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(54) **SINGLE-SHEET REGISTRATION FORM AND KEY PACKET**

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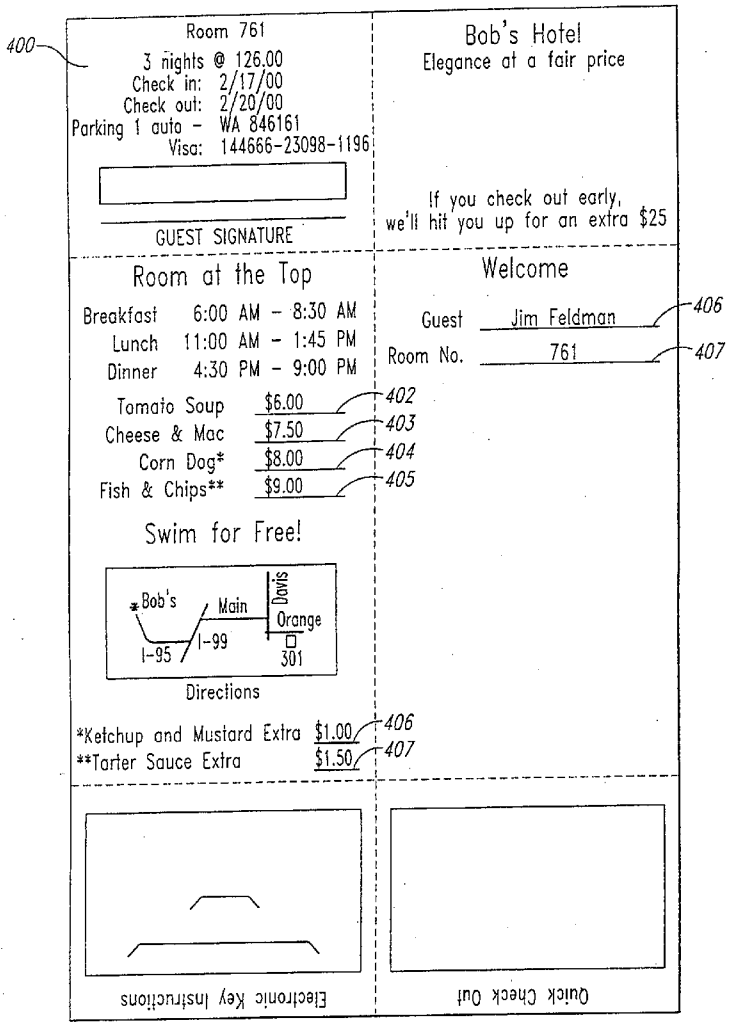
(57) **ABSTRACT**

A single-sheet registration-form-and-key-packet blank that may be printed on a general-purpose commercial printer during a registration process conducted by a commercial organization, such as a hotel or motel. The single-sheet registration-form-and-key-packet blank includes lines of perforations for separating the registration form from the key packet and for quickly folding the key packet in order to construct the key packet during the registration process. Additionally, the key-packet portion of the single-sheet registration-form-and-key-packet blank includes dye-cut slots for inserting magnetic key cards and metal keys.



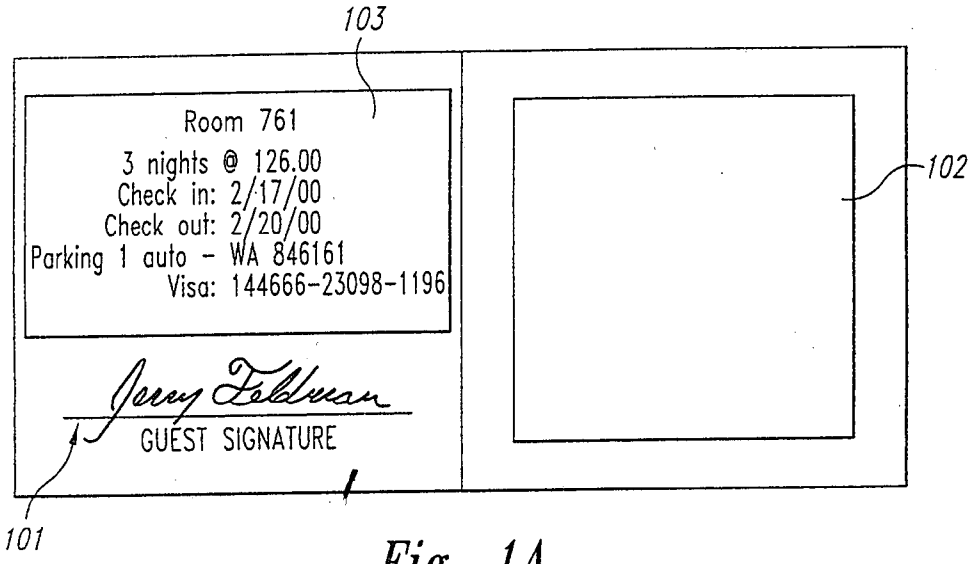


Fig. 1A
(Prior Art)

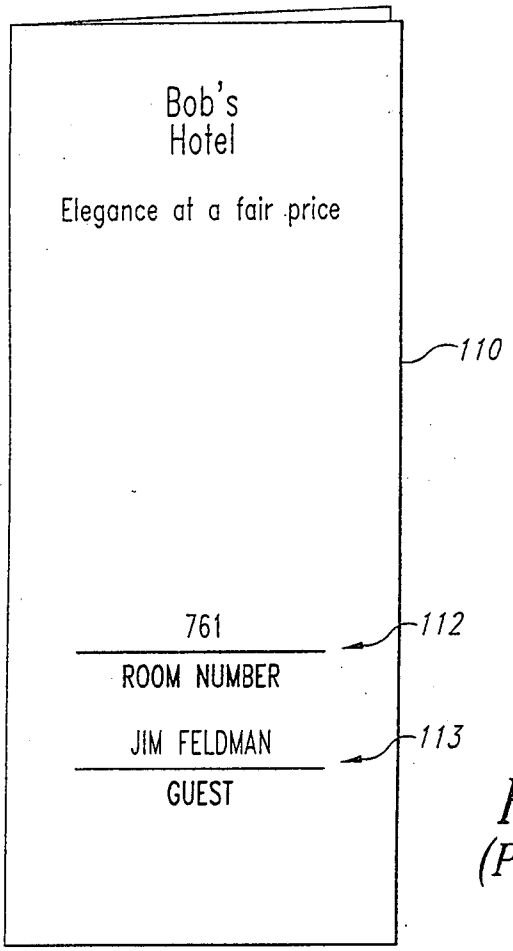


Fig. 1B
(Prior Art)

