

**"MULTI-PORCION LABEL AND LABELLING SYSTEM"**

This invention relates to a multi-portion label and to a labelling system.

5        This invention has particular but not exclusive application to the transfer of goods, documents or other articles via delivery services. Labels presently used by such delivery services are known as consignment notes.

10        Consignment notes which are presently in use consist of a plurality of leaves (portions) which are detachable from a common spine. These consignment notes are specifically designed for use with an impact printer, or may be hand written, and are useful where a receipt is required by, for example, the delivery company and the  
15        sender. In use, the uppermost leaf (portion) is printed by hand or with an impact printer and the underlying leaves (portions) receive a carbon imprint.

This invention in one aspect resides broadly in a multi-portion label including:-

20        a first portion adapted to be fixed to a substrate; and

      a second portion seperable from the first portion by frangible means;

25        wherein, in use, the second portion is at least partially disposed directly intermediate the first portion and the substrate, and wherein, in use, the second portion is seperable from the first portion without damage to the first portion.

30        Preferably, the second portion is adapted to be folded about a fold line such that it is at least partially disposed intermediate the first portion and the substrate in use, and wherein a portion of the second portion between the frangible means and the fold line is adapted to be manually grasped to facilitate separation  
35        of the second portion from the first portion.

      Preferably, the first portion is generally rectangular and, in use, is fixed to the substrate along three sides thereof and the second portion protrudes from

beneath the fourth side.

Preferably, in use, the first and second portions mutually overlap. In this embodiment the overlapping portion of the first portion includes fixing means for  
5 fixing the first portion to the substrate, and the overlapping portion of the second portion constitutes a tab to facilitate separation of the second portion from the first portion.

In one embodiment the second portion includes a  
10 plurality of separable sub-portions.

In a preferred embodiment the label includes a third portion separable from the first portion by frangible means.

Preferably, the portions are constituted by a single  
15 sheet of printable material.

In another aspect the invention resides in a method of manufacturing a multi-portion label including the following steps in any order:-

(A) providing frangible means intermediate a first  
20 portion and second portion of a sheet of printable material such that in use the second portion can be separated from the first portion without damage to the first portion;

(B) placing adhesive on a selected area of the first  
25 portion whereby the first portion can be adhered to a substrate;

(C) providing a fold line such that in use the  
second portion can be at least partially disposed directly intermediate the first portion and substrate;  
30 and

(D) printing generic information on the first and second portions.

Preferably, the fold line is provided in the second portion such that a portion of the second portion between  
35 the frangible means and the fold line is adapted to be manually grasped to facilitate separation of the second portion from the first portion.

In another aspect the invention resides in a method

of using a multi-portion label manufactured in accordance with the method of manufacturing a multi-portion label above, the method of using a multi-portion label including:-

5       (1) printing custom information on the first and second portions of the multi-portion label;

      (2) folding the multi-portion label such that the second portion is at least partially disposed under the first portion; and

10       (3) adhering the first portion to a substrate.

      Preferably, the method further includes manually grasping the second portion, separating the second portion from the first portion, and withdrawing the second portion from between the first portion and  
15       substrate.

      In order that this invention may be more easily understood and put into practical effect, reference will now be made to the accompanying drawings which illustrate a preferred embodiment of the invention, wherein:-

20       FIG 1 is a rear view of a multi-portion label according to the invention.

      FIG 2 illustrates a front view of a multi-portion label of FIG 1 adhered to a substrate.

25       FIG 3 illustrates an alternative embodiment of the multi-portion label according to the invention.

      FIG 4 illustrates a rear view of an alternative embodiment of the multi-portion label according to the invention.

30       FIG 5 illustrates a front view of an alternative embodiment of the multi-portion label according to the invention.

      FIG 6 illustrates a front view of an alternative embodiment of the multi-portion label according to the invention.

35       Referring to FIGS 1 and 2, multi-portion label 10 includes first portion 11 and second portion 12. First portion 11 and second portion 12 are defined by a line of perforations 14 which render second portion 12 separable

from first portion 11. Second portion 12 includes fold line 15.

First portion 11 includes adhesive 13 on three edges thereof. Adhesive 13 is located and second portion 12 is of a size such that when second portion 12 is folded under first portion 11 about fold line 15 (as seen in FIG 2), second portion 12 does not contact adhesive 13 but is substantially disposed intermediate first portion 11 and substrate 50. Furthermore, when folded, second portion 12 protrudes from beneath first portion 11 to facilitate manual removal of second portion 12.

The embodiment as illustrated in FIGS 1 and 2 therefore provides a multi-portion label which may be separated into two copies. Both copies (portions) of the label may be printed by a single pass of the label through a conventional printer without requiring carbon.

If a third (or more) copy is required, second portion 12 may be folded upon itself thereby forming sub-portions 31 and 32 (see FIG 3) which are separable from each other.

In another embodiment, first portion 11 may be separably connected to third portion 41 by perforations 42 (as seen in FIG 4). In use, third portion 41 is located adjacent first portion 11 and may be removed before or on delivery of an article. Third portion 41 is not protected by being folded under first portion 11 as is second portion 12.

As illustrated in FIG 5, third portion 41 may also include coded tabs 51 which are removable from first portion 41 and include adhesive backing to facilitate adhesion to a substrate. A plurality of coded tabs 61 may also be attached to second portion 12 as seen in FIG 6.

