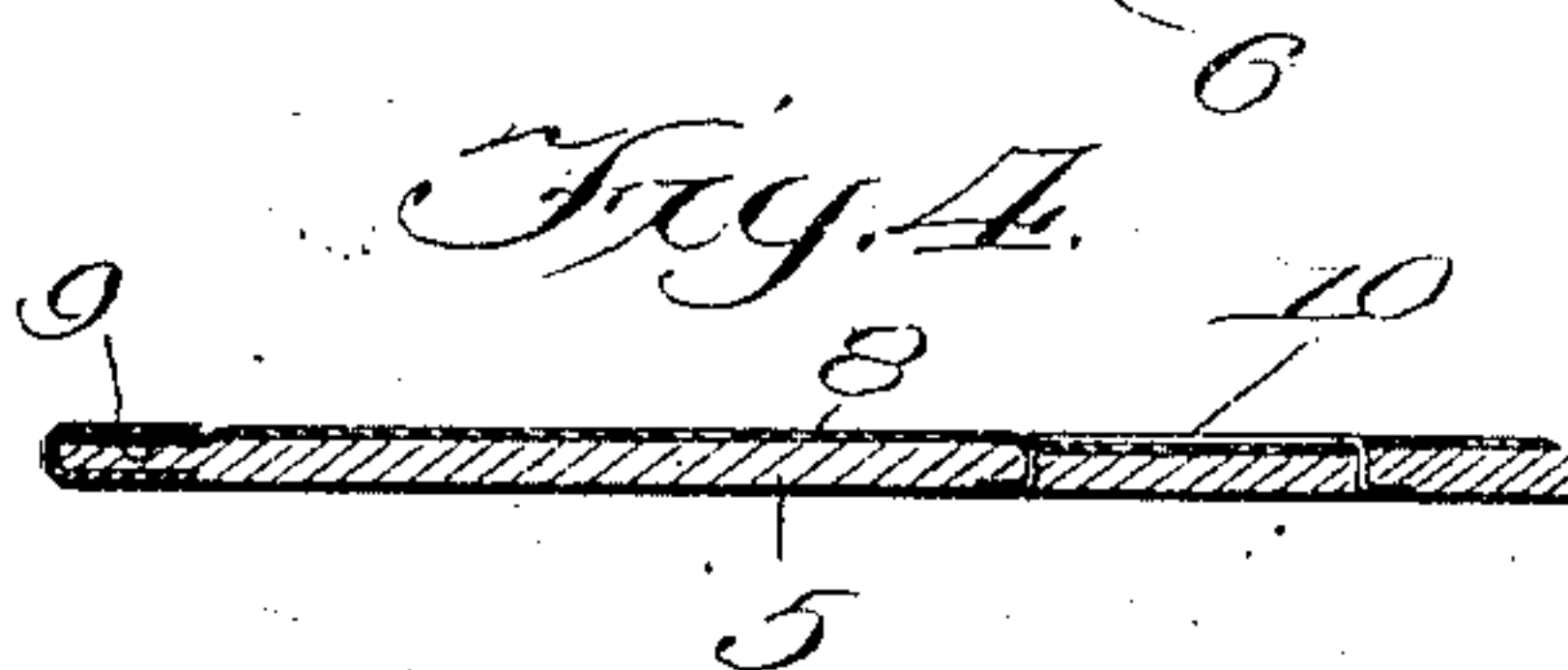