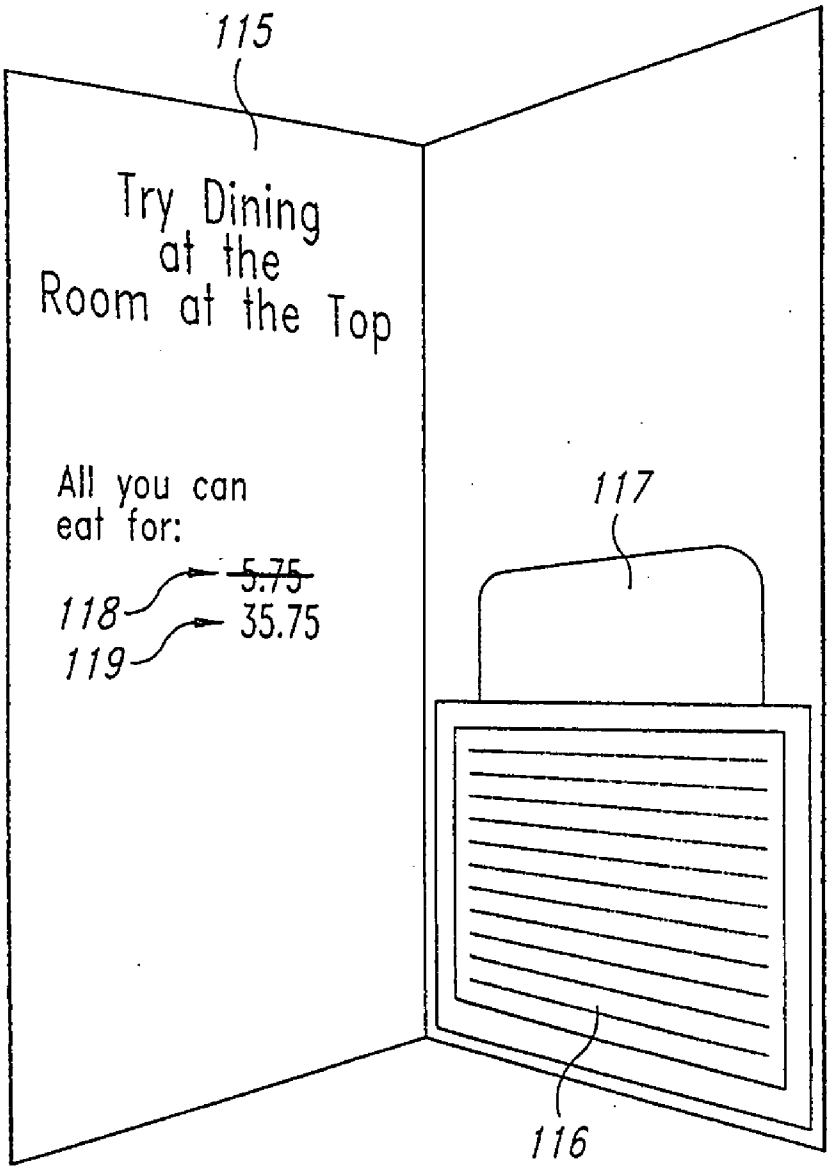


Fig. 1C
(Prior Art)