In use of a multi-portion label according to the invention is passed through a printer, which may be an impact or non-impact printer, and information is printed as required. After printing is completed, the second portion, and any sub-portions thereof, is folded under

the first portion. Adhesive which is located on the first portion is then activated or exposed and the multi-portion label is adhered to the relevant article or substrate. It will be understood that the multi-portion label is protected from damage during handling due to its low profile against the substrate.

Upon delivery to the addressee, second portion 12 is manually grasped and separated from first portion 11 which remains fixed to the article. Second portion 12, and any sub-portions thereof, is retained by the delivery service to confirm delivery.

The multi-portion label according to the invention provides many advantages. Firstly, as mentioned above, it may be printed on an impact or non-impact printer without any requirements for carbon paper or the like.

Whilst each portion includes the essential information, the multi-portion label can also be personalised and allocated to a specific client.

As many multiple copies as required can be included in the multi-portion label by including either sub-portions of the second portion or providing additional portions separably attached to the first portion.

Both sides of the multi-portion label can be printed, thus reducing the number of parts required in some instances.

As the multi-portion labels can be printed using a non-impact printer, such as a laser printer, superior legibility and font quality is achieved.

If the multi-portion label includes a bar code or a plurality of bar codes, there is less likelihood of "mismatching" as the multi-portion label and the bar code are generated concurrently.

It is also envisaged that it may also be possible, in the field of postal services, to provide a service and supply system whereby blank multi-portion labels without bar codes are provided to a client at minimal cost and, when printing is required, the client contacts the supplier informing of how many multi-portion labels are

required. A number of bar codes corresponding to the required number of multi-portion labels are thereafter down-loaded onto the clients computer via a modem line for a nominal cost per bar code.

5       The client can then print the multi-portion labels, including the down-loaded bar codes, and send the articles as required.

          This system clearly provides a situation wherein account and record keeping are substantially enhanced as  
10       when the bar codes are down-loaded by the supplier, computer records are automatically updated.

          It will of course be realised that whilst the above has been given by way of an illustrative example of this invention, all such and other modification and variations  
15       hereto, as would be apparent to persons skilled in the art, are deemed to fall within the broad scope and ambit of this invention as is herein set forth.



### CLAIMS

1. A multi-portion label including:-

5 a first portion adapted to be fixed to a substrate;  
and

a second portion seperable from the first portion by  
frangible means;

wherein, in use, the second portion is at least  
10 partially disposed directly intermediate the first  
portion and the substrate, and wherein, in use, the  
second portion is seperable from the first portion  
without damage to the first portion.

15 2. A multi-portion label as claimed in claim 1, wherein  
the second portion is adapted to be folded about a fold  
line such that it is at least partially disposed  
intermediate the first portion and the substrate in use,  
and wherein a portion of the second portion between the  
20 frangible means and the fold line is adapted to be  
manually grasped to facilitate separation of the second  
portion from the first portion.

3. A multi-portion label as claimed in claim 1 or 2,  
25 wherein the first portion is generally rectangular and,  
in use, is fixed to the substrate along three sides  
thereof and the second portion protrudes from beneath the  
fourth side.

30 4. A multi-portion label as claimed in any one of the



preceding claims, wherein, in use, the first and second portions mutually overlap.

5. A multi-portion label as claimed in claim 4, wherein  
5 the overlapping portion of the first portion includes fixing means for fixing the first portion to the substrate, and the overlapping portion of the second portion constitutes a tab to facilitate separation of the second portion from the first portion.

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6. A multi-portion label as claimed in any preceding claim, wherein the second portion includes a plurality of separable sub-portions.

15 7. A multi-portion label as claimed in any preceding claim, wherein the multi-portion label further includes a third portion separable from the first portion by frangible means.

20 8. A multi-portion label as claimed in any preceding claim, wherein the first and second portions are constituted by a single sheet of printable material.

9. A multi-portion label as claimed in claim 7, wherein  
25 the first, second and third portions are constituted by a single sheet of printable material.

10. A method of manufacturing a multi-portion label including the following steps in any order:-



(A) providing frangible means intermediate a first portion and second portion of a sheet of printable material such that in use the second portion can be separated from the first portion without damage to the first portion;

(B) placing adhesive on a selected area of the first portion whereby the first portion can be adhered to a substrate;

(C) providing a fold line such that in use the second portion can be at least partially disposed directly intermediate the first portion and substrate; and

(D) printing generic information on the first and second portions.

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11. A method of manufacturing a multi-portion label as claimed in claim 10, wherein the fold line is provided in the second portion such that a portion of the second portion between the frangible means and the fold line is adapted to be manually grasped to facilitate separation of the second portion from the first portion.

12. A method of using a multi-portion label manufactured in accordance with the method of manufacturing a multi-portion label of claim 10 or 11, the method of using a multi-portion label including:-

(1) printing custom information on the first and second portions of the multi-portion label;

(2) folding the multi-portion label such that the



second portion is at least partially disposed under the first portion; and

(3) adhering the first portion to a substrate.

5 13. A method of using a multi-portion label as claimed in claim 12, wherein the method further includes manually grasping the second portion, separating the second portion from the first portion, and withdrawing the second portion from between the first portion and  
10 substrate.