J. S. HEXTER.

SHEET COLLATING.

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1,330,871. Patented Feb. 17, 1920.

Fig. 1.

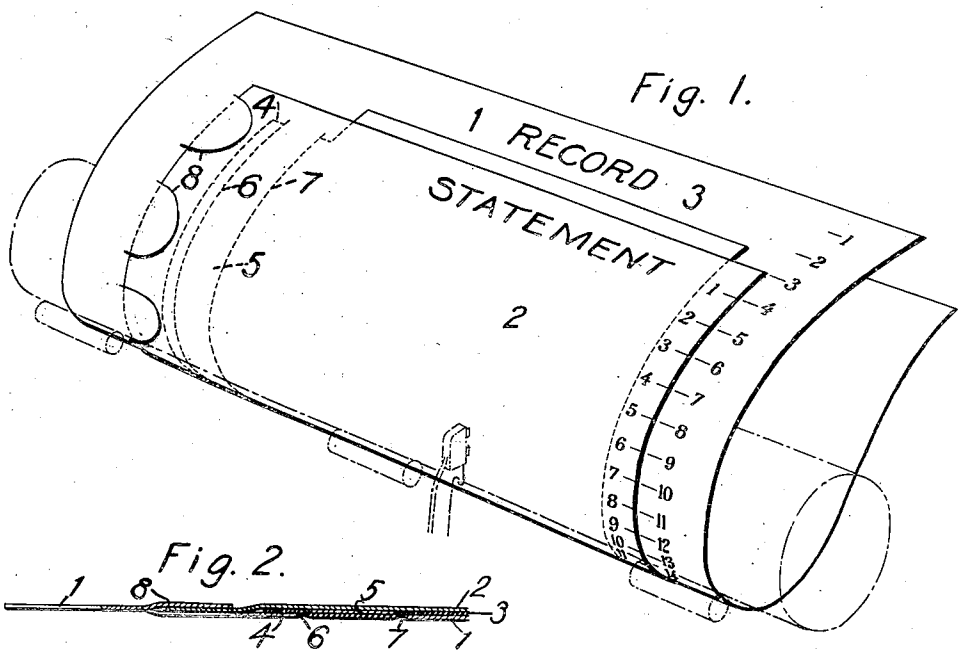
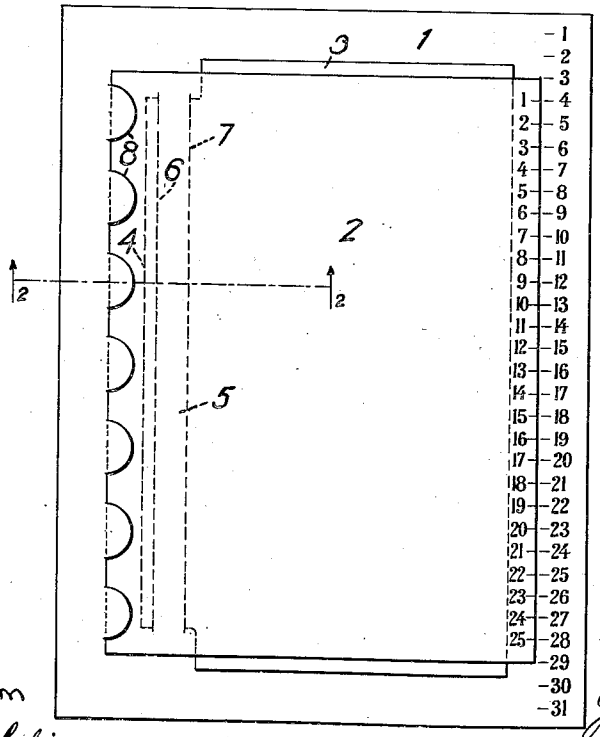


Fig. 2.

Fig. 3.



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SHEET-COLLATING.

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To all whom it may concern:

Be it known that I, JULIAN S. HEXTER, a citizen of the United States, residing in Kansas City, in the county of Jackson and State of Missouri, have invented certain new and useful Improvements in Sheet-Collating, of which the following is a specification.

This invention relates to collating means whereby a plurality of work-sheets may be rapidly assembled in any desired relative positions, so as to duplicate a given piece of work.