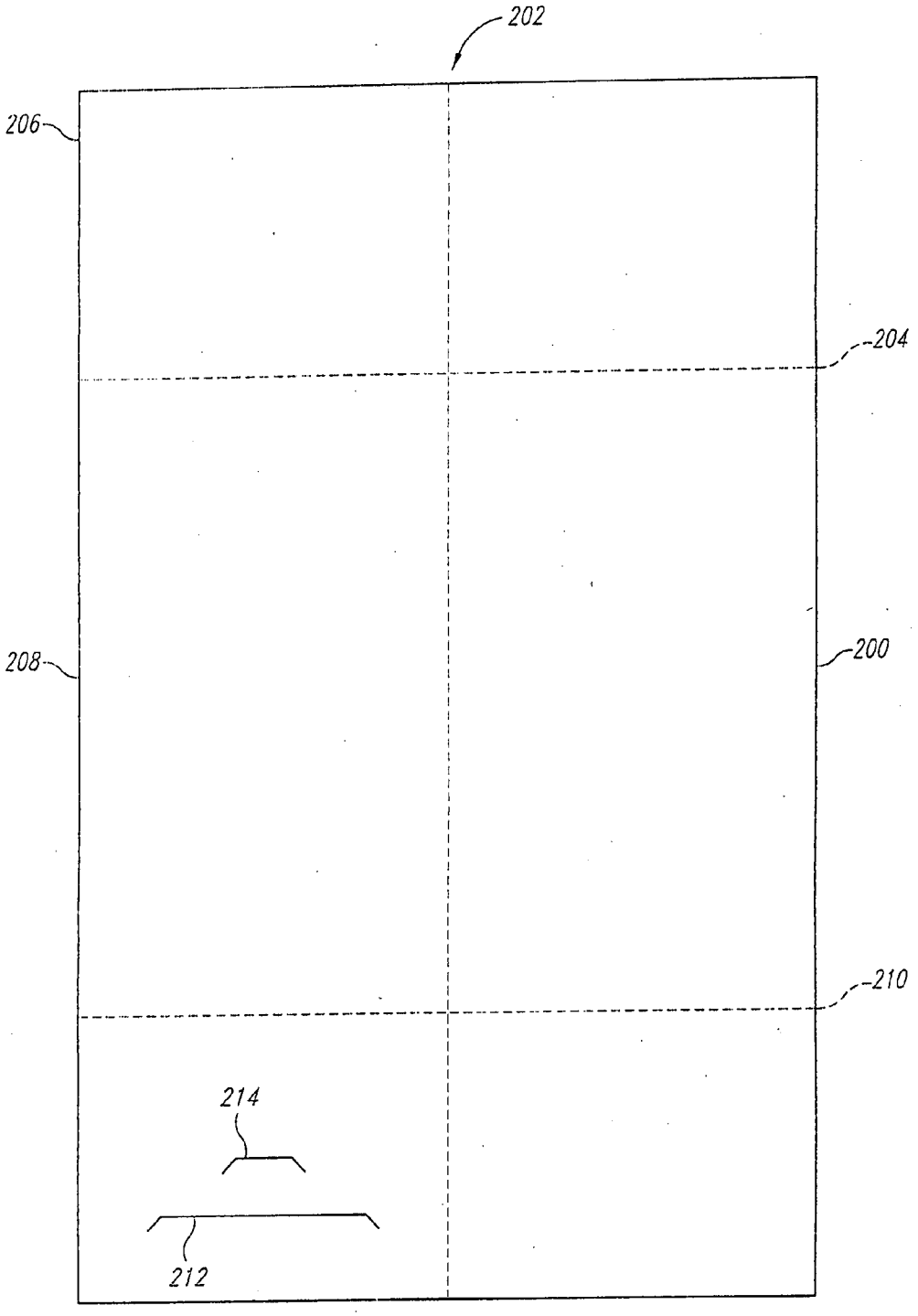


Fig. 2

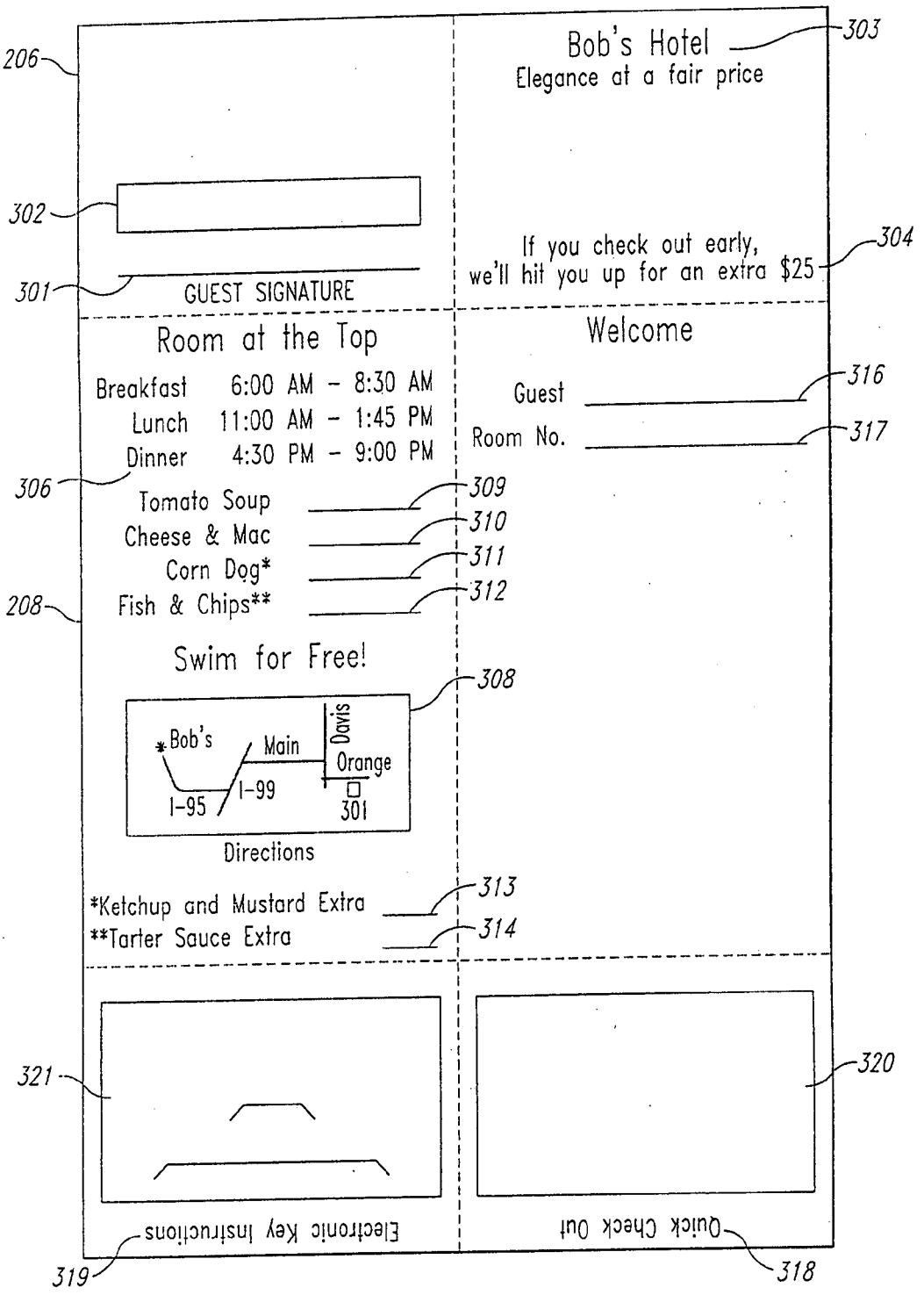

206
Bob's Hotel
303
Elegance at a fair price
302
If you check out early,
we'll hit you up for an extra $25
304
301
GUEST SIGNATURE
Room at the Top
Welcome
Breakfast 6:00 AM - 8:30 AM
Lunch 11:00 AM - 1:45 PM
Dinner 4:30 PM - 9:00 PM
Guest
316
Room No.
317
306
Tomato Soup
309
Cheese & Mac
310
Corn Dog*
311
Fish & Chips**
312
208
Swim for Free!
308
Bob's
Main
Davis
Orange
I-95
I-99
301
Directions
*Ketchup and Mustard Extra
313
**Tarter Sauce Extra
314
321
320
Electronic Key Instructions
Quick Check Out
319
318

Fig. 3

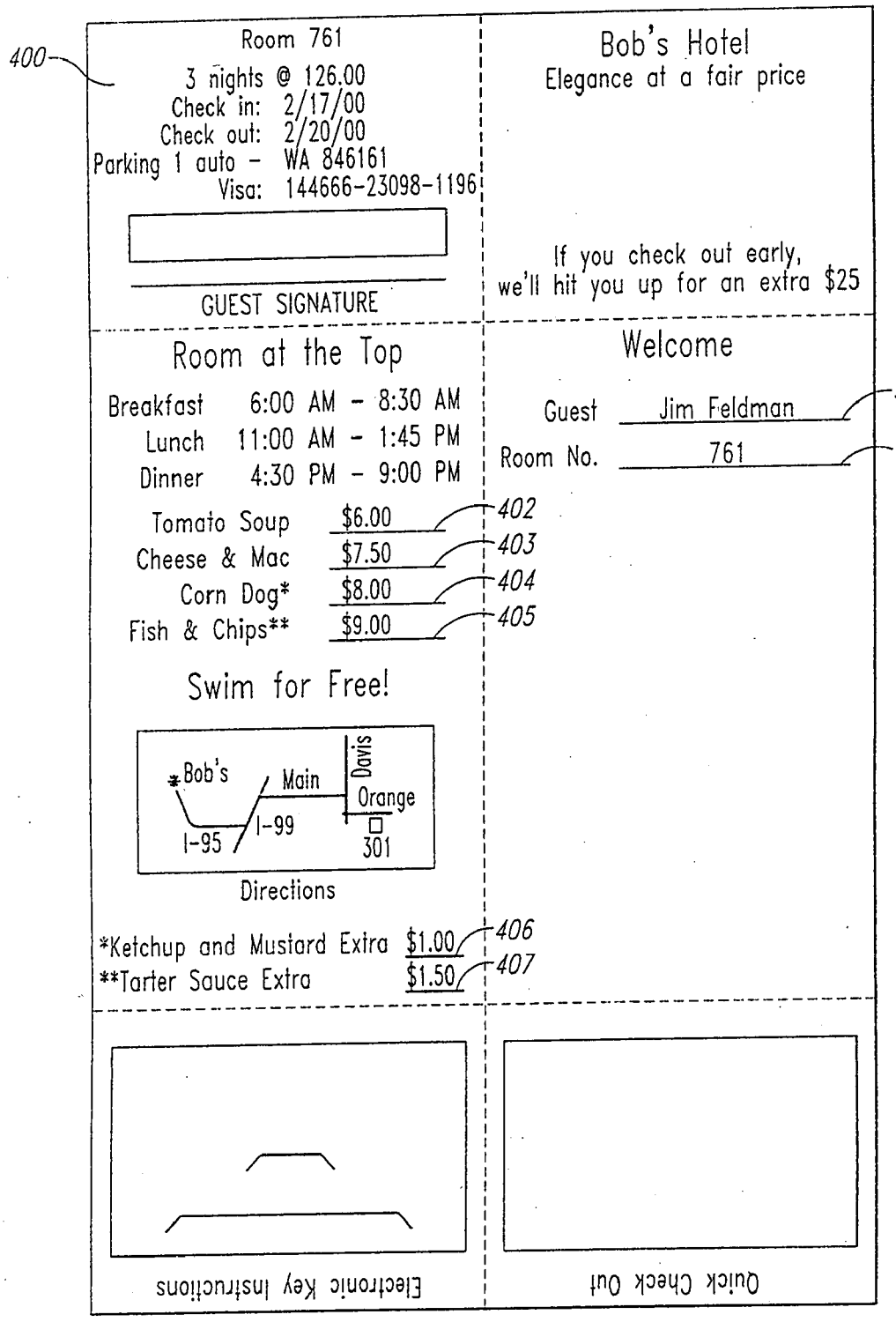
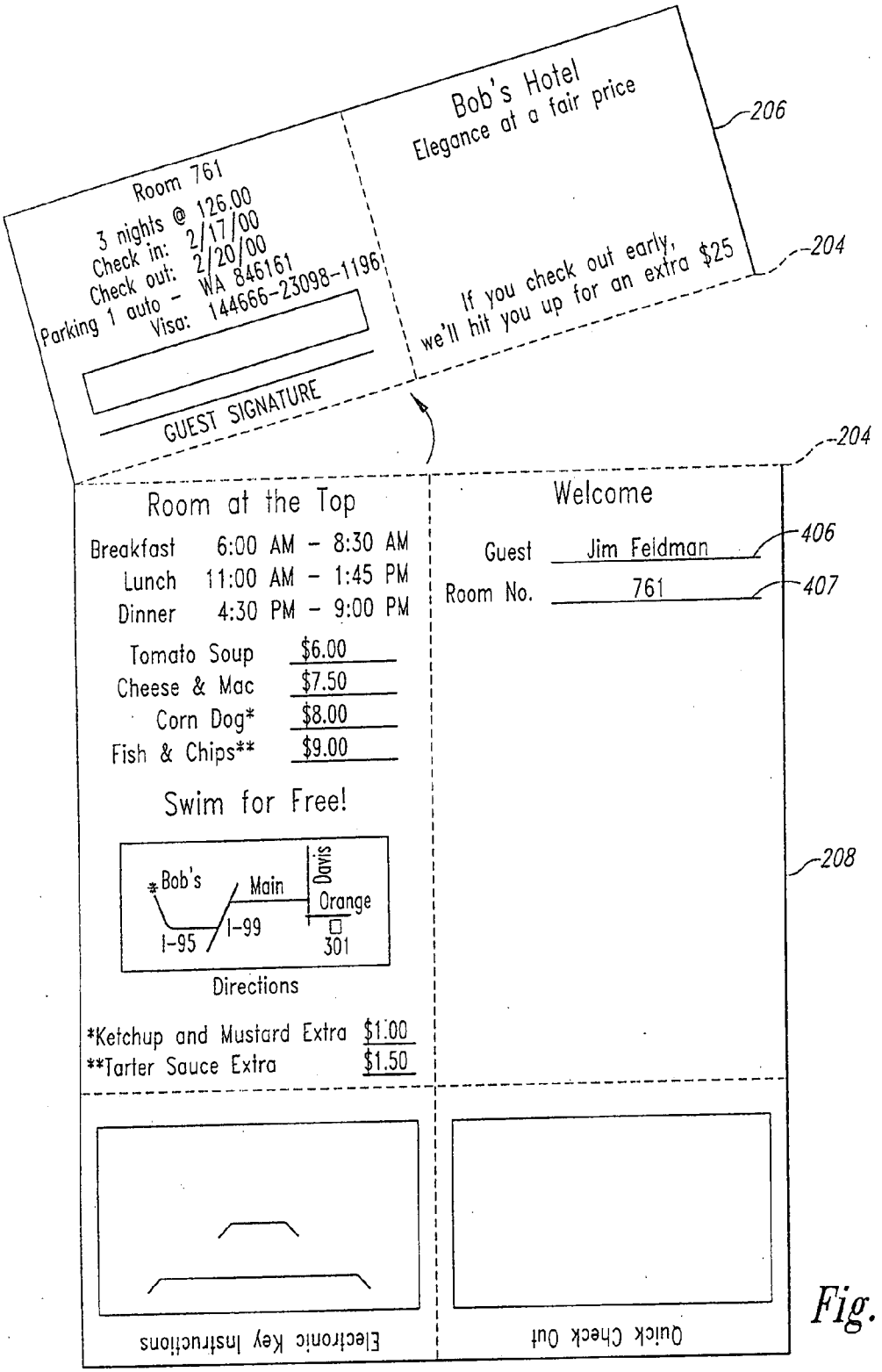

