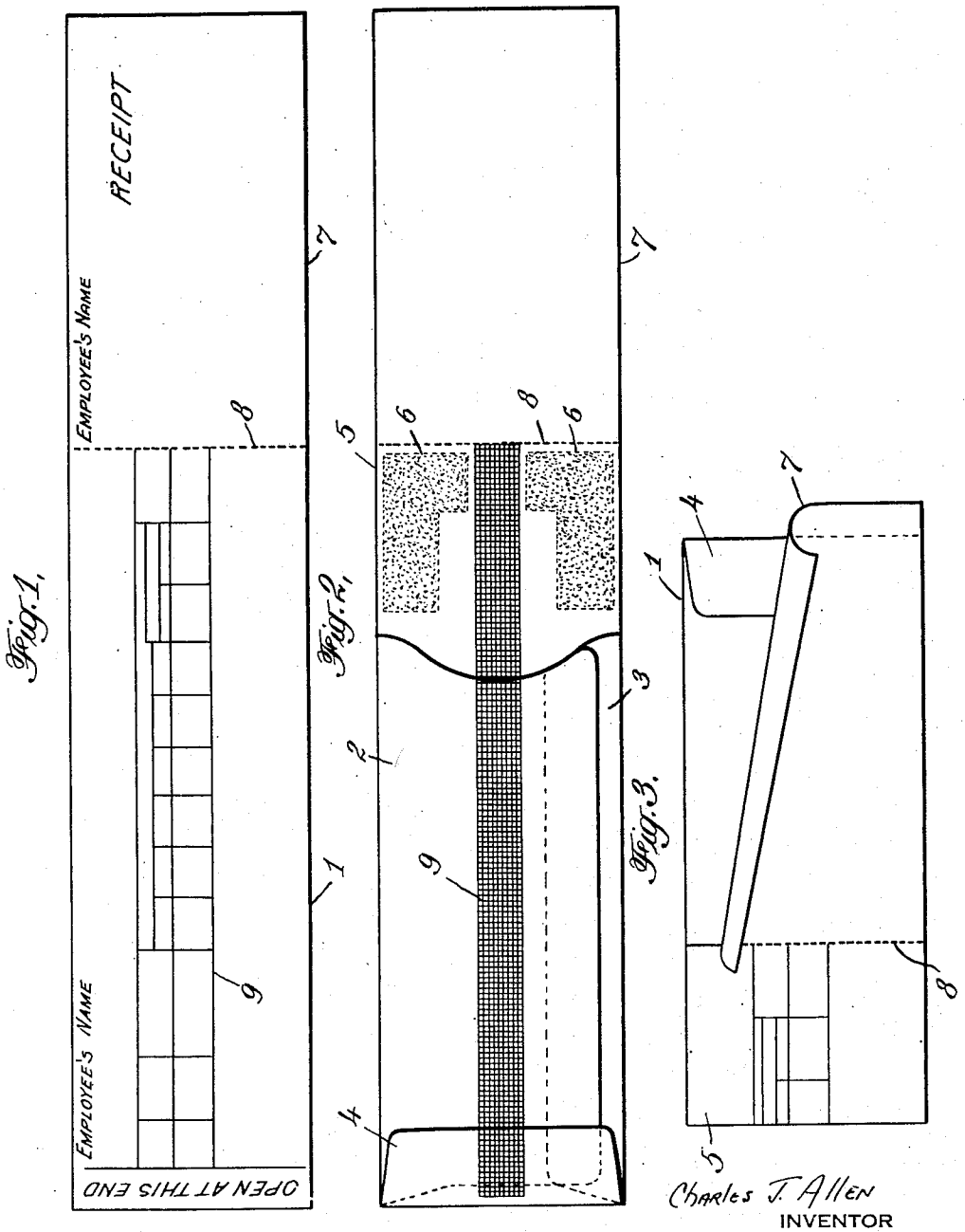
Sept. 16, 1941. C. J. ALLEN 2,256,184

MANIFOLDING PAY ENVELOPE

Filed June 22, 1940



Patented Sept. 16, 1941 2,256,184

UNITED STATES PATENT OFFICE

2,256,184

MANIFOLDING PAY ENVELOPE

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Application June 22, 1940, Serial No. 341,847

1 Claim. (Cl. 282—25)

This invention relates to envelopes, particularly pay envelopes.

