forms and other subject matter is imprinted upon the sheets 3 and 4 as in the common practice, the printing however being accomplished by printing the body and the sheets 3 and 4 together, thereby reducing the number of runs which must be made to print the entire policy.

The policy and the sheets 3 and 4 are all numbered to correspond, and, as it is essential that an accurate record be kept of all policies, it is highly important that the numbering of the sheets conforms and that all sheets are present when the policy is filled out. Where the sheets are printed separately, as in the common practice heretofore, the printed sheets must be gathered and stuffed. If one sheet is gathered incorrectly, as by omitting a sheet, or stuffing two of any one sheet in a policy, the numbering of all succeeding policies is destroyed, and much inconvenience and often loss results. In my improved policy, however, the several sheets are printed and numbered simultaneously and all the sheets are held in attachment with each other so that a simple folding process takes the place of the usual gathering and stuffing of the sheets, and no mistake can possibly be made. Furthermore, the sheets are held together so that no sheet can be lost.

When the policy is folded to normal relation as shown in Fig. 3 of the drawings, the sheets 3 and 4 are bound together along their upper edges within the fold of the body of the policy, and at the same time the sheets are held attached to the back of the policy. This insures that the forms printed upon the face of the policy and upon sheets 3 and 4 will be held in accurately registered relation. The ends of the face portion 1 and sheet 3 are free so that sheets of carbon paper may be inserted between the sheets without separating any of the sheets along tht perforated lines of fold, thereby facilitating the inserting of carbon paper and permitting the forms to be filled out in the triplicate at one operation.

Having thus described my invention, what I claim as new and desire to secure by Letters Patent is—

1. An insurance policy form comprising a body portion having a line of fold coincident with its transverse centerline to form face and back portions of the policy and printed with suitable subject matter including an entry form printed upon the face to provide entry spaces; and a lateral extension formed upon one side of the body and joined thereto along a perforated line of fold extending along one side of the back portion of the body, said extension being severed from the matching edge of the face portion and having a perforated line of fold coinciding with the transverse centerline of the extension and forming a continuation of the transverse centerline of the body; and entry forms printed upon the extension upon opposite faces thereof and having entry spaces disposed and designated similarly to the entry spaces of the policy face and being foldable to matching relation to each other and to the policy face for duplicating entries by means of interposed carbon material.

2. An insurance policy form comprising a body portion having a line of fold coincident with its transverse center line to form face and back portions of the policy and printed with suitable subject matter including an entry form printed upon the face to form entry spaces; a lateral extension formed upon one side of the body and joined thereto along a perforated line of fold extending along one side of the back portion and defining the longitudinal centerline of the body and extension, said extension being severed from the matching edge of the face portion along said longitudinal centerline and having a perforated line of fold coinciding with the transverse centerline of the extensions and forming a continuation of the transverse centerline of the body, the extension being shorter than the body and forming duplicate record sheets foldable into matching relation between the face and back of the body; entry forms printed upon the record sheets in oppositely disposed relation to the perforated line of fold joining said sheets and upon opposite faces of the extension, said forms having entry spaces disposed and designated similarly to the entry spaces of the policy face and being moved into registering relation with each other and with the policy face when the sheets are folded into matching relation between the face and back portions of the policy for duplicating entries made within the entry spaces of the policy face by means of carbon material.

In witness whereof, I hereunto set my signature.

VICTOR F. POLLAK.