

C. L. SPENCE.
MANIFOLDING BOOK.
APPLICATION FILED JAN. 5, 1915.

1,270,066.

Patented June 18, 1918.
3 SHEETS—SHEET 1.

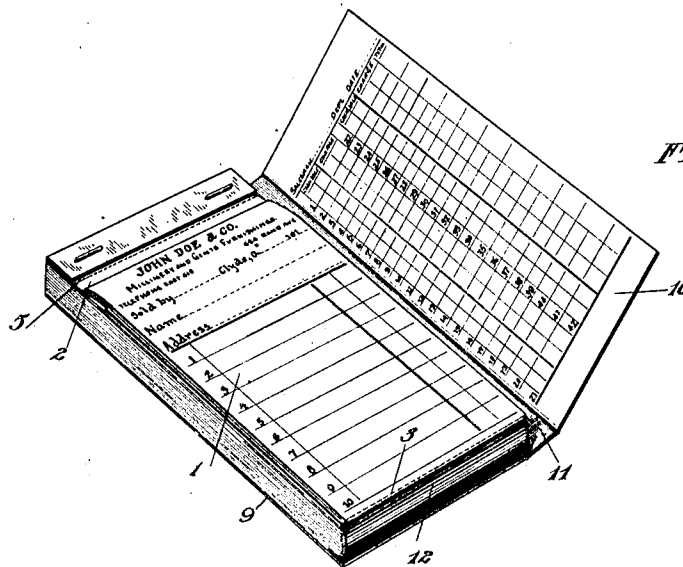


Fig. 1.

Fig. 2.

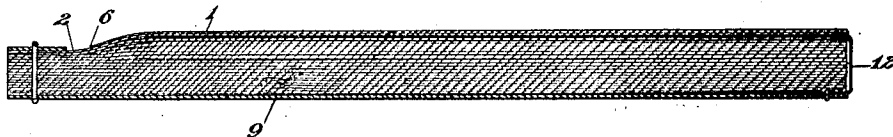
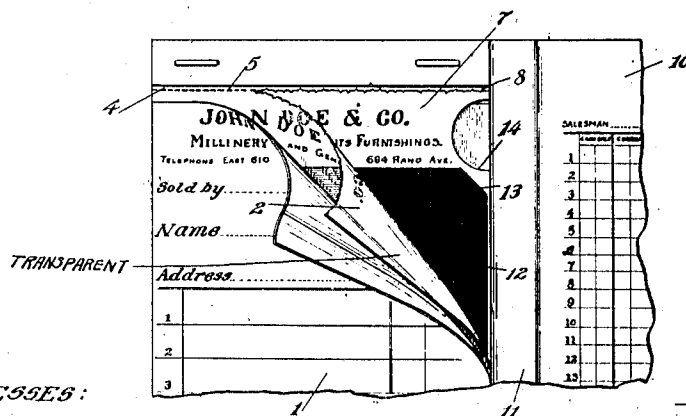


Fig. 3.



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3 SHEETS—SHEET 2.

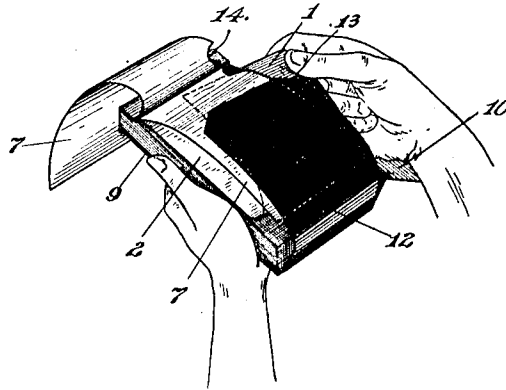


FIG. 4.

FIG. 5.

