July 27, 1965 J. H. HAYES, JR 3,197,121

LETTER SHEET

Filed June 20, 1963 6 Sheets-Sheet 1

Fig. 1.

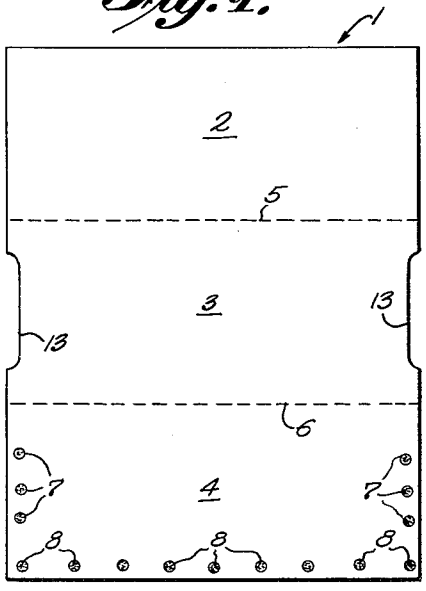


Fig. 2.

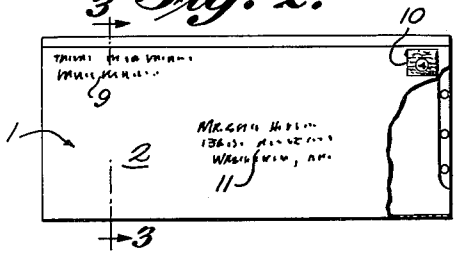


Fig. 3.

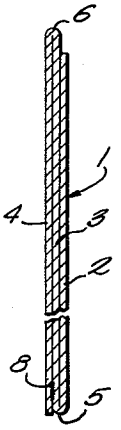


Fig. 4.

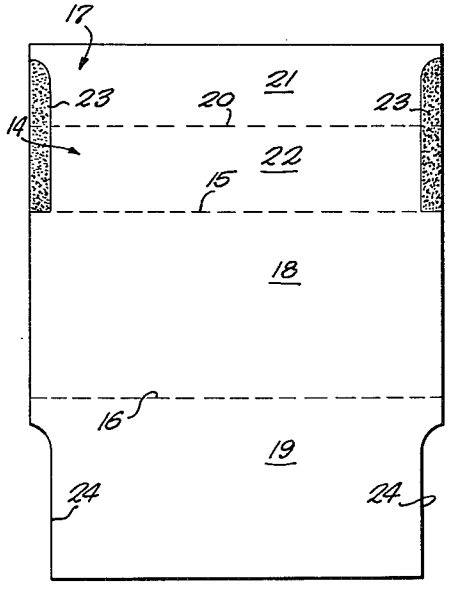
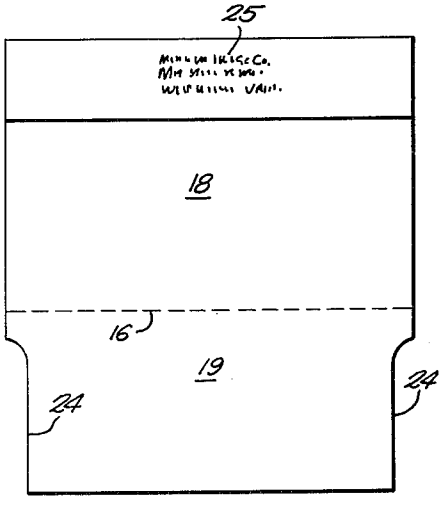


Fig. 5.



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July 27, 1965 J. H. HAYES, JR 3,197,121

LETTER SHEET

Filed June 20, 1963 6 Sheets-Sheet 2

Fig. 6.

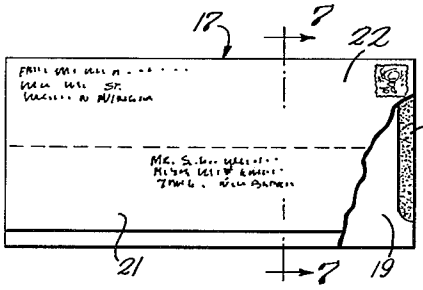


Fig. 7.

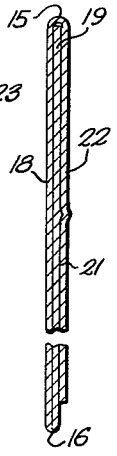


Fig. 8.

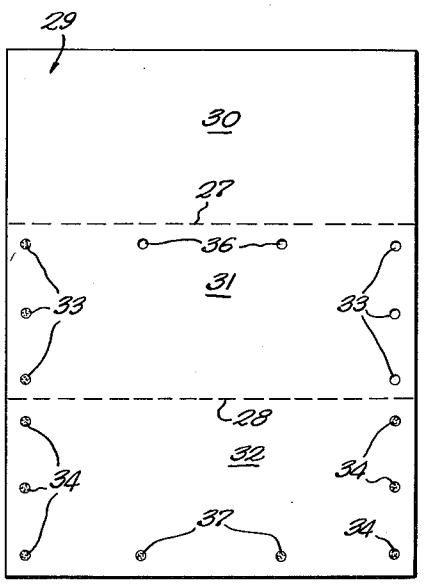


Fig. 9.