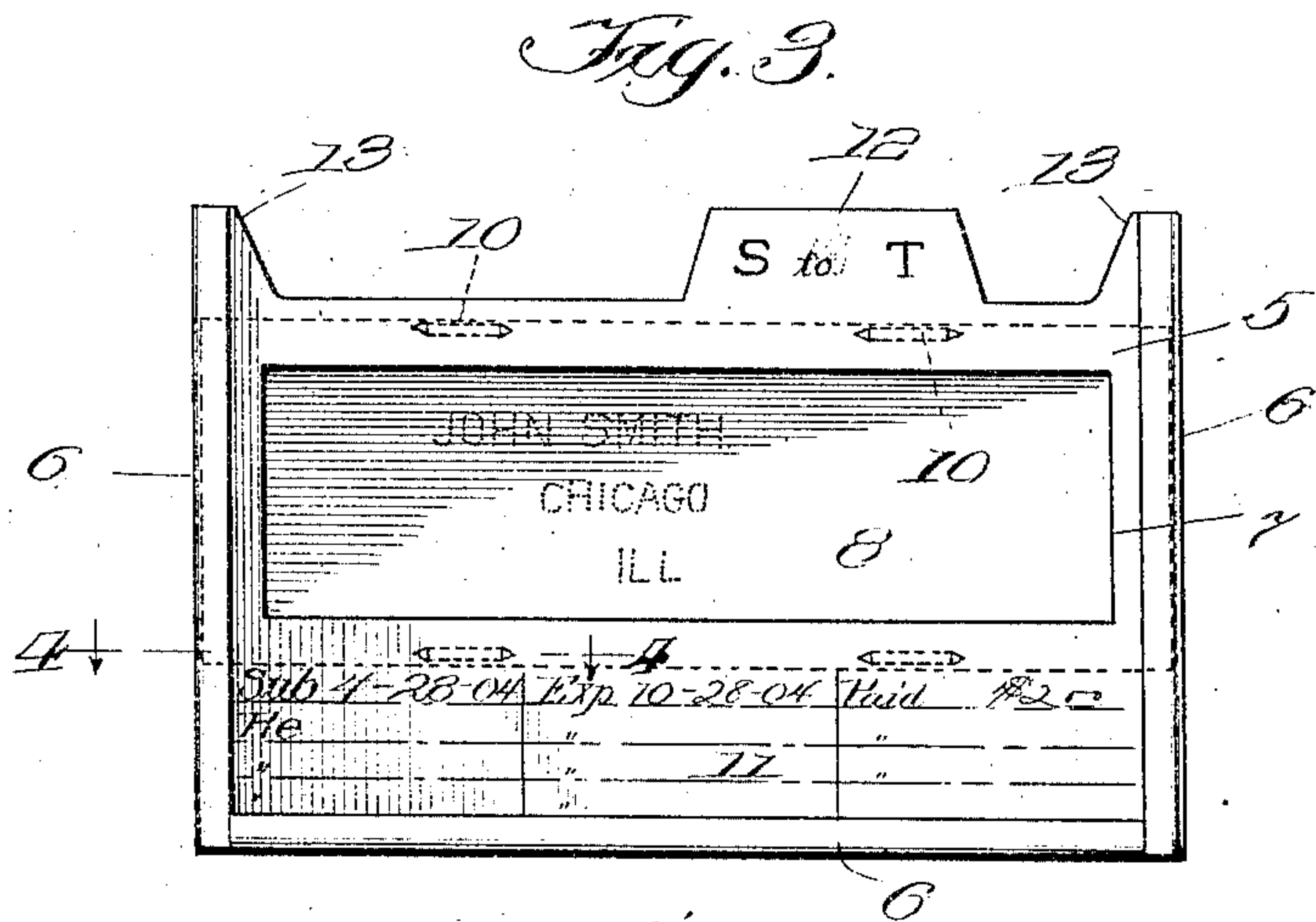
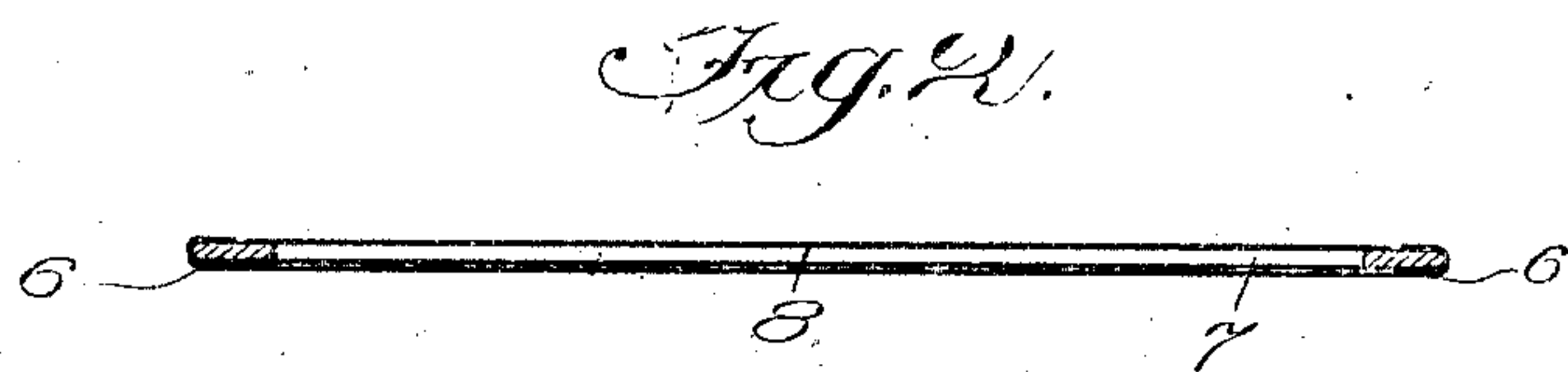