With the development of accounting machines and methods, and with the additional requirements imposed by various new laws, it has been found difficult and burdensome to employ envelopes for payment of wages, especially where large numbers of employees are paid in cash weekly. Various attempts have been made to simplify pay envelopes, but none of the envelopes so far employed has been found satisfactory to meet all needs.

In accordance with the present invention I have provided a pay envelope that can be prepared in an accounting machine where, in one operation, the employee's wage account can be entered on the envelope and a record made for the employer. The face of the envelope is provided with blank spaces for the entry of designated items that make up the statement of wages due, these spaces extending along the length of the face and continuing over the sealing flap. On the back of the envelope and flap and in registry with these spaces is a strip of carbon or other transfer material whereby as the data is typed on the face a copy is made for the employer's record. A detachable receipt is connected to the end of the sealing flap and also provided with spaces for the entry of desired data.

For a better understanding of the invention, reference is made to the accompanying drawing, in which—

Figure 1 is a view of the front face of the envelope;

Figure 2 is a view of the back of the envelope shown in Figure 1; and

Figure 3 is a detail, showing the envelope sealed.

The envelope illustrated in the drawing is made of a single piece of paper and comprises a body or panel 1 and four flaps, a wide side flap 2, a narrow side flap 3, a narrow end flap 4, and, at the other end a sealing flap 5. The flaps 2, 3 and 4, are folded upon the panel 1 and permanently sealed to each other to form the pocket of the envelope. The flap 5 is provided with areas of adhesive 6 by means of which the envelope may be sealed when filled.

An extension 7 of the flap 5 is detachably connected to it by means of a transverse row of perforations 8. This extension, on which are entered the period covered and the total payment received constitutes a receipt to be signed by the employee and retained by the paymaster at the time of payment.

On the front face of the envelope are printed headings for the various items that go to make up the net payment due, such as the period covered, hours worked, insurance and union dues to be deducted, etc. These headings are printed over boxes providing spaces 9 within which the appropriate items can be entered. In view of the great number of items which go to make up the modern industrial payroll the printed matter and spaces just referred to extend along the entire length of the face of the envelope and over the sealing flap beyond.

The back of the envelope and sealing flap is provided with a strip 10 of carbon or other transfer or duplicating material applied in registry with the spaces 9 on the face, so that when the items are typed on the face of the envelope they may be duplicated for the records of the employer. The flaps 2 and 3, overlapping near one edge of the envelope do not interfere with the transfer of data by interposing a third thickness between the type and the sheet on which the carbon copy is made. Due to the construction of this envelope, it can be placed in a calculating machine which in one operation will calculate and record all data concerning an employee's wages, and at the same time make a permanent record of such calculation. Both employer and employee will thus have a complete record of the wages, deductions, etc.

In the sealing of this envelope, the sealing flap is folded over the mouth of the pocket and attached to the underside of the pocket. Thus sealed, the extension flap is free to be detached without opening the envelope as illustrated in Figure 3. By means of the envelope of my invention, the employee is provided with a complete record of his wages, etc., either when the envelope is open or sealed, and even though the data contained on the envelope covers the sealing flap, as well as the face, the information is still visible.

I claim:

A pay envelope made from a single piece of paper comprising a front side, flaps secured to opposite sides of said front side and folded over one another and adhesively secured together adjacent one longitudinal edge of the envelope, an end flap adhesively secured to the overlapped flaps and closing one end of the envelope, a sealing flap at the opposite end of the envelope, a detachable extension flap at the distal end of the sealing flap, one of said side flaps being relatively narrow and terminating short of the longitudinal central section of the envelope, whereby the overlapped side flaps cause only a double thickness of material at the longitudinal central section of the envelope, and an area of transfer material applied to and extending along said longitudinal central section of the back of the envelope and the underside of the sealing flap, said sealing flap having adhesive on the underside thereof at opposite sides of the transfer material thereon but not over the transfer material.

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