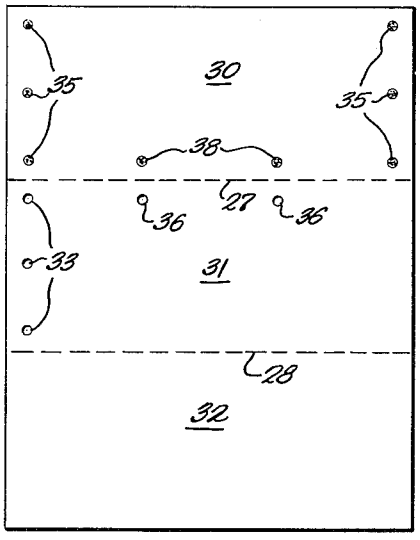


Fig. 10.

Fig. 11.

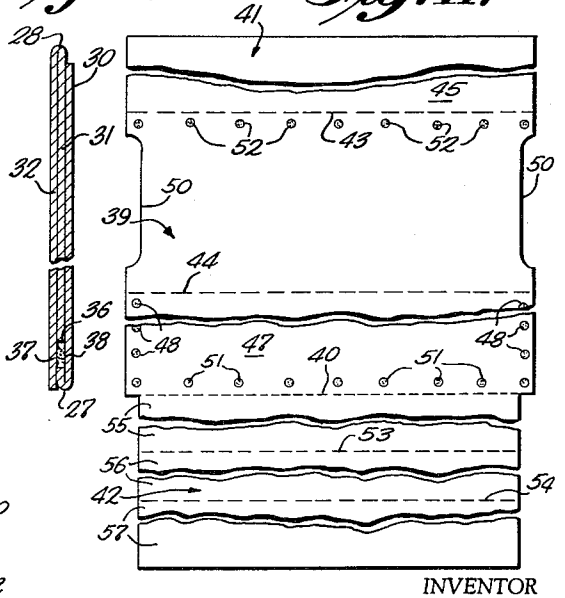
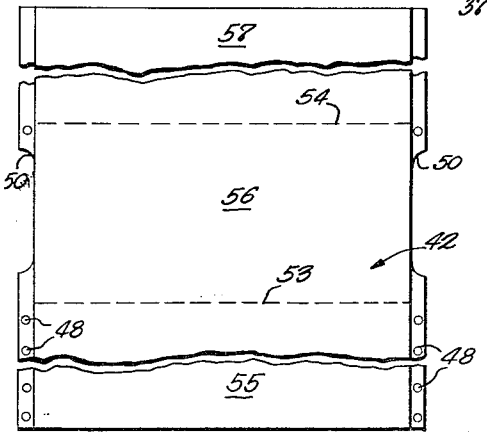


Fig. 12.



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July 27, 1965 J. H. HAYES, JR 3,197,121

LETTER SHEET

Filed June 20, 1963 6 Sheets-Sheet 3

Fig. 13.



Fig. 14.

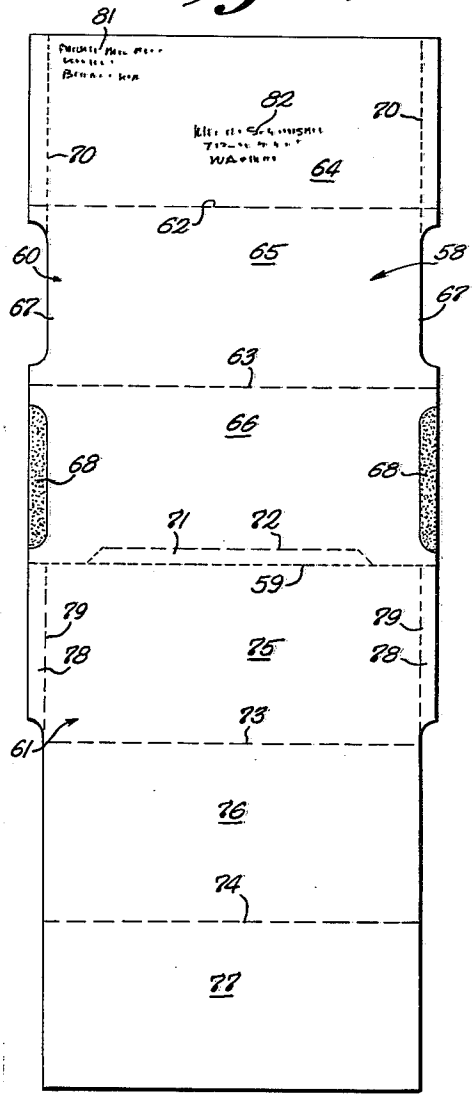


Fig. 17.

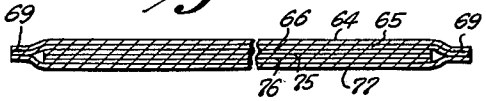


Fig. 15.