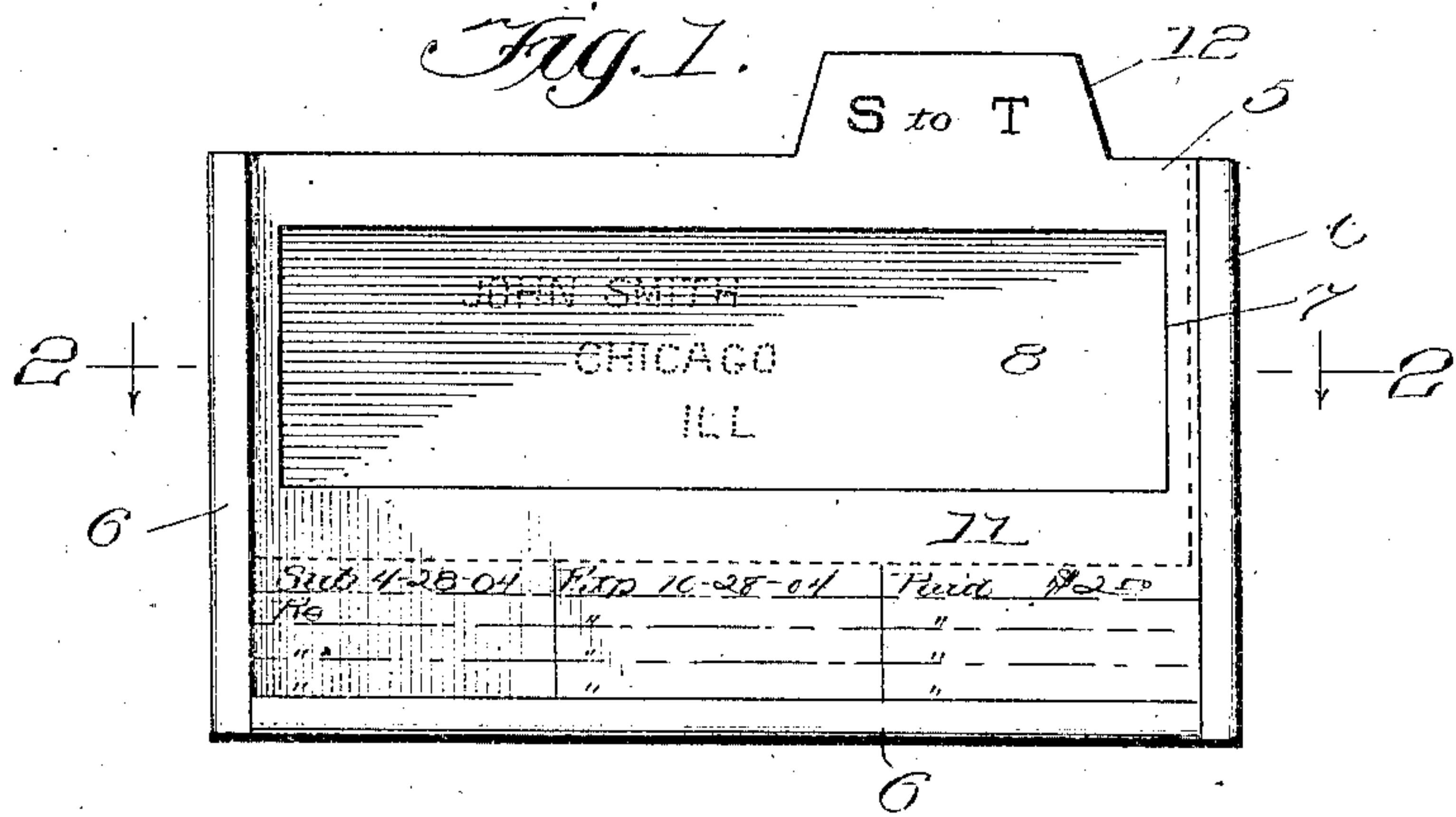