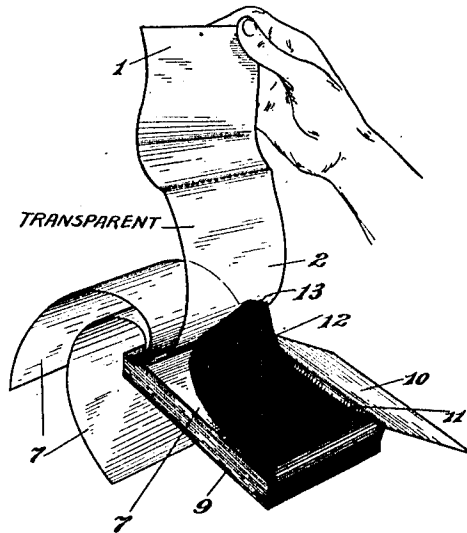
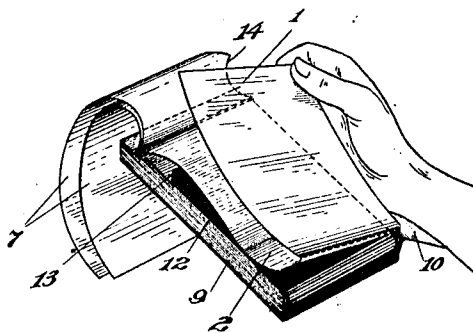


FIG. 6.



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3 SHEETS—SHEET 3.

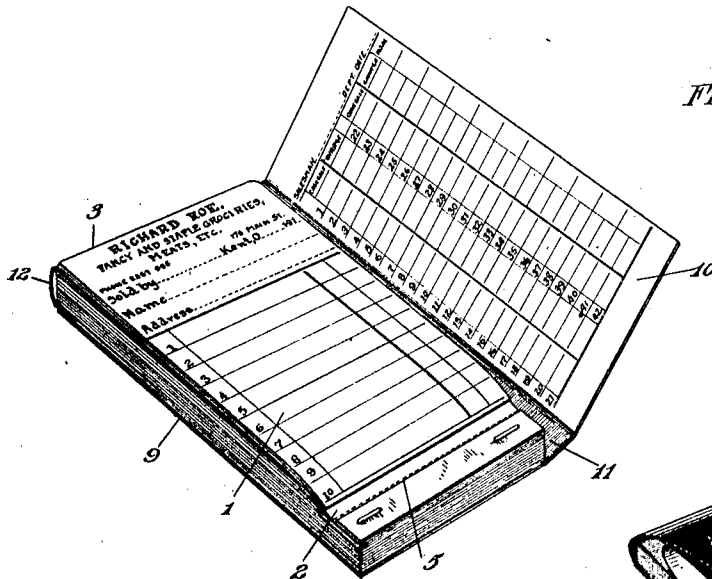


FIG. 7.

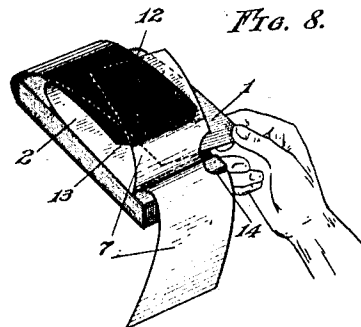


FIG. 8.

FIG. 9.

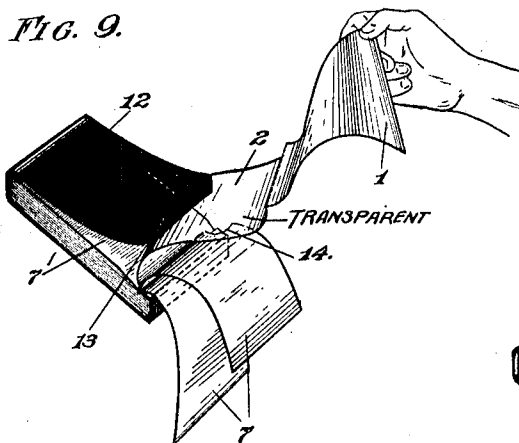
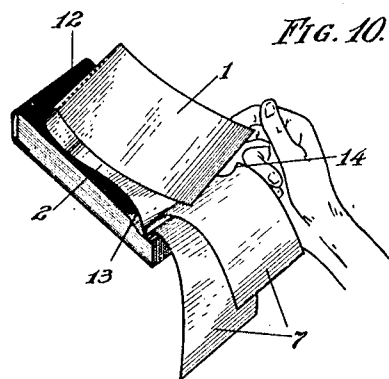


FIG. 10.