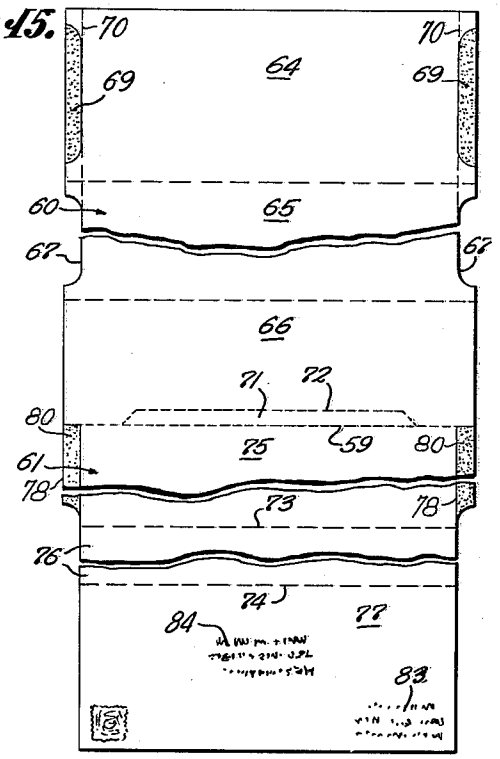
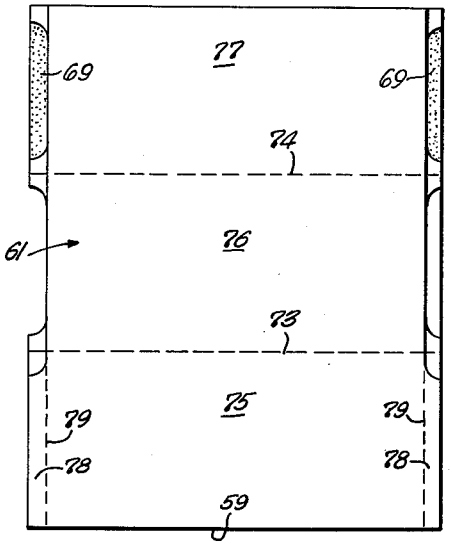


Fig. 16.



July 27, 1965 J. H. HAYES, JR 3,197,121

LETTER SHEET

Filed June 20, 1963 6 Sheets-Sheet 4

Fig. 18.

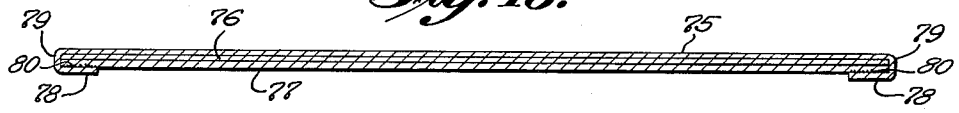


Fig. 19.

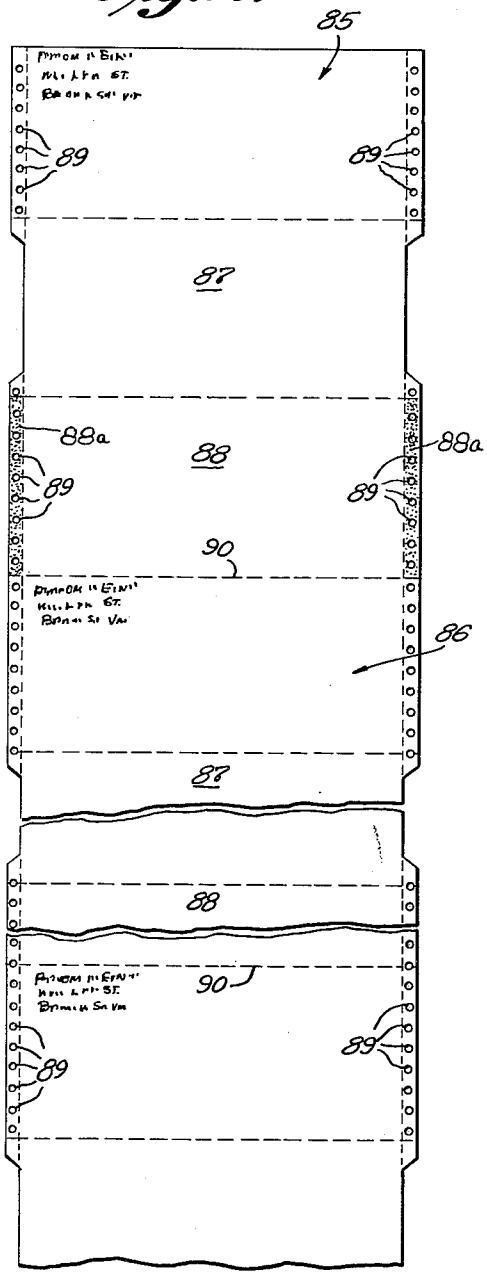


Fig. 20.