400
Room 761
3 nights @ 126.00
Check in: 2/17/00
Check out: 2/20/00
Parking 1 auto - WA 846161
Visa: 144666-23098-1196
GUEST SIGNATURE
Bob's Hotel
Elegance at a fair price
If you check out early, we'll hit you up for an extra $25
Room at the Top
Breakfast 6:00 AM - 8:30 AM
Lunch 11:00 AM - 1:45 PM
Dinner 4:30 PM - 9:00 PM
Tomato Soup $6.00 402
Cheese & Mac $7.50 403
Corn Dog* $8.00 404
Fish & Chips** $9.00 405
Swim for Free!
Bob's
Main
Davis
Orange
I-95
I-99
301
Directions
*Ketchup and Mustard Extra $1.00 406
**Tarter Sauce Extra $1.50 407
Welcome
Guest Jim Feldman 406
Room No. 761 407
Electronic Key Instructions
Quick Check Out

Fig. 4


Bob's Hotel
Elegance at a fair price
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Room 761
3 nights @ 126.00
Check in: 2/17/00
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Parking 1 auto - WA 846161
Visa: 144666-23098-1196
GUEST SIGNATURE
If you check out early, we'll hit you up for an extra $25
204
204
Room at the Top
Breakfast 6:00 AM - 8:30 AM
Lunch 11:00 AM - 1:45 PM
Dinner 4:30 PM - 9:00 PM
Tomato Soup $6.00
Cheese & Mac $7.50
Corn Dog* $8.00
Fish & Chips** $9.00
Swim for Free!
Bob's
Main
Davis
Orange
I-95
I-99
301
Directions
*Ketchup and Mustard Extra $1.00
**Tarter Sauce Extra $1.50
Welcome
Guest Jim Feldman
406
Room No. 761
407
208
Electronic Key Instructions
Quick Check Out

Fig. 5

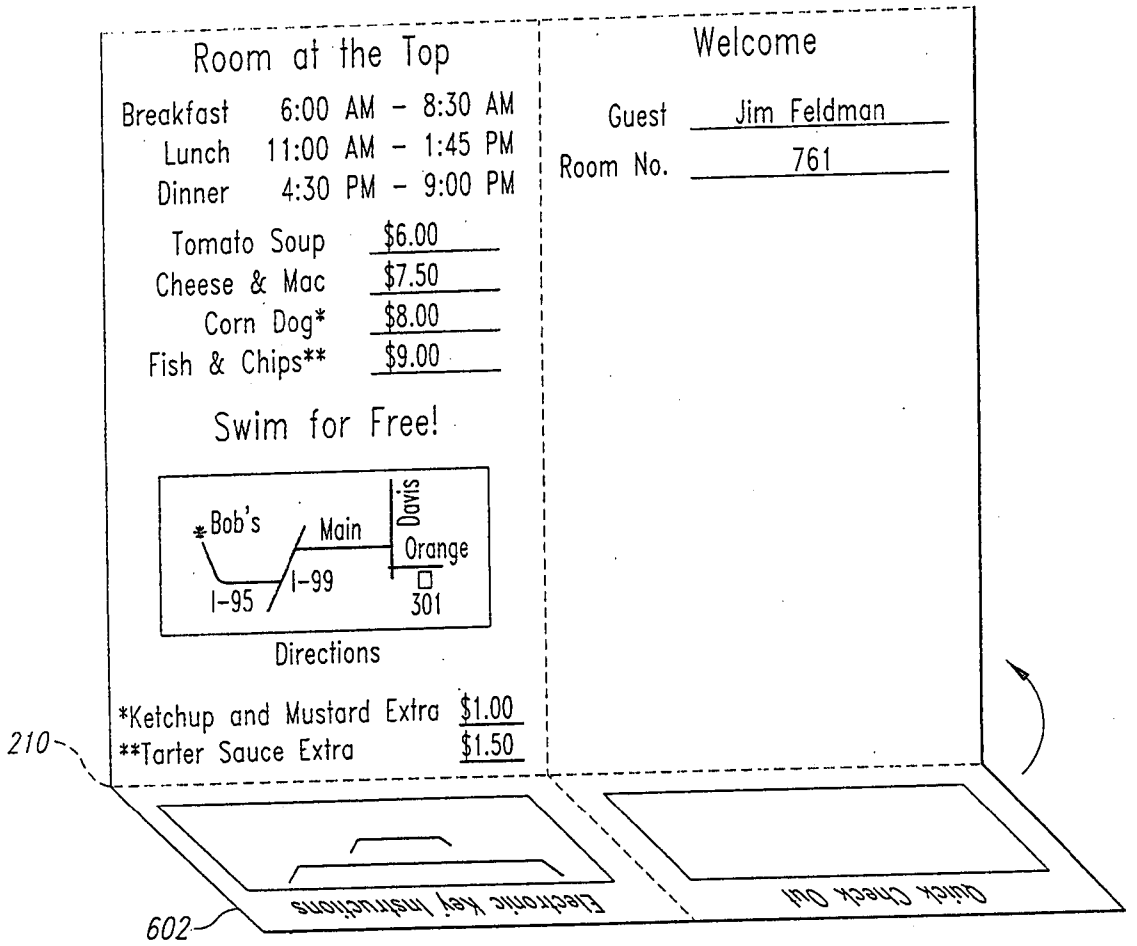
Room at the Top
Breakfast 6:00 AM - 8:30 AM
Lunch 11:00 AM - 1:45 PM
Dinner 4:30 PM - 9:00 PM
Tomato Soup $6.00
Cheese & Mac $7.50
Corn Dog* $8.00
Fish & Chips** $9.00
Swim for Free!
Bob's
Main
Davis
Orange
I-95
I-99
301
Directions
*Ketchup and Mustard Extra $1.00
**Tarter Sauce Extra $1.50
Welcome
Guest Jim Feldman
Room No. 761
210
602
Electronic Key Instructions
Quick Check Out

