July 17, 1923.

1,461,879

H. HARRIS

COMBINED ENVELOPE AND LETTER SHEET

Filed Sept. 2, 1920

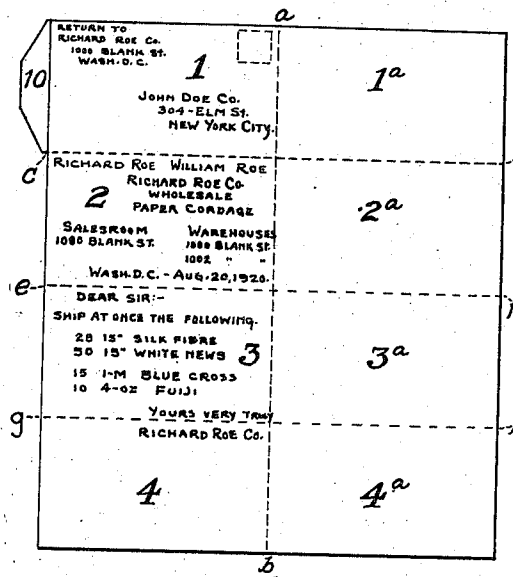


Fig. 1.

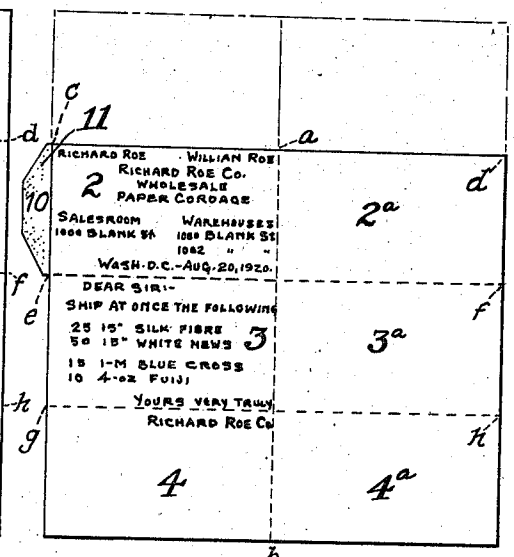
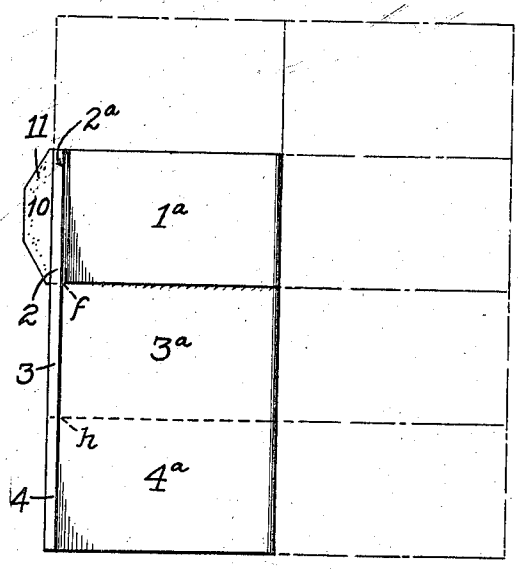


Fig. 2

Fig. 3.



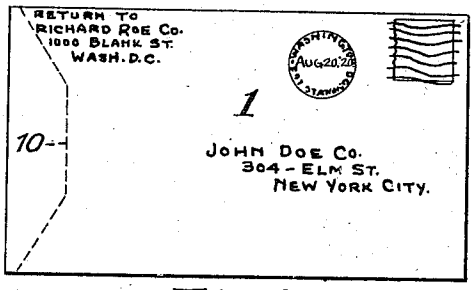


Fig. 4.

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UNITED STATES PATENT OFFICE.

HOLMES HARRIS, OF WASHINGTON, DISTRICT OF COLUMBIA.

COMBINED ENVELOPE AND LETTER SHEET.

Application filed September 2, 1920. Serial No. 407,659.

To all whom it may concern:

Be it known that I, HOLMES HARRIS, a citizen of the United States, residing at Washington, District of Columbia, have invented certain new and useful Improvements in Combined Envelopes and Letter Sheets; and I do hereby declare the following to be a full, clear, and exact description of the invention, such as will enable others skilled in the art to which it appertains to make and use the same.

This invention relates to combined envelopes and letter sheets.

In addition to the usual objects of devices of this sort,—the saving of envelopes and the time required in addressing them,—this invention has for its objects the construction and arrangement of a letter sheet on which the return address and letter head of the sender may be printed at one impression on the same side of the sheet; to enable the forwarding address and the letter to be written at one time on the same side of the sheet in the typewriter; to eliminate all danger of tearing the envelope or letter sheet and its contents when opening it; convenience of reference when filed, in that the date on which the letter was forwarded and the date it was received are exposed in convenient visible position on the same side of the sheet adjacent to each other; security of any enclosure.

With these and other objects in view the invention consists in the construction set forth in the following description, illustrated in the accompanying drawings and defined in the appended claims.

In the drawings, wherein the same reference character designates corresponding parts throughout the several views:

Figure 1 is a view showing the face of front of the improved letter sheet;

Figure 2 is a face or front view of a portion of the letter sheet illustrating the sheet after the first stage of the folding process, the upper panels having been folded back against the second panels;

Figure 3 illustrates the sheet after the second stage of the folding process;

Figure 4 is a view of the letter sheet folded and sealed.