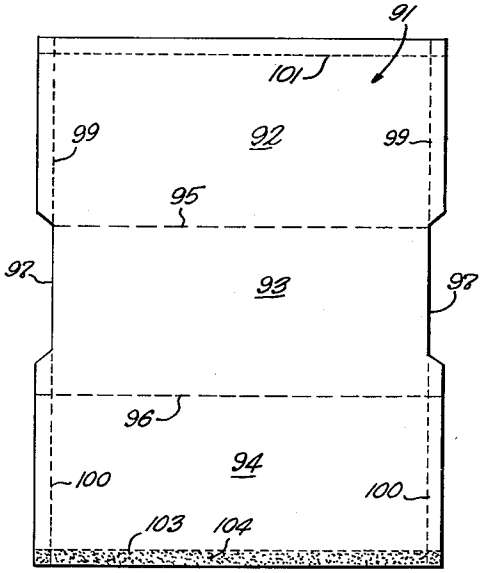
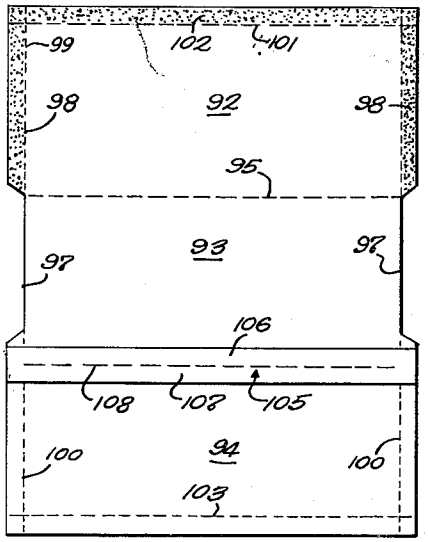


Fig. 21.



July 27, 1965 J. H. HAYES, JR 3,197,121

LETTER SHEET

Filed June 20, 1963 6 Sheets-Sheet 5

Fig. 22.

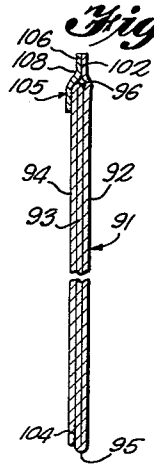


Fig. 25.

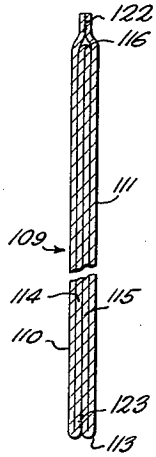


Fig. 24.

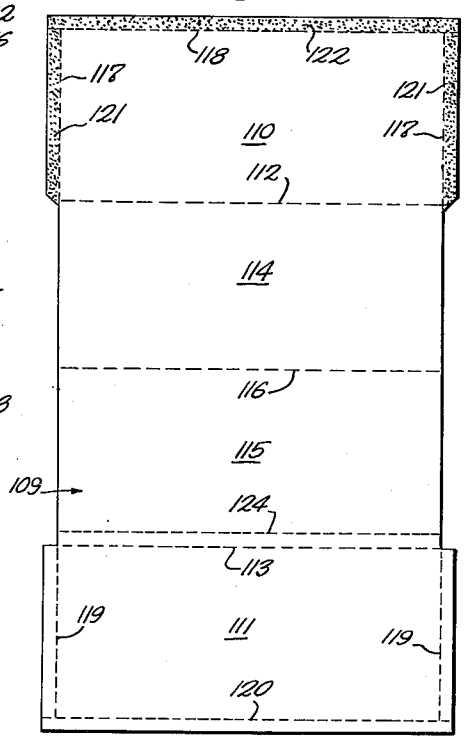


Fig. 23.

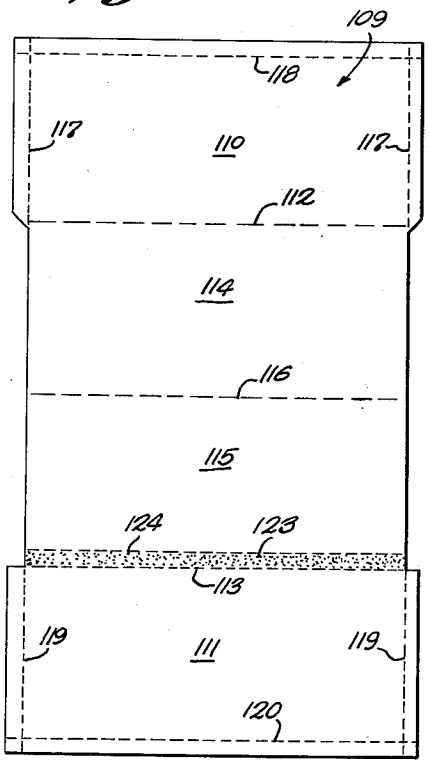
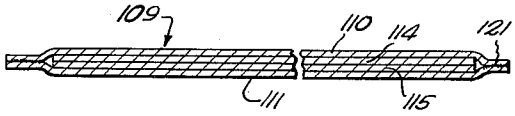


Fig. 26.



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July 27, 1965 J. H. HAYES, JR 3,197,121

LETTER SHEET

Filed June 20, 1963 6 Sheets-Sheet 6

Fig. 27.