Fig. 6

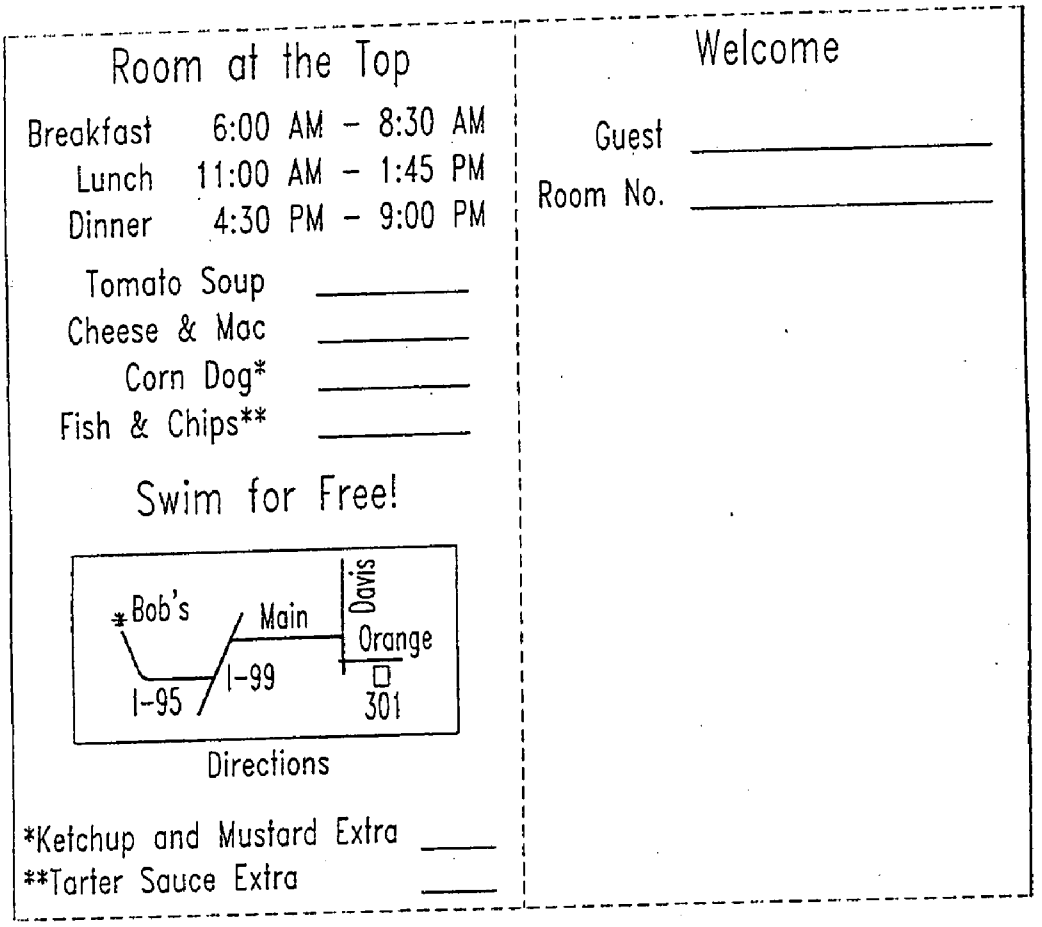
Room at the Top
Breakfast 6:00 AM - 8:30 AM
Lunch 11:00 AM - 1:45 PM
Dinner 4:30 PM - 9:00 PM
Tomato Soup
Cheese & Mac
Corn Dog*
Fish & Chips**
Swim for Free!
Bob's
Main
Davis
Orange
I-95
I-99
301
Directions
*Ketchup and Mustard Extra
**Tarter Sauce Extra
Welcome
Guest
Room No.

Fig. 7

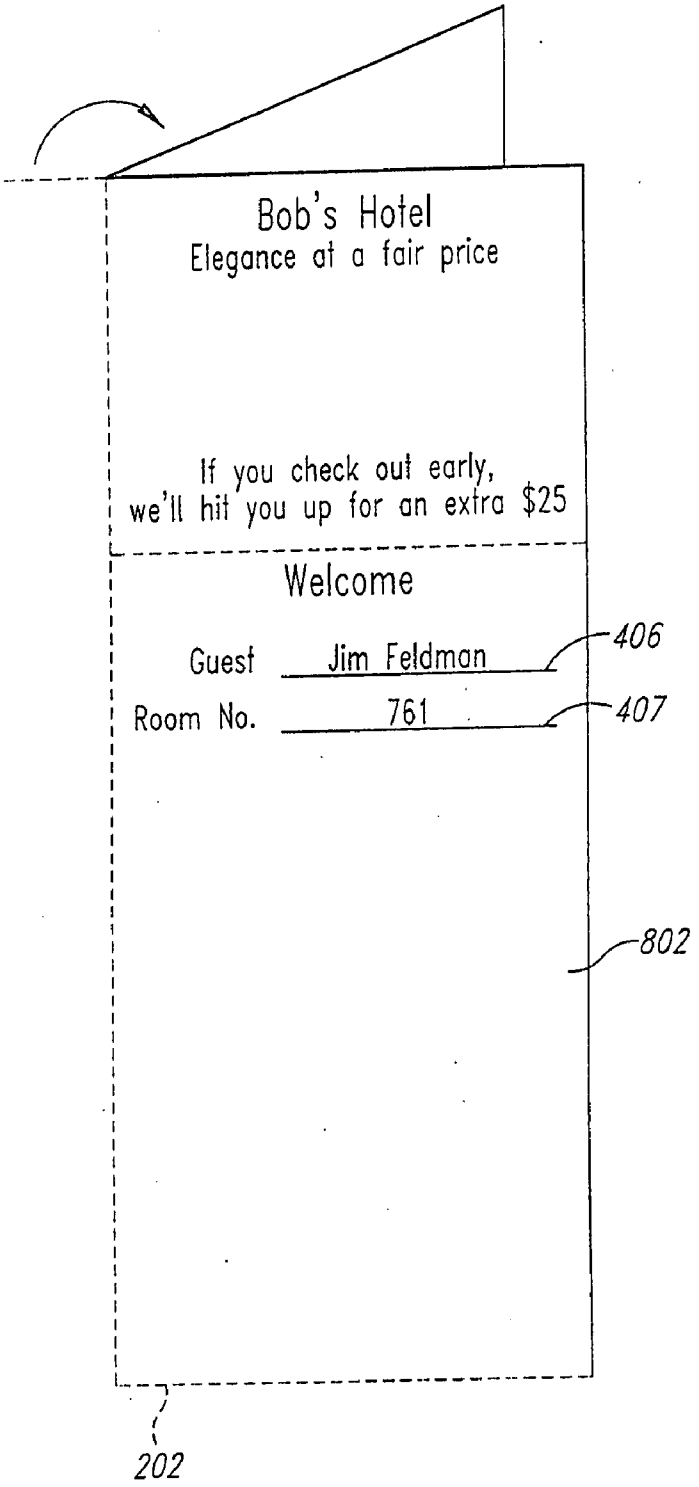
Bob's Hotel
Elegance at a fair price
If you check out early,
we'll hit you up for an extra $25
Welcome
Guest Jim Feldman
Room No. 761
406
407
802
202

Fig. 8

SINGLE-SHEET REGISTRATION FORM AND KEY PACKET

CROSS-REFERENCE TO RELATED APPLICATIONS

[0001] This application is a continuation of application Ser. No. 09/499,069, filed Feb. 4, 2000, which claims the benefit of Provisional Application No. 60/135,136, filed May 20, 1999.

TECHNICAL FIELD

[0002] The present invention relates to registration form signed by, and key packets provided to, registrees during a registration process and, in particular, to a single-sheet registration-form-and-key-packet blank that can be automatically printed by a general-purpose commercial printer.

BACKGROUND OF THE INVENTION

[0003] The present invention relates to registration forms generated by a commercial organization, such as a hotel or motel, during the registration process. FIGS. **1**A-C illustrate various printed materials presented to a registering hotel guest during a typical registration process. FIG. **1**A shows an example currently-used hotel registration form. The hotel registration form is typically printed on dot matrix printers using pre-printed continuous business forms. The dot matrix printer may essentially be dedicated to printing registration forms or, alternatively, registration forms may need to be loaded into the dot matrix printer prior to printing a registration form for a guest. Dot matrix printers are slow and noisy, and the process is relatively expensive. The registration form typically includes a signature line **101** on which the guest signs the guest's name after reading various terms, conditions, and may include other information printed in a text block **102** on the registration form. Information particular to a guest, such as check-in and check-out dates, method of payment, room rates, room number, and other such information may be printed in an information block **103** on the registration form. Alternatively, and commonly, the information particular to a guest may be printed in text block **102**, and block **103** may be used for imprinting the guest's credit card or detailing other methods of payment. It should be noted that the types and locations of information printed on the registration form and key packet may vary from one commercial organization to another, and that the registration form and key packet shown in FIGS. **1**A-C, and in subsequent figures, are merely examples, and are not intended to show a standard placement or configuration of printed subject matter included in either a registration form or key packet.