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MANIFOLDING-BOOK.

1,270,066.

Specification of Letters Patent.

Patented June 18, 1918.

Application filed January 5, 1915. Serial No. 655.

To all whom it may concern:

Be it known that I, CHARLES L. SPENCE, a citizen of the United States, residing at Sturgis, in the county of St. Joseph and State of Michigan, have invented a certain new and useful Improvement in Manifold-
ing-Books, of which the following is a full, clear, and exact description, reference being had to the accompanying drawings.

This invention relates to manifold books or pads and more particularly to that class of such books or pads as are known to the trade as "triplicate sales books," wherein an original and two copies of an entry may be made by one and the same writing operation. It is the general purpose of this invention to provide a book of this kind which is extremely convenient to manipulate and which will permit the operator to retain in a convenient arrangement one set of duplicates of each sheet. A further object of the invention is to accomplish these results in a construction and arrangement of parts whereby and wherein the manufacturing cost is reduced to a minimum.

In both of the embodiments of my invention disclosed herein there is contemplated the use of a series of transparent sheets on the under surface whereof a record is made by means of a composition carried by a carbon or transfer sheet.

These transparent sheets are preferably united with the original sheet into a double leaf, which double leaf is preferably provided with a single stub whereby the leaves may be stapled or otherwise secured together to form a pad, together with the triplicate sheets, which triplicate sheets may also be provided with stubs whereby they may each be bound or stapled into the pad together with a double leaf. In one modification of my invention, the heading is for the original, duplicate and triplicate sheets as printed on the ends thereof which are adjacent to the stubs, a sheet of carbon or transfer paper having transfer material on both sides thereof being preferably secured at the opposite end of the pad from the stubs. In the other modification of the invention, the arrangement of the original, duplicate, triplicate and carbon sheets is the same as just described, but the heading sheets are printed at the opposite ends of

the sheets, thus having the stubs at the bottom of the sheets.

In carrying out my invention I prefer to employ for the original and duplicate sheets a single leaf which is folded and provided with severing lines in such manner that the duplicate shall carry the binding stub and to treat the duplicate in such manner as to render it transparent—preferably by the use of oleaginous substances (such as melted petrolatum) rather than to use the ordinary commercial grades of transparent paper, such as parchment or manifold tissue. This enables me to use a comparatively cheap paper in the original and in the duplicate and avoids the necessity of using different kinds or grades of paper in the book or pad; it also enables me, as a practical, economical and commercial proposition, to embody the original and the duplicate sheets in a single leaf. If, for instance, it were proposed to use a commercial transparent material such as mentioned, in both the original and duplicate sheets, the cost of such paper would be much greater than that of ordinary book paper or news paper such as is usually employed in manifold books and which can be rendered transparent in the manner described herein at a comparatively slight cost.

In the drawings forming part hereof Figure 1 represents a perspective view of one form of book or pad embodying my invention; Fig. 2 is a longitudinal sectional view through said book or pad; Fig. 3 is a detail elevation of the upper end of said book or pad the original and duplicate being turned back to reveal the "triplicate" and carbon sheet; Figs. 4, 5 and 6 perspective views illustrating successive steps in the manipulation of the books or pad; Fig. 7 is a view, similar to Fig. 1, of another form of book or pad embodying my invention; and Figs. 8, 9 and 10 are perspective views illustrating successive steps in the manipulation of the last mentioned book or pad.

