No. 679,558. Patented July 30, 1901.

H. W. GAYS.

ENVELOP FOR REPEATED USE.

(Application filed Nov. 19, 1900.)

(No Model.)

FIG. 1.

NOT TO BE SEALED.

Agent.

Upon receipt, draw a line through station name. When used again show name of station on next line following. When you have an accumulation of these envelopes over your requirements send surplus to store-keeper.

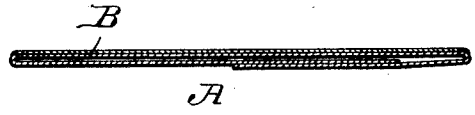
John Doe, General Manager.

TO AGENT N.Y. & O. RY.
AT STATION SHOWN
THAT IS NOT CANCELLED.

A — B

1	~~Windsor.~~	17	
2	~~Helena.~~	18	
3	Ottawa.	19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16		32	

FIG. 2.



ATTEST-

Harry L. Amer.

INVENTOR-

Henry W. Gays.

By Dickerson & Cornwall
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THE NORRIS PETERS CO., PHOTO-LITHO., WASHINGTON, D. C.

UNITED STATES PATENT OFFICE.

HENRY W. GAYS, OF OTTAWA, CANADA.

ENVELOP FOR REPEATED USE.

SPECIFICATION forming part of Letters Patent No. 679,558, dated July 30, 1901.

Application filed November 19, 1900. Serial No. 37,083. (No model.)

To all whom it may concern:

Be it known that I, HENRY W. GAYS, a citizen of the United States, residing at Ottawa, Province of Ontario, Canada, have invented a certain new and useful Improvement in Envelops for Repeated Use, of which the following is a full, clear, and exact description, such as will enable others skilled in the art to which it appertains to make and use the same, reference being had to the accompanying drawings, forming part of this specification, in which—

Figure 1 is a plan view of my improved envelop, and Fig. 2 is a sectional view through the same.

This invention relates to a new and useful improvement in envelops for repeated use, the object being to provide the envelop with a general address with instructions as to how to fill out the specific address, for which latter there are provided a series of spaces whereby upon receipt of the envelop the recipient cancels the address by which said envelop was forwarded, and by filling in another specific address the envelop may be again forwarded, and in this manner be repeatedly used.

In the drawings, A indicates the envelop proper, which may be of the usual construction and made of strong material, which will enable it to be used repeatedly. It is designed that the envelop shall not be sealed in use, and, if desired, a reinforcing-sheet B may be employed, which sheet is pasted to the addressed side of the envelop, covering a portion or the entire face thereof. The face of the envelop may contain general instructions, as follows: "Not to be sealed. Agent: Upon receipt draw a line through station-name. When used again, show name of station on next line following. When you have an accumulation of these envelops over your requirements, send surplus to storekeeper. John Doe, general manager." After these instructions follows the general address—as, for instance, "To agent, N. Y. & O. Ry., at station shown that is not canceled." Under this general address are a series of lines, preferably numbered and arranged in parallel columns, in which is designed to be written a specific address—as, for instance, on the first line appears the name "~~Winsor~~," on the second line "~~Helena~~," and on the third line "Ottawa," the latter not being canceled and indicating the particular station on the N. Y. & O. Railway to whose agent the envelop is to be forwarded. This record of the particular addresses also shows that the envelop has been used three times, being first sent to Winsor, then from Winsor to Helena, and from Helena it is on its way to Ottawa. In this manner the envelop may be used as many times as there are spaces provided for particular addresses, and in railroad correspondence, where usually large numbers of envelops are used and destroyed every day, there will be considerable saving, enabling the agents to repeatedly use the same envelop.

While I have above described the use of my improved envelop for repeated use as employed in connection with railroad transactions, it is obvious that there are other uses to which my envelops can be put without in the least departing from the nature and principle of my invention, and therefore I do not wish to be understood as limiting my invention to railroad use, except as such limitations may be expressed in the claims.

Having thus described my invention, what I claim, and desire to secure by Letters Patent, is—

1. An envelop of the character described adapted to be shipped from station to station and capable of repeated use, the same containing on its face across one end thereof a single general address applicable to a particular party to whom the envelop is to be delivered at all of the stations, and a series of consecutively-arranged spaces adjacent said general address extending across the space at the opposite end of the envelop running parallel with the general address adapted to receive the names of the stations in the order of shipment, substantially as described.

2. As an article of manufacture, a relatively long envelop adapted to be shipped from station to station and capable of repeated use, the same containing at its upper narrow end a space extending across the surface thereof designed to receive an address common to several stations, means dividing said space from the opposite end of the envelop, a line running longitudinally of the envelop

dividing the lower space into two vertical columns, a series of lines running across the envelop dividing the respective columns into relatively small spaces only the names of stations in the order of shipment the spaces in both columns being consecutively numbered, substantially as described.

In testimony whereof I hereunto affix my signature, in the presence of two witnesses, this 5th day of November, 1900.

HENRY W. GAYS.

Witnesses:
R. T. PORTER,
GEO. A. BROWN.