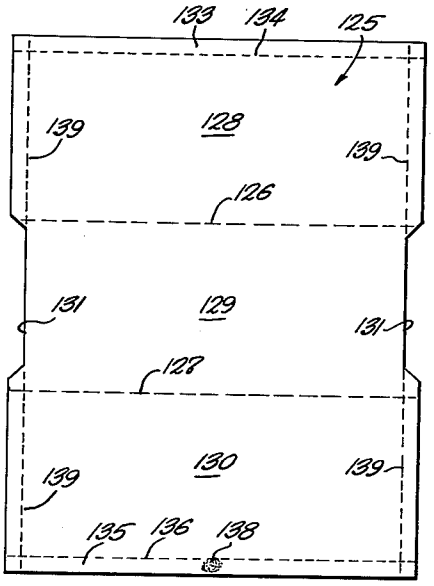


Fig. 28.

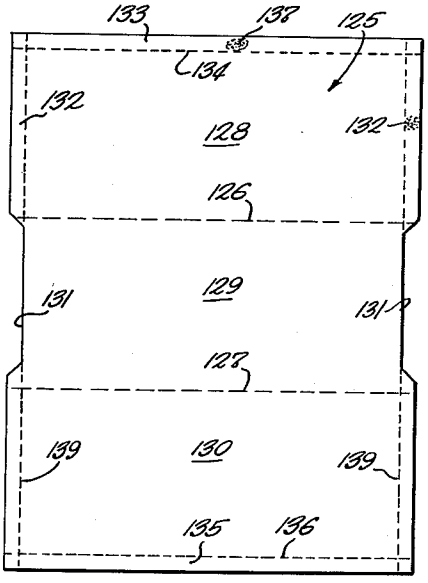


Fig. 30.

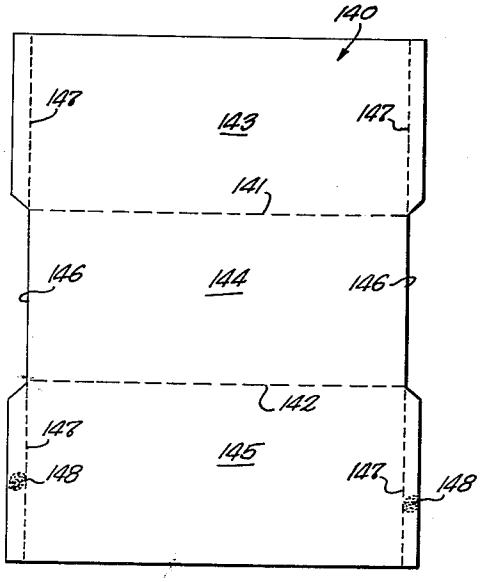


Fig. 29.

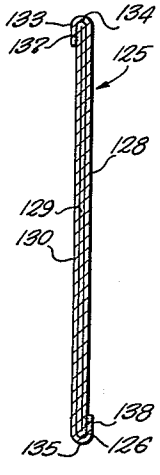
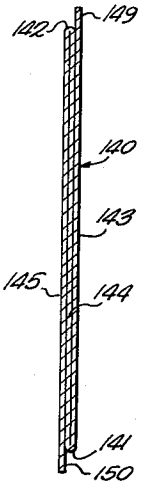


Fig. 31.



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United States Patent Office

3,197,121
Patented July 27, 1965

3,197,121

LETTER SHEET

John H. Hayes, Jr., Box 825, Bristol, Va.

Filed June 20, 1963, Ser. No. 289,300
7 Claims. (Cl. 229—92.1)

This invention relates to letter sheets of the general type which can be folded and sealed and mailed without a covering envelope, and particularly to letter sheets of the type shown in my co-pending application Serial No. 234,341, filed October 31, 1962, now abandoned entitled Letter Sheet.

In my prior application, a letter sheet is disclosed which can be folded to conceal the written message, and which permits typing the name and address of the person to whom the letter is to be sent and the message with but a single insertion of the sheet in a typewriter. This will eliminate the need for separate addressing of an envelope and insertion of the sheet in an envelope. It also eliminates the requirement of reversing the sheet to place the address on the opposite side, as is required with conventional sheets which fold up to form a sealed article for mailing.

The sheet in the prior application contained glue areas to form seals at the sides of the folded sheet and along the top and bottom edges. This required adhesion of both the top and bottom panel with the intermediate panel.

The present invention has for its principal object the provision of an improved letter sheet which can be folded and sealed, with provision for adhesive between the outside panels of the folded form without need for separate attachment of the outside panels to the intermediate panels.

A more specific object is to provide an improved letter sheet which has portions of an intermediate panel cut out to permit adhesive contact of the end panels through the cutouts when the sheet is folded.

Another object of the invention is to provide a letter sheet of plurality sheet length to provide for typing plural sheet letters, or for making carbon copies, wherein the sheets can be folded into superimposed relation, and the superimposed sheets folded as a unit, with sealing contact being made by parts of the first sheet only.

A further object is to provide sheets of plural unit length with one of the sheets being removable by the recipient and resealable for use as a return mailing piece.