Describing by reference characters the various parts illustrated herein, 1 denotes the original and 2 the duplicate sheet, said sheets being preferably united by a severing line 3 and the duplicate sheet being provided with a stub 4 to which it is united

by a severing line 5. For convenience of manipulation, the original sheet may be made somewhat shorter than the duplicate sheet, whereby some clearance will be provided between the severing line 5 and the adjacent or upper and of the original, as indicated at 6 (see Fig. 2).

7 denotes a triplicate sheet which is under the leaf just described and which is provided with a stub 8, preferably without the use of a severing line therebetween. The alternating stubs projecting from the duplicate and triplicate sheets may be conveniently stitched or stapled to a back 9, and this back may be provided with an extension forming a cover 10, shown herein as a side-folding cover connected to the back of an intermediate side portion 11. Secured to the lower end of the back 9 is a carbon or transfer sheet 12 which is coated on both sides with transfer material, as pencil carbon. It is evident that the sheet 12 may be secured to the bottom of the pad in any other desired or convenient manner. Furthermore, in certain cases, it may be desirable to secure the carbon sheet to the side of the pad.

In operation, and referring more particularly to the embodiment of the invention shown in Figs. 1 to 6 inclusive, the top leaf comprising the original and duplicate sheets 1 and 2 will be lifted and the transfer sheet 12 will be interposed between the duplicate sheet 2 and the triplicate sheet 7. For convenience of manipulation either or both upper corners of the carbon sheet 12 may be cut away, as indicated at 13, and each triplicate sheet is provided with a notch in the upper right hand portion thereof, as indicated at 14. With the parts thus arranged, the operator writes his entries upon the original sheet 1, thereby simultaneously making the same record upon the duplicate and triplicate sheets, the record of the duplicate being made upon the under or reverse side thereof from the transfer material on the upper surface of the carbon sheet, but this record being clearly legible through the duplicate sheet because of its transparency, while the record on the triplicate sheet is made in the ordinary manner, by transfer from the lower surface of the carbon sheet upon the upper surface of the triplicate sheet. The operator can then tear off the original and duplicate sheet from the stub 4. Then, inserting his thumb into the notch 14, he can conveniently grasp the original sheet 1 beneath the carbon sheet (as shown in Fig. 3) and, by pulling downwardly upon the original sheet and moving upwardly in the manner shown in Figs. 4 and 5, can throw the used triplicate sheet 7 back out of the way in the manner shown in Fig. 5. This enables the carbon sheet to be conveniently inserted above, and in fact to drop

upon, the next unused triplicate sheet (see Fig. 5) and the leaf comprising the unused original and duplicate sheets will automatically drop in place upon the carbon sheet, ready for the next operation, (see Fig. 6).

The triplicates will be preferably secured to and integral with their stubs, whereby a pad of such triplicates may be kept; or, if desired, they may be torn from their stubs and filed away for use. In the latter case, however, I prefer to construct the pad in the manner shown in my application No. 2819, filed January 18, 1915.

In Figs. 7 to 10 inclusive, there is shown a modification of my invention which differs from that just described only in placing the headings of the original, duplicate and triplicate sheets at the ends opposite those indicated in the preceding views, and in requiring the book to be manipulated in a position the reverse of that required for manipulating the first described book. The operation is substantially the same as described hereinbefore, it being, however, even more convenient to manipulate the leaves, through the notches 14, after the writing operation than when the headings are printed adjacent to the stub ends of the sheets. This convenience of operation will be apparent from an inspection of Figs. 8 to 10, from which it may be seen that, as soon as a new leaf comprising an original and a duplicate sheet has been lifted a certain distance, the used triplicate, the carbon sheet, and the new leaf will drop automatically into their respective places, ready for the next operation.

If desired, the original as well as the duplicate sheet may be provided with a detachable stub. In fact, this provides a more convenient arrangement for binding the leaves into pad form than an arrangement wherein the duplicate sheet only is provided with such stub. In manipulating a pad wherein the originals are so provided with stubs, the sheets will be manipulated from what is ordinarily the lower or bottom end of the pad, the triplicate sheet of each series and the carbon sheet in this case being both notched at the lower right hand corner to permit convenient access to the original sheet of the series next therebeneath. The original and the duplicate may be as conveniently torn or severed from their stubs as the duplicate alone.