No. 840,052.

PATENTED JAN. 1, 1907.

J. S. DUNCAN.  
STENCIL FRAME.

APPLICATION FILED SEPT. 2, 1904.



Witnesses:

H. S. Gairdner  
Mary Kiddie

Inventor:

Joseph S. Duncan  
Wm. O. Bell  
Attorney



# UNITED STATES PATENT OFFICE.

JOSEPH S. DUNCAN, OF CHICAGO, ILLINOIS, ASSIGNOR TO ADDRESSO-  
GRAPH COMPANY, OF CHICAGO, ILLINOIS, A CORPORATION OF  
ILLINOIS.

## STENCIL-FRAME.

No. 840,052.

Specification of Letters Patent.

Patented Jan. 1, 1907.

Application filed September 2, 1904. Serial No. 223,097.

*To all whom it may concern:*

Be it known that I, JOSEPH S. DUNCAN, a citizen of the United States, residing at Chicago, in the county of Cook and State of Illinois, have invented new and useful Improvements in Stencil-Frames, of which the following is a specification.

The object of this invention is to provide a durable stencil-frame light in weight which can be easily produced in large quantities and at low cost.

In the accompanying drawings, Figure 1 is a plan view of a stencil-frame embodying my invention and with a stencil pasted thereon. Fig. 2 is a sectional view on the line 2 2 of Fig. 1. Fig. 3 shows another form of stencil-frame embodying my invention and with a stencil fastened thereto by clips. Fig. 4 is a detail enlarged sectional view on the line 4 4 of Fig. 3.

The frame 5 is made of a single sheet of pasteboard or other suitable light material, and its end and bottom edges are preferably provided with a metallic binding 6, formed by bending metal strips over the edges and pressing them tightly in place thereon. In the upper part of the pasteboard frame I provide an opening 7, over which the stencil 8 is securely fastened, either by pasting it to the frame, as shown in Fig. 1, or by clamping its end edges under the binding-strips, as shown at 9 in Fig. 4, and fastening its side edges to the frame by staples 10 or other fastening means. The stencil may be otherwise permanently secured to the frame over the opening therein. At the lower part of the frame, beneath the stencil-opening, I provide a record-space 11, on which any memoranda may be printed or written. At the upper edge of the frame and between its ends I provide one or more index-tabs 12 to receive index characters of any kind, and the upper corners of the frame may be extended beyond the upper edge of the frame, as indicated by 13, Fig. 3, to protect the tabs.

The pasteboard frames can be easily cut in large quantities and the edges thereof bound, as shown and described, at a very low cost, and the binding at the ends of the frame can

be utilized to fasten the ends of the stencil, as shown in Figs. 3 and 4, if desired. The stencils are permanently fastened to the frames, and this can be done, as previously described, by pasting the margin of the stencil to the edges of the frame surrounding the opening therein, or clips or other fastening devices of a suitable character can be employed for this purpose. When the stencils are worn out or have otherwise become useless, they can be torn out of the frame and new stencils fastened thereto.

In using the frames in a card-index system only a limited number may be provided with tabs for index purposes, the index characters being printed or otherwise affixed to the tabs. The location of the stencil adjacent to the upper edge of the frame permits the names to be readily examined without removing the frames from the tray in which a number of frames are stored. The space 11 may be utilized to receive memoranda relative to the address on the stencil, and it forms a convenient means for preserving information of this kind directly associated with the address to which it relates.

Without limiting myself to the exact construction and arrangement of parts herein shown and described, what I claim, and desire to secure by Letters Patent, is—

1. A stencil-frame made of a single sheet of pasteboard and having an opening adjacent to its upper edge, a stencil permanently fastened to the frame over said opening, a record-space below the opening, and an index-tab at the upper edge of the frame and integral therewith.

2. A stencil-frame made of a single sheet of material and having an opening in its upper part and a record-space below the opening, a stencil arranged over the opening, metal binding-strips on the end edges of the frame and overlapping and holding the ends of the stencil, and a metal binding-strip on the bottom edge of the frame.

JOSEPH S. DUNCAN.

Witnesses:

WM. O. BELT,  
M. A. KIDDIE.