It is also an object to provide a letter sheet of the above type with means for sealing all ends and edges of the folded sheet.

Yet another object is the provision of means in a letter sheet adapted to be folded, sealed and mailed without a cover to prevent severance along the fold lines of the sheet if the folded sheet should accidentally be placed in an automatic letter opener.

Other objects of the invention will become apparent from the following description of practical embodiments thereof, when taken in conjunction with the drawings which accompany, and form part of, this specification.

In the drawings:

FIGURE 1 is a face view of a letter sheet made in accordance with the present invention;

FIGURE 2 is a face view of the letter sheet folded and sealed for mailing, the top panel being broken away along one edge to show the arrangement of the underlying panels;

FIGURE 3 is a section through the folded and sealed sheet, taken on the line 3—3 of FIGURE 1;

FIGURE 4 is a face view of a letter sheet of slightly modified form;

FIGURE 5 is a face view of the sheet folded for insertion into a typewriter;

FIGURE 6 is a face view of the sheet folded and sealed for mailing, the top panel being broken away to show the arrangement of the underlying panels;

FIGURE 7 is a section through the sealed sheet, taken on the line 7—7 of FIGURE 6;

FIGURE 8 is a face view of another modified letter sheet;

FIGURE 9 is a back view of the sheet shown in FIGURE 8;

FIGURE 10 is a vertical section through the sheet of FIGURE 8 folded and sealed;

FIGURE 11 is a face view of still another modified letter sheet which is of double length to provide two pages, the sheet being shown in extended form;

FIGURE 12 is a rear view of the form shown in FIGURE 11 with the second sheet lying in overlapping relation to the first sheet;

FIGURE 13 is a horizontal section through the form of FIGURE 11, folded and sealed, for mailing;

FIGURE 14 is a face view of another double-length sheet which supplies a return form, the sheet being shown in extended condition;

FIGURE 15 is a view of the reverse side of the form shown in FIGURE 14;

FIGURE 16 is a rear view of the double length sheet of FIGURE 14 folded to place the sheets in overlying relation;

FIGURE 17 is a horizontal section through the form of FIGURE 14 folded and sealed for original mailing;

FIGURE 18 is a similar section through the reply section of the double-length form folded and sealed for mailing to the original sender;

FIGURE 19 is a view of a number of the basic sheets connected in serial form;

FIGURE 20 is a face view of yet another modification of the basic sheet;

FIGURE 21 is a back view of the sheet of FIGURE 20;

FIGURE 22 is a vertical section through the sheet of FIGURE 20 folded and sealed;

FIGURE 23 is a face view of a further modification;

FIGURE 24 is a rear view of this sheet;

FIGURE 25 is a vertical section through the sheet of FIGURE 23 folded and sealed;

FIGURE 26 is a horizontal section through the sealed and folded sheet;

FIGURE 27 is a face view of another modified form of sheet;

FIGURE 28 is a back view of the sheet of FIGURE 27;

FIGURE 29 is a vertical section through the sheet of FIGURE 27 folded and sealed;

FIGURE 30 is a face view of a still further modification sheet; and

FIGURE 31 is a vertical section through the folded and sealed sheet of FIGURE 30.

Referring to the drawings in detail, and first to the basic form of the invention as shown in FIGURES 1, 2 and 3, there is shown a letter sheet 1 which is adapted to be folded to form three panels 2, 3 and 4. The sheet may be simply folded to form the panels, or, as is preferable, the sheet will be pre-scored, as at 5 and 6, to divide it into panels and to ensure proper folding and true registry of the panels in overlying relation when the sheet is folded.

The bottom panel 4 has adhesive along its side margins, which may take the form of continuous glue strips, or a series of glue spots 7, as shown. The bottom panel may, if complete message sealing is desired, have a line of glue spots 8 along its bottom margin.

It is contemplated that the top panel 2 will form the front of the sealed mailing piece, and it will have the sender's name and address in conventional manner in the upper left corner, as shown at 9. A stamp 10 may, or may not, be printed in the upper right, as desired. When the sheet is inserted in a typewriter, the name and address of the recipient will be typed on panel 2, as at 11, and the message, or body of the letter 12, will be typed in the area defined by the panels 3 and 4. This allows all necessary typing to be done with but a single insertion of the sheet.

After the letter is completed and removed from the typewriter, it is folded along lines 5 and 6 to cause the several panels to overlie one another. The sheet is fan-folded, so that the backs of panels 2 and 3 are in contact, and the fronts of panels 3 and 4 are in contact. This will leave exposed the face of panel 2 with its address and return address, and will conceal the message on panels 3 and 4.

In order that the glue areas 7 at the side margins of bottom panel 4 may make contact with, and be adhered to, the side edge margins of top panel 2 and hold the fan-folded sheet in folded condition, the side edges of the middle panel 3 are notched, or indented, as at 13, to a depth as great as, or greater than, the marginal area occupied by the glue area 7. This allows adhesive contact between the front and back sections of the folded sheet to hold all the folded sections together without need for adherence between each of the several panels. If complete sealing around all four sides of the message is desired, and the glue spots 8 are along the bottom edge of bottom panel 4, the bottom panel can be adhered to the top edge of the underlying panel 3.

