

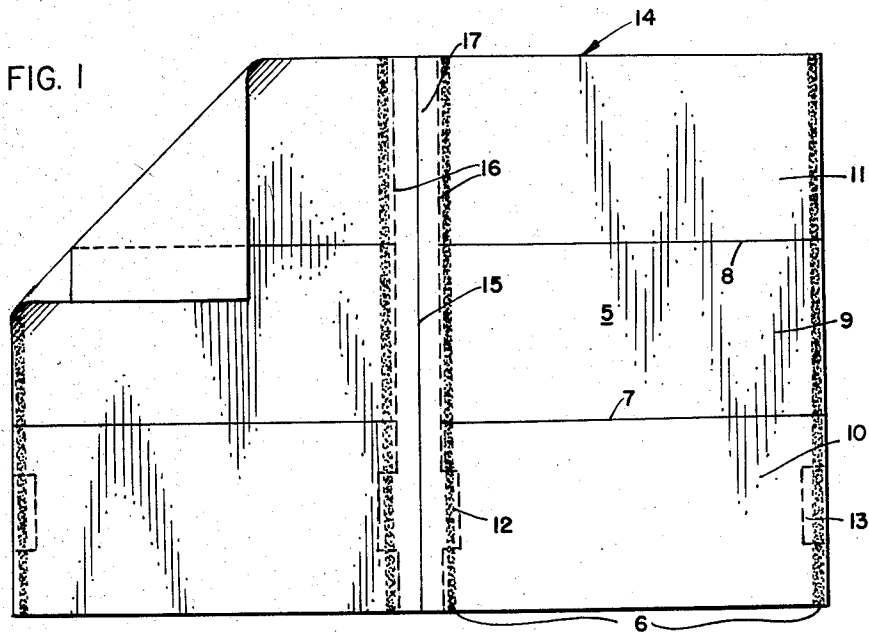
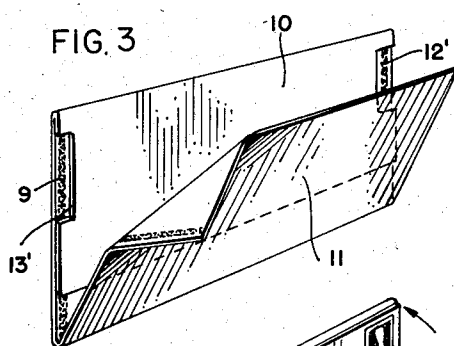
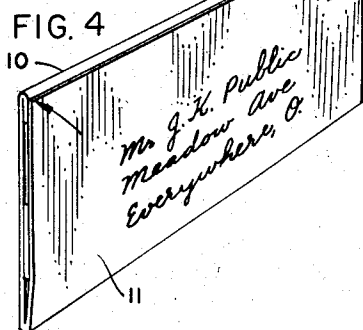
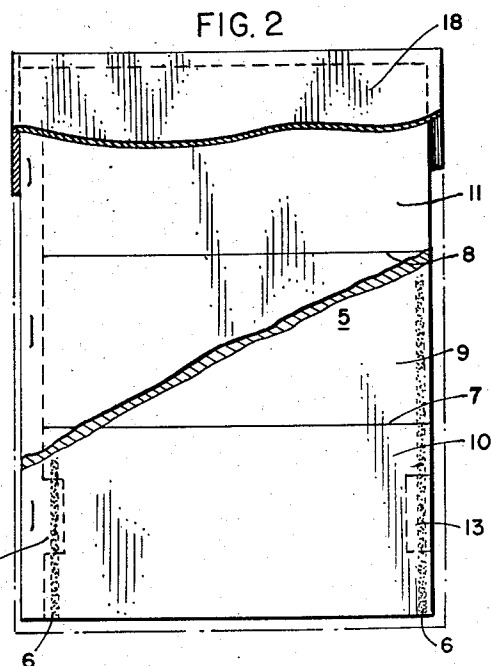
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2,881,971

LETTER-ENVELOP UNIT

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LETTER-ENVELOP UNIT

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4 Claims. (Cl. 229—92.1)

This invention relates to letter-envelop sheets, especially suitable for binding into a catalog for removal and use as an order form.