[0004] When a guest has completed the registration form, the guest is typically provided with a key packet containing a magnetic keycard. FIG. **1**B shows a typical key packet as presented to a guest during the registration process. The key packet **110** is normally pre-printed and pre-folded, and includes printed lines **112**-**113** on which a clerk handling the registration process fills in the room number and guest's name by hand. FIG. **1**C shows a typical key packet opened to display the magnetic keycard. As shown in FIG. **1**C, a key packet may typically contain additional pre-printed information **115** as well as a glued magnetic keycard pocket **116** into which a magnet keycard **117** is inserted manually by the hotel clerk. The pre-printed key packets are relatively expensive, and handwriting of the guest's name and room number by the hotel clerk adds additional time and potential errors to the registration process. Moreover, because the key packets are pre-printed, key packets are not a flexible medium for presenting time-sensitive and frequently changing information. For example, the key packet shown in FIG. **1**C was printed with an advertisement featuring a particular price **118** which has been manually crossed out, and below which a more current price **119** has been manually written by a hotel clerk or another hotel employee. This same lack of flexibility is also characteristic of pre-printed registration forms, such as the registration form shown in FIG. **1**A.

[0005] Thus, the forms and key packets currently provided to hotel and motel guests during the registration process, and to other types of registrees during other types of registration processes, are relatively expensive, time-consuming to process, and characteristically inflexible media for presentation of information to the registree. For these reasons, hotels and motels, and other commercial organizations that typically carry out registration processes with customers, have recognized the need for a more simple, less expensive, and more flexible method for providing registration forms, key packets, and other types of printed information to registrees.

SUMMARY OF THE INVENTION

[0006] One embodiment of the present invention provides a single-sheet registration-form-and-key-packet blank that can be printed on a general-purpose commercial printer, such as a laser printer, by a hotel, motel or other commercial organization during a registration process. A portion of the information displayed on the single-sheet registration-form-and-key-packet blank may be pre-printed, may be printed by the general-purpose commercial printer according to various software templates loaded into the general-purpose commercial printer, or by a combination of pre-printing and software templates. Time-sensitive and frequently changing information, as well as information particular to a registree, may be provided to the general-purpose commercial printer via registration software running on a computer system connected to the general-purpose commercial printer. The registration form and key packet are printed together on a single sheet that includes a vertical line of perforations that divide the single sheet into a registration form and a key packet, a vertical line of perforations and a horizontal line of perforations that allow the key packet to be quickly constructed by folding along the horizontal line of perforations followed by folding along the vertical line of perforations, and two dye-cut slots for holding magnetic keycards and/or metal keys. Because general-purpose commercial printers usually have rectangular feed trays from which stacks of rectangular forms are input into the printer, one-at-a-time, for printing, the registration-form-and-key-packet blank is generally square or rectangular.

[0007] When the general-purpose commercial printer can accommodate stacks of forms with other than rectangular or square shapes, the registration-form-and-key-packet blank may have a shape compatible with the shapes of forms that, when stacked together, can be accommodated by the general-purpose commercial printer. However, the purpose of the registration-form-and-key-packet blank is for efficient, on-site preparation of registration forms and key packets, and thus shapes that require manual alignment of individual

registration-form-and-key-packet blanks for printing are avoided, and outside of the scope of the current claims. Examples of shapes that are to be avoided include any shape without two, parallel edges that can be fed into a roller-feed mechanism, odd shapes that include small tabs and protuberances that interfere with feeding through parallel-edge feed guides and roller mechanisms, and other such shapes. While the two parallel edges may not need to completely span the blank, as in the case in which a cutout or taper of one or both parallel edges does not interfere with feeding of the blank into a printer, any protuberances or small or irregularly shaped tabs that extend outward from the two parallel edges would prevent feeding altogether, or require manual alignment and feeding, and would thus be unacceptable for a registration-form-and-key-packet blank according to the present invention. Moreover, registration-form-and-key-packet blanks must be free of adhesives or surface features that would cause the registration-form-and-key-packet blanks to cling together or adhere to one another and prevent feeding of single registration-form-and-key-packet blanks from stacks of registration-form-and-key-packet blanks loaded into feed trays of general-purpose commercial printers. Moreover, the registration-form-and-key-packet blanks must have characteristics that allow the registration-form-and-key-packet blanks to be reliably printed on general-purpose commercial printers. Such characteristics include having a thickness with a particular range of thicknesses, having an appropriate surface for grabbing and feeding by mechanical input mechanisms, having appropriate moisture content, having less than a threshold amount of dust and particulates that can clog printer mechanisms, having no wrinkles, nicks, tears, curled or bent edges, having too high or too low acid content, having thermal properties that result in melting, scorching, or shape change up to a specified temperature threshold, that is too rough or too smooth for mechanical manipulation, and other such characteristics. One manufacturer, for example, species that blanks have 100-250 Sheffield smoothness, between 4-6% moisture content, a pH of between 5.5 and 8.0, a thickness of between 0.94 and 0.18 mm, be flat within 5 mm when stacked in a ream, and be thermally stable to 392° F. In the current application, the shape constraints and other constraints that are imposed on registration-form-and-key-packet blanks by their need to be input and printed from stacks of registration-form-and-key-packet blanks loaded into feed trays of a general-purpose commercial printer are collectively referred to as "printability constraints." All general-purpose commercial printers specify printability constraints for blanks that are fed into the general-purpose commercial printers, but the printability constraints may vary from manufacturer to manufacturer and model to model. Some are quite specific, and others are commonly understood by users. For example, a blank having a equilateral-triangle shape cannot be reliably fed, from stacks of blanks having a equilateral-triangle shape, by any general-purpose commercial printer known to the applicant, and such obvious printability constraints are not generally explicitly specified by printer manufacturers, since most users of printers have sufficient intelligence to not attempt to load equilateral-triangle-shaped forms into a rectangular printer tray. However, acceptable moisture-content ranges are generally specified. However, the term "printability constraints" does not include any limitations on registration-form and key-packet separation-facilitating features, such as lines of perforations. Similarly, a blank that lacks two, parallel edges that span all or a large portion of one dimension of the blank cannot be fed through feed mechanisms that generally include parallel fences, or guides, that hold blanks at a particular orientation to input mechanisms, such as feed rollers. Suitable registration-form-and-key-packet blanks, according to the present invention, need to be unassembled, single sheets of paper or other printable material. It is too difficult to control the orientation, thickness, and other parameters of multi-sheet blanks. A single sheet may be a multi-layer laminate material, for example, such as paper coated with a plastic finish on one side, but may not be a multi-sheet item, such as a folded form or a form to which small objects or sheets have been glued or affixed.

BRIEF DESCRIPTION OF THE DRAWINGS

[0008] FIG. **1**A shows an example currently-used hotel registration form.

[0009] FIG. **1**B shows a typical key packet as presented to a guest during the registration process.

[0010] FIG. **1**C shows a typical key packet opened to display the magnet key card.

[0011] FIG. **2** shows an example single-sheet registration-form-and-key-packet blank representing one embodiment of the present invention without any printed information.

[0012] FIG. **3** shows the single-sheet registration-form-and-key-packet blank of FIG. **2** including graphical and textual information that may be either pre-printed by offset printing techniques, or specified in software templates loaded into the general-purpose commercial printer.

[0013] FIG. **4** shows the single-sheet registration form and key packet of FIGS. **2-3** following printing of the registration-form-and-key-packet blank by a general-purpose commercial printer during a registration process.

[0014] FIG. **5-8** illustrate the steps carried out by a hotel clerk to provide a registering guest with a separate registration form and key packet starting with the laser-printed single-sheet registration form and key packet shown in FIG. **4**.

DETAILED DESCRIPTION OF THE INVENTION

[0015] One embodiment of the present invention provides a single-sheet perforated and slotted registration-form-and-key-packet blank that can be printed on a general-purpose commercial printer during a registration process, and that conforms to the printability constraints specified for, or implied for, the general-purpose commercial printer. Graphical and textual information printed on the registration and key packet may be pre-printed, generated according to software templates, or printed from information collected during the registration process by registration software running on a computer system connected to the general-purpose commercial printer.