Although a complete sealing of the message is obtained by reason of the structure described above, it will be obvious that closure of the edges of the message-bearing panels and attachment of the several panels is possible simply through the use of the single row of adhesive on each side of the bottom panel where the middle panel is indented to permit adhesive contact between the top and bottom panels.

Referring now to FIGURES 4 to 7, there is shown a modified letter sheet 14. This sheet is scored along horizontal lines 15 and 16 to provide top, middle and bottom panels 17, 18 and 19, respectively. Top panel 17 is scored medially by line 20 to divide the top panel into upper and lower sections 21 and 22. This conforms to the arrangement disclosed in the above-mentioned prior application. In this form, the back of panel 17 will become the face of the mailing piece. In order to permit the typing of the address and the body of the letter without reinserting the sheet in the typewriter, upper section 21 of the top panel will be folded about score line 20 to overlie section 22, as shown in FIGURE 5, before the sheet is inserted into the machine.

In the modified form, the side margins of the top panel have glue strips 23, and the bottom panel is cut away, or notched, at the sides, as at 24.

When the sheet has the upper section 21 of the top panel folded over the lower section, as described, and the sheet is inserted into the typewriter, the name and address of the recipient is typed on the folded over top section, and the body of the letter is typed on panels 18 and 19. When the sheet is removed from the typewriter, section 21 of the top panel is raised to lie in the plane of the lower section. This, of course, puts the address and message on opposite sides of the letter sheet. The bottom panel is then folded upwardly to overlie middle panel 18, and the entire top panel is folded forwardly to overlie the middle panel. Because of the notches 24 at the sides of the bottom panel, the edge portions of the middle panel are uncovered and the glue strips 23 on the top panel will contact the middle panel edges and be adhered to them. This will seal along both side edges of the sheet, and, as the bottom panel is folded inwardly first and the top panel overlies it, the message cannot be read without breaking the seal. The address 25 as well as the return address 26 will be on the outside face of the top panel when the sheet is folded and sealed.

The form shown in FIGURES 8, 9 and 10 is identical to the form first described insofar as concerns the arrangement of the score lines 27 and 28 on sheet 29 to divide the sheet into panels 30, 31 and 32. It differs from the first form in the location of the adhesive and the arrangement of cut-outs in the middle panel, but not as to the surfaces which are in adherence.

Middle panel 31 has a plurality of openings 33 along its side marginal edges. Bottom panel 32 has a plurality of glue spots or self-sealing spots, 34, along its side marginal edges, with the adhesive spots 34 being located for registry with the openings 33 in the middle panel when the sheet is folded for mailing. When self-sealing adhesive is used, top panel 30 will have a similar series of adhesive spots 35 on the side marginal edges of its back face. It will be evident that when the sheet is folded, the adhesive spots 34 and 35 will contact through the openings 33 in the middle panel.

If it is desired to seal the message, a row of openings 36 will be provided across the top of the middle panel and adhesive spots 37 will be placed on the bottom edge of the front face of the bottom panel for registry with openings 36. Similar spots of adhesive 38 are located on the back of the top panel along the lower edge for adhesive contact with spots 37 through openings 36 when the sheet is folded for mailing.

Referring now to FIGURES 11, 12 and 13, there is shown a form of letter sheet which provides for a two page letter, or a single page letter and carbon copy. The entire sheet 39 is divided midway of its length by a perforated line 40 to form a first sheet 41 and a second sheet 42.

The first sheet 41 is divided by score lines 43 and 44 into top, middle and bottom panels 45, 46 and 47. The bottom panel has side rows of adhesive spots 48 on its front face and the top panel has similar rows of spots 49 on its rear face. The adhesive spots of the top and bottom panel may contact when the sheet is folded because the middle panel has notches 50 in its side edges of sufficient width and depth to permit it. Rows of adhesive spots 51 and 52 are located, respectively, along the bottom of the front face of panel 47 and along the top of the front face of panel 46. This will permit sealing the message, as will be described.

The second sheet 42 is of less width than the first sheet, and is shown as the same width as the middle panel 46 of the first sheet at the notched area. In other words, the second sheet will be sufficiently narrower than the first sheet so that it will not project into the notched areas 50 of the first sheet or overlie any of the side adhesive areas when the two sheets are superposed. The second sheet is shown as of uniform width throughout, and having no cut-outs or adhesive areas. It is divided by score lines 53 and 54 into panels 55, 56 and 57 similar to the panels of the first sheet.

When the form is to be used in typing a two page letter, it is opened up, as shown in FIGURE 11, and inserted in the typewriter as a single sheet. If the second sheet 42 is to be used for a carbon copy, the two sheets will be folded one on top of the other, as shown in FIGURE 12, and a sheet of carbon paper placed between them. When the typing is done, and the sheets are folded along the perforated line 40, the composite sheet may be fan-folded as previous forms. The first sheet folds and seals along its side edges as the single sheets of the previous forms. The second sheet folds fanwise with the first sheet and is sealed within it. The sheets can be separated readily along the line 40 whenever desired.