In the embodiment illustrated the improvement consists of a rectangular sheet provided with fold marks *a*—*b*, *c*—*d*, *e*—*f* and *g*—*h*. Said fold marks are preferably made by the conventional lines of perforations in order to serve as permanent indications of the lines on which the sheet is to be folded. For purposes of convenience the line *a*—*b* will be deemed to be a vertical line and the others, *c*—*d*, *e*—*f* and *g*—*h*, transverse fold lines; the edges parallel with line *a*—*b* will be deemed the side edges. The panels 1 and 1^a will be deemed to be the upper panels and the panels 4 and 4^a the lower or fourth panels, while the panels 2 and 2^a, 3 and 3^a are herein referred to as intermediate or second and third panels, respectively. On one of the upper panels (preferably the panel 1 at the upper left hand corner) is a sealing flap 10 projecting from the left hand edge thereof looking toward the face of the sheet. On the face of this panel a return address is preferably printed, leaving adequate space on which to write the forwarding address. At the upper right hand corner of the panel 1 is the place for the postage stamp, and the postmark will ordinarily appear, after transmission of the sheet through the mails at the left of the postage stamp position. The sealing flap 10 is preferably gummed, as shown at 11, on its rear side or the side opposite that on which the forwarding address is to be printed on the panel 1. On the panel 2 there is preferably printed the letter head of the sender and there may also be printed a letter head on the face of the panel 1^a. Below the letter head on the panel 2 is a space for the body of the letter which extends over the panels 3 and 4 and may be continued over panels 2^a, 3^a and 4^a, if desired.

In folding the letter sheet preparatory to sealing it, the upper panels 1 and 1^a will first be folded backward on the line *c*—*d* so that the backs of the panels 1 and 1^a will lie against the backs of the panels 2 and 2^a, producing the partially folded sheet illustrated in Figure 2. The second fold should be made along the vertical fold line *a*—*b*, whereafter the sheet will assume the form illustrated in Figure 3.

An enclosure may be inserted between the adjacent faces of the panels 3 and 3^a, if desired, and then the third panels 3 and 3^a should be folded on the line *e*—*f* and the fourth panels 4, 4^a folded on the line *g*—*h* and tucked between the front adjacent-lying faces of the panels 2 and 2^a.

After the described folding operations have been completed, the flap 10 will be folded around and the gummed back 11 caused

to adhere to the back of the panel 3. The letter sheet and envelope is now completely sealed and the written message and inclosure, if any, are inaccessible without insealing the envelope.

When it is desired to open the combined letter sheet and envelope, the flap 10 should be severed from the panel 1 along the line connecting it to said panel. After severance of the sealing flap 10 from the panel 1 it remains adhering to the rear face of the panel 3. The letter sheet can then be unfolded and displayed as a rectangular sheet like that shown in Figure 1 except that the sealing flap 10 has been removed therefrom. When thus displayed it is apparent that the name of the sender and that of the addressee are displayed prominently before the reader at the upper right hand part of the sheet. The letter may be conveniently filed, as in a flat filing system, the positions of the letter heading, addressee's name and date of sending, in juxtaposition to the sender's name in the letter head on the panel 2, and date of receipt indicated by the postmark on panel 1 being in convenient position for ready reference.

The entire letter and forwarding address may be written upon one side of the sheet at one insertion in the typewriter. The additional time necessary in addressing a separate envelope is thus saved. In the printing of these sheets for use by any individual or firm there is a saving owing to the fact that all necessary printing of envelope and letter head may be done at one impression. Folded in the manner described, any enclosure that may be inserted within the folds is inaccessible without unsealing the letter sheet or envelope. There is no danger of tearing the written sheet or the enclosure, as any suitable instrument or even the finger inserted between the faces of the panels 2, 2^a, at one edge, may rip off the sealing flap without danger of tearing anything else.

Having described my invention in such manner as to enable those skilled in the art to which it appertains to make and use the same, what I claim is:

1. A combined letter sheet and envelope consisting of a substantially rectangular sheet having a vertical fold line and transverse fold lines, said fold lines dividing the sheet into at least eight panels, and a sealing flap projecting laterally from the side edge of one of the two upper panels, there being address indicia on the face of said panel having the sealing flap, and letter head indicia on the face of the adjacent panel separated therefrom by a transverse fold line, said sheet with the address indicia thereon having the upper panels folded back against the backs of the second panels on the upper transverse fold line, the other panels folded face to face on the vertical fold line, the third panels folded on the second transverse fold line, against the back of one of the first panels folded back to back with the second panels, and the remaining panels tucked between the faces of the second panels and said sealing flap folded over and sealed to the back of a third panel.

2. A combined letter sheet and envelope consisting of a sheet divided by a vertical fold line and, by transverse fold lines into at least eight panels, a sealing flap attached to the side edge of one of the upper panels, and address indicia on the face of said panel having the sealing flap, said sheet having the upper panels folded back against the back of the second panels on the upper transverse fold line, the other panels folded face to face on the vertical fold line, the third panels folded on the second transverse fold line against the back of one of the first panels folded back to back with the second panels and the remaining panels tucked between the faces of the second panels and said sealing flap folded over and sealed to the back of a third panel.

3. A combined letter sheet and envelope consisting of a sheet divided by a vertical fold line and by transverse fold lines into at least eight panels, a sealing flap attached to the side edge of one of the upper panels, address indicia on the face of said panel having the sealing flap, letter head indicia on the face of the adjacent panel separated therefrom by a transverse fold line, said sheet with the address indicia thereon having the upper panels folded back against the backs of the second panels on the upper transverse fold line, and other panels folded face to face on the vertical fold line, the third panels folded on the second transverse fold line against the back of one of the first panels folded back to back with the second panels, and the remaining panels tucked between the faces of the second panels, and said sealing flap folded over and sealed to the back of a third panel.

In testimony whereof I affix my signature.

HOLMES HARRIS.