[0016] FIG. **2** shows an example single-sheet registration-form-and-key-packet blank representing one embodiment of the present invention without any printed information. The single-sheet registration-form-and-key-packet blank **200** is bisected by a vertical line of perforations **202**. The single-sheet registration-form-and-key-packet blank includes a

horizontal line of perforations **204** that separates the registration form **206** from the key packet **208**. The registration-form-and-key-packet blank may be manually separated, following printing, along this horizontal line of perforations **204**. The single-sheet registration-form-and-key-packet blank additionally includes a second horizontal line of perforations **210** that, along with the vertical line of perforations **202**, provide folding lines for construction of the key packet, to be discussed and illustrated below. Finally, the single-sheet registration-form-and-key-packet blank **200** includes a dye-cut slot **212** into which a number of magnetic keycards may be inserted, and a second dye-cut slot **214** for insertion of metal keys. Note that, in subsequent figures, the numerical labels used in FIG. **2** will be again used to label identical features of the single-sheet registration-form-and-key-packet blank. In general, once a feature is introduced with reference to a particular numerical label, that numerical label will be used in all subsequent figures for the same feature.

[**0017**] FIG. **3** shows the single-sheet registration-form-and-key-packet blank of FIG. **3** including graphical and textual information that may be either pre-printed by offset printing techniques, or specified in software templates loaded into the general-purpose commercial printer. An example single-sheet registration-form-and-key-packet blank of FIG. **3**, the registration form **206** includes a guest signature line **301**, a text block **302** containing terms, conditions, and other information that the guest may wish to read before signing the registration form, the name of the commercial establishment providing registration **303**, and additional information concerning terms and conditions **304**. The key packet **208** includes textual information and advertising **306**, graphical information and advertising **308**, and a number of lines **309-314** above which time-critical or frequently changing information generated during the registration process or available to the registration software during the registration process, may be printed. In addition, the key packet includes lines **316** and **317** above which the guest's name and room number, respectively, may be printed. Finally, the key packet may include additional advertising or information, including text headers **318** and **319** and text blocks **320** and **321** on a lower flap that is folded inward during construction of the key packet.

[**0018**] FIG. **4** shows the single-sheet registration form and key packet of FIGS. **2-3** following printing of the registration-form-and-key-packet blank by a general-purpose commercial printer. Various frequently changing or time-sensitive information, such as prices **402-407**, have been printed in designated locations, along with information particular to the registree, including the name of the registree **406**, a room number **407**, and additional information related to the registration **408** that was printed in text block **103** of the pre-printed registration form shown in FIG. **1**A.

[**0019**] Typically, during a registration process, a hotel clerk inquires for and obtains from a registering guest an identification number or name by which the hotel clerk can access any information concerning the registration already stored within a computer system that runs registration software. The hotel clerk then interacts with the registering guest to obtain any additional information needed for registration, typically keying the information into a keyboard connected to the registration computer system. The single-sheet registration-form-and-key-packet blanks are typically loaded into a dedicated tray within a general-purpose commercial printer. The hotel clerk may initiate printing of the single-sheet registration-form-and-key-packet blank by keying a command to the keyboard or inputting the command to a touch screen connected to the computer system. The registration software transmits the command to the general-purpose commercial printer, including particular guest information to be printed and software templates or references to already-loaded software templates that together comprise all the information needed by the general-purpose commercial printer to print a single-sheet registration-form-and-key-packet blank, as shown in FIG. **4**.

[**0020**] FIG. **5-9** illustrate the steps carried out by a hotel clerk to provide a registering guest with a separate registration form and key packet, starting with the laser-printed single-sheet registration form and key packet shown in FIG. **4**. First, as shown in FIG. **5**, the hotel clerk separates the registration form **206** from the key packet **208** along the horizontal line of perforations **204**. Alternatively, this separation of the registration form from the key packet may be automatically carried out by a specialized mechanical apparatus included in an automated printing device. Once the registration form **206** has been separated, it is provided to the registering guest by the hotel clerk.

[**0021**] While the registering guest is reading and signing the registration form (**206** in FIG. **5**), the hotel clerk constructs the key packet by the steps shown in FIGS. **6-9**. First, as shown in FIG. **6**, the hotel clerk folds the lower portion **602** of the key packet behind the plane of the key packet along the horizontal line of perforations **210**. This produces a partly constructed key packet, as shown in FIG. **7**. The lower portion, once folded, provides two pockets or pouches, on either side of the vertical line of perforations (**202** in FIG. **2**). The pockets or pouches are enclosed from below, but not along the sides formed by the external edges (**200** and **208** in FIG. **2**). Next, as shown in FIG. **8**, the hotel clerk folds the key packet along the vertical line of perforations **202** to produce the final folded key packet. The printed guest's name and room number **406** and **407**, respectively, appear on the front face **802** of the key packet.

[**0022**] When the general-purpose commercial printer can accommodate stacks of forms with other than rectangular or square shapes, the registration-form-and-key-packet blank may have a shape compatible with the shapes of forms that, when stacked together, can be accommodated by the general-purpose commercial printer. However, the purpose of the registration-form-and-key-packet blank is for efficient, on-site preparation of registration forms and key packets, and thus shapes that require manual alignment of individual registration-form-and-key-packet blanks for printing are avoided, and outside of the scope of the current claims. Examples of shapes that are to be avoided include any shape without two, parallel edges that can be fed into a roller-feed mechanism, odd shapes that include small tabs and protuberances that interfere with feeding through parallel-edge feed guides and roller mechanisms, and other such shapes. While the two parallel edges may not need to completely span the blank, as in the case in which a cutout or taper of one or both parallel edges does not interfere with feeding of the blank into a printer, any protuberances or small or irregularly shaped tabs that extend outward from the two parallel edges would prevent feeding altogether, or require manual alignment and feeding, and would thus be unaccept-

able for a registration-form-and-key-packet blank according to the present invention. Moreover, registration-form-and-key-packet blanks must be free of adhesives or surface features that would cause the registration-form-and-key-packet blanks to cling together or adhere to one another and prevent feeding of single registration-form-and-key-packet blanks from stacks of registration-form-and-key-packet blanks loaded into feed trays of general-purpose commercial printers. Moreover, the registration-form-and-key-packet blanks must have characteristics that allow the registration-form-and-key-packet blanks to be reliably printed on general-purpose commercial printers. Such characteristics include having a thickness with a particular range of thicknesses, having an appropriate surface for grabbing and feeding by mechanical input mechanisms, having appropriate moisture content, having less than a threshold amount of dust and particulates that can clog printer mechanisms, having no wrinkles, nicks, tears, curled or bent edges, having too high or too low acid content, having thermal properties that result in melting, scorching, or shape change up to a specified temperature threshold, that is too rough or too smooth for mechanical manipulation, and other such characteristics. One manufacturer, for example, species that blanks have 100-250 Sheffield smoothness, between 4-6% moisture content, a pH of between 5.5 and 8.0, a thickness of between 0.94 and 0.18 mm, be flat within 5 mm when stacked in a ream, and be thermally stable to 392° F. In the current application, the shape constraints and other constraints that are imposed on registration-form-and-key-packet blanks by their need to be input and printed from stacks of registration-form-and-key-packet blanks loaded into feed trays of a general-purpose commercial printer are collectively referred to as "printability constraints." All general-purpose commercial printers specify printability constraints for blanks that are fed into the general-purpose commercial printers, but the printability constraints may vary from manufacturer to manufacturer and model to model. Some are quite specific, and others are commonly understood by users. For example, a blank having a equilateral-triangle shape cannot be reliably fed, from stacks of blanks having a equilateral-triangle shape, by any general-purpose commercial printer known to the applicant, and such obvious printability constraints are not generally explicitly specified by printer manufacturers, since most users of printers have sufficient intelligence to not attempt to load equilateral-triangle-shaped forms into a rectangular printer tray. However, acceptable moisture-content ranges are generally specified. However, the term "printability constraints" does not include any limitations on registration-form and key-packet separation-facilitating features, such as lines of perforations. Similarly, a blank that lacks two, parallel edges that span all or a large portion of one dimension of the blank cannot be fed through feed mechanisms that generally include parallel fences, or guides, that hold blanks at a particular orientation to input mechanisms, such as feed rollers. Suitable registration-form-and-key-packet blanks, according to the present invention, need to be unassembled, single sheets of paper or other printable material. It is too difficult to control the orientation, thickness, and other parameters of multi-sheet blanks. A single sheet may be a multi-layer laminate material, for example, such as paper coated with a plastic finish on one side, but may not be a multi-sheet item, such as a folded form or a form to which small objects or sheets have been glued or affixed.