The main objects of this invention are to provide an improved form of letter-envelop combination; to provide an improved letter-envelop combination unit which in its folded form is so securely sealed along its marginal areas as to insure safe retention therein of valuable enclosures such as checks, money-orders or even paper currency; to provide an improved arrangement of marginal tear-out portions so as to allow the two exposed sections of a unit to be adhered together at the ends; to provide an improved letter-envelop unit of this kind for removable attachment to a binding strip for securing in a catalog; and to provide an improved unit of this kind which is extremely simple in construction, hence economical to manufacture, and very convenient to use.

In the embodiment shown in the accompany drawings:

Figure 1 is a plan view of a sheet scored, perforated, and adhesively stripped to constitute two letter-envelop units constructed in accordance with this invention and attached to a binding strip;

Fig. 2 is a plan view of the sheet shown in Fig. 1 folded to superimpose the two letter-envelop units as they would appear bound into a catalog;

Fig. 3 is a perspective view of this improved form of letter-envelop unit about to be closed and sealed along the marginal areas; and

Fig. 4 is a perspective view of the unit sealed, addressed, and stamped ready for mailing.

The essential concept of this invention involves a sheet scored to fold into three substantially-equal, superimposed sections with marginal strips of adhesive, one of which sections has marginal tear-out tabs which allow for the sealing of the two exposed sections to each other as well as to the interposed section, two of such units being detachably secured to a binding strip.

A letter-envelop unit embodying the foregoing concept comprises a sheet of paper 5 with adhesive strips 6 along the lateral margins and having transversely-parallel scores 7 and 8 dividing the sheet into sections 9, 10 and 11 and indicating lines for folding the sections into superimposed relationship for sealing along the marginal areas, one of the sections being formed with marginal tabs 12 and 13, removable to form cut-outs 12' and 13' to insure the adhering together of the two exposed sections 9 and 10 in folded relationship, as well as the adhering of sections 9 and 11 to the interposed section 10.

Preferably two such units 5 are integral parts of a sheet 14 of a length slightly greater than twice the width of one of the units 5. The sheet 14 is scored at 15 along its median line and formed with adjacent parallel perforations 16 constituting the strip 17 to permit binding of the two letter-envelop units 5 into a catalog 18 (see Fig. 2).

Where such units are bound into a catalog they most likely would be printed to constitute order forms. However, when constituted as order forms they may be used

unattached to a binding strip 17 entirely separate from a catalog. They may be used loose or a number of them may be bound along one edge into conventional pad form. Such letter-envelop units 5 even might find convenient use when entirely void of any printing or they might be used as personal or company letterheads for special types of service.

When such letter-envelop units 5 are perforatably attached to a binding strip 17, the perforation 16 is offset medially of one of the outer sections—preferably section 10—to form the tab 12 integral with the binding strip 17. When the unit is torn from the binding strip 17 the tab 12 is torn out from the section 10 thus leaving the cut-out 12'. The tab 13 perforatably formed at the other margin of the section 10, has to be torn out by a separate operation before the unit is sealed. When torn out it forms the cut-out 13'.

The adhesive strips 6 may be either of the self-sealing type of material or they may be of a material that requires moistening before adhering.

A letter-envelop unit 5 constructed in accordance with this invention is used in the following manner:

If bound into a catalog, as shown in Fig. 2, a unit 5 would be torn out along the perforation 16. This operation would remove the tab 12. The order for goods and/or communication would be written in on the space provided therefor.

This preparation of the order being completed, the tab 13 would be torn out and the unit folded along the scores 7 and 8 to superimpose the sections 9, 10, and 11 as shown in Fig. 3. Pressing the marginal portions along the adhesive strips 6, to effect a complete sealing thereof, not only adheres the marginal areas of the section 10 to the sections 9 and 11 but also the section 9 to the outer section 11 at the points of the cut-outs 12' and 13'.