In the present invention, the ledger or record sheet is used as a backing sheet or member, to which is attached a face sheet which may be a bill or statement sheet. The ledger or record sheet is provided with a series of tabs, preferably located in a line running from top to bottom and stamped out of the body of the record sheet, so that the other work-sheet, such as a statement or bill sheet, can be easily and readily attached to the record sheet. This is done by merely slipping the edge of the statement sheet under the series of tabs. This does not require the statement or bill sheet to have any tabs of its own, and it can be adjusted for any lengthwise position of itself along the record sheet. Preferably the record sheet and the statement sheet have numbers along corresponding lengthwise margins to point out divisions of the sheets, such as line-spaces. In this way, any line on the statement or bill sheet can be located in register with a corresponding line or a different line of the ledger or record sheet.

The carbon sheet is secured between the record sheet and the statement sheet by having one margin thereof reduced and entering two lengthwise slots of the record sheet.

In this way, a collating unit may be provided, which, when assembled, can be kept as a distinct piece of work which may be written on from time to time, according as the need for entering separate items arises. When a number of items, for example, articles purchased for a month, have been entered, the statement or bill sheet can be detached from the record or ledger sheet and sent out, while its place is taken by a new statement or bill sheet for the following month. This new sheet will be attached to the same record or ledger sheet, provided there is space remaining thereon, so that the first line of the new bill or statement sheet will come into register with the line next to the one last written on on the record or ledger sheet.

Other features and advantages will hereinafter appear.

In the accompanying drawings,

Figure 1 is a perspective view, showing a collating unit, comprising a record sheet, a carbon sheet and a statement sheet, as assembled and in position on the platen of the typewriter.

Fig. 2 is a transverse vertical section through the collating unit, showing how the carbon and bill sheets are detachably attached to the backing or record sheet.

Fig. 3 is a top plan view of a collating unit, showing the three sheets in their assembled position.

The record sheet 1, which may be one of the leaves of a loose-leaf ledger, is used as a backing sheet to which the other sheets are attached. In the present case, but one other work-sheet with the intermediate carbon sheet is used. The other work-sheet, in this case indicated as a face sheet 2, is a bill or statement sheet, and is separated from the record sheet 1 by a carbon sheet 3. The carbon sheet 3 is detachably attached to the work-sheet 1 by means of a reduced portion at its left-hand margin, which forms a large tongue 4, said tongue being slipped beneath a band 5 extending longitudinally of the record sheet, as shown in Fig. 3. The band 5 is formed by cutting two longitudinal slots 6 and 7 in the record sheet 1, so that the tongue 4 may be inserted at the slot 7 and come out of the slot 6, thus passing in back of the band 5. In this way, the carbon sheet 3 will, while detachably connected to the record sheet 1, normally be fixed to the record sheet, so as to move therewith as a unit.

The bill or statement sheet 2 is also detachably connected to the record sheet 1, but less permanently than the carbon sheet 3. For this purpose, the record sheet 1 is provided with a longitudinally-extending row of tabs 8, which are preferably semi-circular in their form and made by cutting arcs in the material of the record sheet 1. These tabs 8 may be sprung up from the

plane of the record sheet 1, and the left-hand margin of the statement or bill sheet 2 inserted underneath the tabs 8, thereby causing the record sheet 1, as a whole, to grip the bill or statement sheet 2.

It will be noted that the tabs 8, while they will secure the statement or bill sheet 2 to the record sheet 1, will permit the former to be adjusted longitudinally relative to the latter for any desired relative position. The relative positions of the record sheet 1 and the bill sheet 2 are determined by providing on the right-hand margins of each a series of designations from "1" up to the maximum, which is "25" in this case for the bill sheet and "31" for the record sheet. These designations indicate the line numbers, and enable any desired line on the bill sheet to be brought into register with any desired line on the record sheet. In this way, a number of bill sheets can be used successively with a single record sheet, the bill sheet, in each instance, having a group of one or more items, while the record sheet shows all of the groups of items of the several bill sheets. The bill sheets can be rapidly attached and detached with respect to the record sheet 1, without disturbing the carbon sheet 3, which is maintained on the record sheet. Still the carbon sheet can be readily turned back to permit inspection of the ledger or record sheet, and can be entirely detached from the record or ledger sheet when the latter is completed.