[0023] Although the present invention has been described in terms of a particular embodiment, it is not intended that the invention be limited to this embodiment. Modifications within the spirit of the invention will be apparent to those skilled in the art. For example, different sizes of single-sheet registration-form-and-key-packet blanks may be used, depending on the needs and desires of the registering organization and on the capabilities of general-purpose commercial printers and sizes of the feed trays of the general-purpose commercial printers. In alternative embodiments, different types of pre-printed information may be employed, and relatively static information may be either pre-printed, generated from stored software templates, or provided by a combination of both techniques. Different numbers and orientations of perforation lines may be used to construct registration forms and key packets of different shapes and dimensions. In the above example, the single-sheet registration-form-and-key-packet blank is rectangular, but, in alternative embodiments, the single-sheet registration-form-and-key-packet blank may be square, or may have another shape, provided that the shape is conducive for printing on a commercial printer, such as a laser printer, from stacks of forms loaded into feed trays or other blank-holding devices. A shape that were to require manual alignment or that were to impact the reliability of printing by a general-purpose commercial printer would be unacceptable. While the embodiment described above relates to registration of hotel and motel guests, the present invention may be applied to a wide variety of other registration processes used in a wide variety of commercial and non-profit organizations. While the disclosed registration-form-and-key-packet blank contains a single registration form and key packet, alternative registration-form-and-key-packet blank may include a registration form, an unfolded key packet, and additional items demarcated from the registration form and from the key packet by additional lines of perforations or other separation-facilitating features. Additional separation-facilitating features may be used instead of lines of perforations to demarcate the registration form and key packet, as well, as long as the features provide for accurate and efficient manual separation and conform to printability constraints of the general-purpose commercial printer through which the registration-form-and-key-packet blanks are fed. While the disclosed registration-form-and-key-packet blank contains two die-cut slots, more or less die cut slots may be included in alternative embodiments of the present invention.

[0024] The foregoing description, for purposes of explanation, used specific nomenclature to provide a thorough understanding of the invention. However, it will be apparent to one skilled in the art that the specific details are not required in order to practice the invention. Thus, the foregoing descriptions of specific embodiments of the present invention are presented for purposes of illustration and description; they are not intended to be exhaustive or to limit the invention to the precise forms disclosed, obviously many modifications and variations are possible in view of the above teachings. The embodiments were chosen and described in order to best explain the principles of the invention and its practical applications and to thereby enable others skilled in the art to best utilize the invention and various embodiments with various modifications as are suited to the particular use contemplated. It is intended that the scope of the invention be defined by the following claims and their equivalents.

1. A single-sheet registration-form-and-key-packet blank for printing on a general-purpose commercial printer, the single-sheet registration-form-and-key-packet blank comprising:

a registration form; and

an unfolded key packet separated the registration form by a line of perforations that allows the unfolded key packet to be manually or mechanically separated from the registration form, the unfolded key packet including one or more additional lines of perforations that allow the unfolded key packet to be quickly and accurately folded into a complete key packet that comprises a front cover, a back cover, and at least one pocket;

wherein the single-sheet registration-form-and-key-packet blank conforms to printability constraints of the general-purpose commercial printer.

2. The single-sheet registration-form-and-key-packet blank of claim 1 further including one or more die-cut slots in the unfolded key packet which serve as a slot or slots for a number of keys in the complete key packet.

3. The single-sheet registration-form-and-key-packet blank of claim 1 wherein the single-sheet registration-form-and-key-packet blank is pre-printed with textual and graphical information.

4. The single-sheet registration-form-and-key-packet blank of claim 1 wherein the single-sheet registration-form-and-key-packet blank is rectangular and has a greater vertical dimension than a horizontal dimension, wherein the registration form comprises the top portion of the single-sheet registration-form-and-key-packet blank, and wherein the registration form is separated from the unfolded key packet by a horizontal line of perforations

5. The single-sheet registration-form-and-key-packet blank of claim 4 wherein the single-sheet registration-form-and-key-packet blank is bisected by a vertical line of perforations, wherein a lower tab of the unfolded key packet is separated from a central portion of the unfolded key packet by a second horizontal line of perforations, and wherein the complete key packet is formed by folding the unfolded key packet first about the second horizontal line of perforations and then about the vertical line of perforations.

6. A single-sheet registration-form-and-key-packet blank for printing on a general-purpose commercial printer, the single-sheet registration-form-and-key-packet blank comprising:

a registration form; and

an unfolded key packet separated the registration form by a separation feature that allows the unfolded key packet to be manually or mechanically separated from the registration form, the unfolded key packet including one or more additional folding-facilitating features that allow the unfolded key packet to be quickly and accurately folded into a complete key packet that comprises a front cover, a back cover, and at least one pocket;

wherein the single-sheet registration-form-and-key-packet blank conforms to printability constraints of the general-purpose commercial printer.

7. The single-sheet registration-form-and-key-packet blank of claim 6 wherein the separation feature is a line of perforations.

8. The single-sheet registration-form-and-key-packet blank of claim 6 wherein the one or more additional folding-facilitating features are lines of perforations.

9. The single-sheet registration-form-and-key-packet blank of claim 6 wherein the printability constraints include one or more of:

acceptable shapes and sizes for the registration-form-and-key-packet blank;

a range of acceptable smoothnesses;

a range of acceptable moisture contents;

a range of thicknesses;

a maximum threshold amount of dust and particulates;

a range of acid contents;

a minimum thermal-stability temperature;

a lack of wrinkles, nicks, tears, curled or bent edges; and

a flatness when stacked in a ream.

10. The single-sheet registration-form-and-key-packet blank of claim 9 wherein:

the range of acceptable smoothnesses is 100-250 Sheffields;

the range of acceptable moisture contents is 4%-6%;

the range of thicknesses is 0.94 to 0.18 mm;

the range of acid contents is a pH of between 5.5 and 8.0;

the minimum thermal-stability temperature is 392° F.; and

the flatness is specified as no more than a 5 mm departure from flatness.

11. The single-sheet registration-form-and-key-packet blank of claim 6 further including one or more die-cut slots in the unfolded key packet which serve as a slot or slots for a number of keys in the complete key packet.

12. The single-sheet registration-form-and-key-packet blank of claim 6 wherein the single-sheet registration-form-and-key-packet blank is pre-printed with textual and graphical information.

13. The single-sheet registration-form-and-key-packet blank of claim 6 wherein the single-sheet registration-form-and-key-packet blank is rectangular and has a greater vertical dimension than a horizontal dimension, wherein the registration form comprises the top portion of the single-sheet registration-form-and-key-packet blank, and wherein the registration form is separated from the unfolded key packet by a horizontal line of perforations

14. The single-sheet registration-form-and-key-packet blank of claim 13 wherein the single-sheet registration-form-and-key-packet blank is bisected by a vertical line of perforations, wherein a lower tab of the unfolded key packet is separated from a central portion of the unfolded key packet by a second horizontal line of perforations, and wherein the complete key packet is formed by folding the unfolded key packet first about the second horizontal line of perforations and then about the vertical line of perforations.

15. The single-sheet registration-form-and-key-packet blank of claim 13 wherein the single-sheet registration-form-and-key-packet blank is bisected by a vertical line of perforations, wherein a lower tab of the unfolded key packet is separated from a central portion of the unfolded key packet by a second horizontal line of perforations, and wherein the complete key packet is formed by folding the unfolded key packet first about the second horizontal line of perforations and then about the vertical line of perforations.

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