For convenience of description and in order to distinguish between a leaf comprising an original and a duplicate sheet made from the same piece of paper and a leaf comprising an original and a duplicate sheet made of different pieces of paper, I have applied the term "unitary" to the first kind of leaf, although I do not wish to be understood as thereby limiting my invention to the first-mentioned kind of leaf, except as such limi-

tation may be positively included in the claims hereto annexed or as this limitation may be rendered necessary by the state of the prior art. For instance, it may be possible to make a leaf from two pieces of paper 5 pasted together and to use transparent paper for the duplicate; or the leaf while made from a single piece of paper, may be made from transparent paper whereby the original and the duplicate will be transparent. I 10 consider that either of the leaves just described are within the purview of my invention.

Furthermore, I do not wish to be understood as requiring, in the realization of my invention, that the entire duplicate sheet shall be transparent, as it is evident that only the copy-receiving part thereof need be transparent.

20 Having thus described my invention, what I claim is:

1. A book of the character described comprising series of original, duplicate and triplicate sheets, the original and duplicate 25 sheets of each series being detachably united at one end and the duplicate being transparent and provided with a detachable stub and the triplicate sheet of each series being located beneath the original and duplicate 30 sheets and also provided with a stub; and a sheet of transferring material coated on both sides and adapted to be interposed between the duplicate and the triplicate sheets of each series, the triplicate sheet being 35 notched to permit convenient access to the original sheet of the series therebeneath.

2. A book of the character described comprising series of original, duplicate and triplicate sheets, the original and duplicate 40 sheets of each series being detachably united at one end and the duplicate being transparent and provided with a detachable stub projecting beyond the adjacent end of the original sheet, and the triplicate sheet of each 45 series being located beneath the original and duplicate sheets and also provided with a stub; and a sheet of transferring material coated on both sides and adapted to be folded between the duplicate and the triplicate 50 sheets of each series, the triplicate sheet being notched to permit convenient access to the original sheet of the series therebeneath, the sheet of transferring material being

adapted to be folded or dropped between the sheets at the free ends thereof.

3. A book of the character described comprising series of original, duplicate and triplicate sheets, the original and duplicate 55 sheets of each series being detachably united at one end and comprised within a unitary leaf, the duplicate being transparent and provided with a detachable stub and the triplicate sheet of each series being located beneath the original and duplicate sheets and also provided with a stub, and a sheet of 60 transferring material coated on both sides and adapted to be inserted between the duplicate and triplicate sheets of each series, the triplicate sheet being notched to permit convenient access to the original sheet of the 70 series therebeneath.

4. A triplicate manifolding pad comprising series of original, duplicate and triplicate sheets of paper and an interleaving sheet of transferring material coated on both sides, 75 the original and duplicate sheets of each series being detachably united at one end and formed from a unitary leaf, the duplicate sheet being provided with a detachable stub, and having the body portion thereof 80 transparent, the triplicate sheet of each series also having a stub and provided with a notch, and means fastening the sets together to form a book or pad.

5. A triplicate manifolding pad comprising series of original, duplicate and triplicate sheets of paper and an interleaving sheet of transferring material coated on both sides, the original and duplicate sheets of each series being detachably united at one 90 end and formed as parts of a unitary leaf, the duplicate sheet being provided with a detachable stub and having the body portion thereof transparent, the triplicate sheet of each series also having a stub and being 95 provided with a notch and the carbon sheets being notched or shortened to permit access through said sheet and the triplicate sheet to the original of the series therebeneath.

In testimony whereof, I hereunto affix my 100 signature in the presence of two witnesses.

CHARLES L. SPENCE.

Witnesses:

JOHN B. HULL,
BRENNAN B. WEST.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."