Thus folded and pressed along the margins, the unit is ready for addressing, stamping, and subsequent mailing.

If a check, money-order, or paper currency, or any other valuable paper, is to accompany the order or communication it would be placed on the intermediate section 9 before the other sections 10 and 11 are folded over. Since the marginal cut-outs 12' and 13', formed by the removal of the tabs 12 and 13, permit the two exposed sections 9 and 11 to be adhered to each other, as well as to the interposed section 10, the enclosure would be as secure as in a conventional envelope.

I claim:

1. A letter-envelop combination in the form of a rectangular-shaped sheet all four perimeters of which are rectilinear and having transverse parallel scores dividing the sheet into an intermediate and two outer sections and indicating lines for folding the sections into superimposed relationship to constitute an envelop, strips of adhesive extending continuously along the lateral margins of the sheet inwardly of the rectilinear perimeters for the full length of the sheet, one of the outer sections having narrow integral portions on opposite lateral margins each of a length less than the lateral width of the one outer section removable before folding to form cut-outs inwardly of the respective rectilinear perimeters, the sections being foldable with the one outer section intermediate the other outer and intermediate sections so that adhesive on the other outer section is exposed through the cut-outs to seal the other outer section and the intermediate section to each other.

2. A letter-envelop combination in the form of a rectangular-shaped sheet all four perimeters of which are rectilinear and having transverse parallel scores dividing the sheet into an intermediate and two outer sections and indicating lines for folding the sections into superimposed relationship to constitute an envelop, strips of adhesive extending continuously along the

lateral margins of the sheet inwardly of the rectilinear perimeters for the full length of the sheet, one of the outer sections having narrow integral portions on opposite lateral margins each of a length substantially equal to one-third the lateral width of the one outer section which portions are removable before folding to form cut-outs inwardly of the respective rectilinear perimeters, the sections being foldable with the one outer section intermediate the other outer and intermediate sections so that adhesive on the other outer section is exposed through the cut-outs to seal the other outer section and the intermediate section to each other.

3. A letter-envelop combination in the form of a rectangular-shaped sheet all four perimeters of which are rectilinear and perforatably secured to a binding strip, the sheet having transverse parallel scores dividing the sheet into an intermediate and two outer sections and indicating lines for folding the sections into superimposed relationship to constitute an envelop, strips of adhesive extending continuously along the lateral margins of the sheet inwardly of the rectilinear perimeters for the full length of the sheet, the perforation being offset into the margin of one of the outer sections to form a narrow tab integral with the binding strip but of a length less than the lateral width of the one outer section which tab tears out from the one outer section when the sheet is detached from the binding strip so as to form a marginal cut-out inwardly of the respective rectilinear perimeters, the sections being foldable with the one outer section intermediate the other outer and intermediate sections so that adhesive on the other outer section is exposed through the cut-out to seal the other outer section and the intermediate section to each other.

4. A letter-envelop combination in the form of a rectangular-shaped sheet all four perimeters of which are rectilinear and perforatably secured to a binding

strip, the sheet having transverse parallel scores dividing the sheet into an intermediate and two outer sections and indicating lines for folding the sections into superimposed relationship to constitute an envelop, strips of adhesive extending continuously along the lateral margins of the sheet inwardly of the rectilinear perimeters for the full length of the sheet, the perforation being offset into the margin of one of the outer sections to form a narrow tab integral with the binding strip but of a length less than the lateral width of the one outer section which tab tears out from the one outer section when the sheet is detached from the binding strip so as to form a marginal cut-out inwardly of the respective rectilinear perimeters, the one outer section having a narrow integral portion on the opposite lateral margin of a length equal to that of the tab and removable before folding to form a second cut-out in the one outer section, the sections being foldable with the one outer section intermediate the other outer and intermediate sections so that adhesive on the other outer section is exposed through the cut-outs to seal the other outer section and the intermediate section to each other.

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