Thus, by having a collated unit of this type, the records of various accounts can be kept in a compact form and each account have a monthly statement or bill connected thereto in a detachable manner, so that as each account is completed, the statement or bill for the period can be removed from each record copy and its place taken by a new blank statement or bill sheet properly positioned to come in register with the initial portion of the remaining blank surface of the record sheet in each instance. The collated units, in each case, form a complete and readily accessible record, not only for the period extant, but also for previous periods.

Variations may be resorted to within the scope of the invention, and portions of the improvements may be used without others.

Having thus described my invention, I claim:

1. A collated unit comprising a backing sheet which also constitutes a work-sheet, a face sheet which constitutes a second work-sheet, and an interleaved carbon sheet, said face sheet being detachably and adjustably attached to said backing sheet so as to hold said sheets in assembled relation, the means of attachment between said work-sheets comprising a series of tabs cut from and spaced along a side edge of one of said work-sheets in alternate relation with intervening portions of the body of said sheet, said tabs and intervening portions comprising a friction grip for an inserted side margin of the other work-sheet, the adjacent end surfaces of said work-sheets being plain so as to permit unrestricted endwise adjustment of one with respect to the other.

2. The combination with a record sheet, of a carbon sheet and a statement sheet united to form a collated work unit, said record sheet having slotted portions to catch said carbon sheet and hold the latter fixedly to said record sheet, and also having gripping portions cut from the body of the record sheet to overlap said statement sheet, and cooperating with parts of the body of the record sheet to grip said statement sheet on its front and rear sides, so as to permit the adjustment of said statement sheet vertically to any predetermined position along said record sheet, whereby the same items may be written on relatively-displaced lines on the record sheet and statement sheet simultaneously.

3. A collated unit comprising a statement sheet, a carbon sheet and a record sheet, assembled with the carbon sheet separating the record and statement sheets, said record sheet having a plurality of longitudinally-extending slots near one of the lengthwise margins thereof, and also having a number of tabs extending in a lengthwise series near the same margin mentioned above and between said slots and said margin, said carbon sheet being secured to said record sheet by being passed in and out in alternation through successive slots, and said statement sheet being secured to said record sheet by being inserted between the body portion of said record sheet and tabs of said series.

4. A collated unit comprising a backing sheet which also constitutes a work-sheet, a face sheet which constitutes a second work-sheet, and an intermediate carbon sheet, said carbon sheet being detachably attached at one margin only to said backing sheet, the line of attachment being parallel with and at a slight distance from the corresponding margin of said backing sheet, and the corresponding margin of said face sheet being also detachably attached to said backing sheet, said attaching means comprising a series of inwardly directed spaced tabs cut from the portion of said backing sheet lying between its line of attachment with said carbon sheet and its adjacent margin, the corresponding margin of said face sheet being inserted beneath said tabs and held in frictional engagement between the same and the intervening portions of the body of said work-sheet, said face sheet and said backing sheet being thus free for unrestricted relative adjustment in a direction parallel with said lines of attachment.

5. A collated unit comprising a backing sheet which also constitutes a work-sheet, a face sheet which constitutes a second work-sheet, and an interleaved carbon sheet, said face sheet being detachably and adjustably attached to said backing sheet so as to hold said sheets in assembled relation, the means of attachment between said work-sheets comprising a series of tabs cut from and spaced along an edge of one of said work-sheets in alternate relation with intervening portions of the body of said sheet, said tabs and intervening portions comprising a friction grip for an inserted margin of the other work-sheet.

6. A backing sheet for a collating unit, said sheet comprising a work-sheet provided with a series of inwardly directed tabs cut from and spaced along one edge thereof in alternate relation with intervening portions of the body of said sheet, said tabs and intervening body portions comprising a friction grip adapted to receive an inserted margin of a second work-sheet.

7. A backing sheet for a collating unit, said sheet comprising a work-sheet provided with a series of inwardly directed tabs cut from and spaced along a longitudinal edge thereof in alternate relation with intervening portions of the body of said sheet, said sheet being also provided with one or more slits parallel with and adjacent to said series of tabs and lying between said tabs and the center of said sheets, said tabs and intervening body portions of said sheet comprising a friction grip adapted to receive an inserted margin of a second work-sheet, and said slit or slits being adapted to receive an inserted marginal edge of a carbon sheet.

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