A second type of double sheet is illustrated in FIGURES 14 to 18. Here, the first sheet may be used for a desired message and the second sheet as a reply. The

sheets can be separated and are separately sealable when separted.

In that form of the invention shown in FIGURES 14 to 18, the composite sheet 58 is divided by a perforated line 59 into a message sheet 60 and a reply sheet 61.

Message sheet 60 has score lines 62 and 63 defining panels 64, 65 and 66. Middle panel 65 is notched at the sides as before, as at 67. An adhesive area 68 extends along the face of each side margin of bottom panel 66, while similar areas 69 are located on the side margins of the back of top panel 64. Lines of perforations 70 extend vertically from the notches 67 to the top edges of top panel 64 to enable easy opening of the folded and sealed sheet, as will be described. It will be noted that adhesive areas 69 are located wholly between perforated lines 70 and the side edges of top panel 64. An additional glue strip 71 is provided along the bottom edge of panel 66, and this area is bounded by the perforated line 59 at the bottom and the perforated line 72 at the sides and top of the strip.

The reply sheet 61 is divided by score lines 73 and 74 into panels 75, 76 and 77. Panels 76 and 77 are of less width than panel 75 or the sheet 60. This will prevent overlap of sheet 61 in the adhesive areas of sheet 61 as described in connection with the previous double-sheet form. Panel 75 is the full width of sheet 60, at least for the major depth of the panel, and the projecting portions of the panel form reply sheet sealing flaps 78. The flaps are defined by vertical score lines 79 which form continuations of the side edges of panels 76 and 77. Glue strips 80 extend along flaps 78 on the side forming the face of the reply sheet.

Panel 64 of the message sheet 60 forms the cover of the folded and sealed mail piece. It will carry a return address 81 and receive an address 82. The panel 77 of the reply sheet 61 will form the cover of the folded and sealed reply sheet after severance from the message sheet. The composite sheet is arranged so that when the sheets 60 and 61 are extended (as shown in FIGURE 14) they will be connected at their bottoms and the back side of reply sheet 61 will be uppermost. This places the printed side of panel 77 down. The return address 83 and the address 84 of the original mailer will be on the underside of the panel and inverted.

The composite sheet can have typing on either the message sheet or the reply sheet or both. The reply sheet may have a carbon copy of the message sheet if the sheet is folded around perforated line 59 to superpose the sheets. In any event, the sheets are arranged one on the other before folding. The composite sheet is fan-folded so that panel 64 of the message sheet forms the front cover and the underside of panel 75 forms the back cover. In this arrangement, the glue areas 68 and 69 will contact, due to the notches 67 in the message sheet middle panel and the narrow width of the reply sheet, and seal completely along the sides of the folded sheet. Glue line 71 will adhere along the top of panel 65 to seal off the message area. Panel 75 is held in place at the back of the folded sheet by being joined to the message sheet along the perforated line 59. Flaps 78 on panel 75 overlie the back of panel 66 and are not adhered.

When the mail piece is received, panel 64 can be pulled down, tearing along the perforated lines 70 and the panels 65 and 66 can be opened by tearing out the glued area 71 along perforated lines 59 and 72. Reply sheet 61 can be completely separated from message sheet 60, by completing the severance along line 59, and refolded. Panel 77 now becomes the front cover, while panel 75 again serves as the back cover. In order to hold the reply sheet folded and to seal it, flaps 78 are folded over the front cover panel 77 and adhered to its side edges. This arrangement is shown in FIGURE 18.

In FIGURE 19 a continuous belt, or series, of letter sheets 85 are shown. The individual sheets 86 may be made as any of the previously described forms, but are shown as being of the type having notched middle panels 87 with adhesive 88*a* on the side edges of the bottom panels 88. This will allow folding and sealing of each individual sheet. This continuous series can be used in a sprocket type machine, or in any typewriter adapted to use continuous series of forms. If the series is to be used with a sprocket, the entire length will be printed and punched with sprocket openings 89 before the individual sheets are notched. The sheets are joined to one another along perforated line 90 for easy separation.

In FIGURES 20, 21 and 22, there is shown a modification of the basic letter sheet which allows complete closure of the folded sheet on all four sides yet permits easy opening.

The sheet 91 has the usual three panels 92, 93 and 94 formed by score lines 95 and 96. Middle panel 93 is notched at the sides, as at 97, and the side margins of the back face of panel 92 has glue lines 98 for contact with the side margins of panel 94 through the notches 97 where the sheet is folded. Perforated lines 99 and 100 extend in opposite directions, vertically from notches 97 across panels 92 and 94, with the glue lines on panel 98 being wholly within the areas between the perforations 99 and the side edges of the panel.

Panel 92 has a line of perforations 101 across its top spaced from the top edge, and a glue line 102 is placed within the area between the perforated line 101 and the panel top on the back face of the panel. A similar perforated line 103 extends across panel 94 near its bottom edge, and glue 104 is applied as a strip in the area between the perforations and the panel bottom.

On the back of the sheet, there is a strip of paper 105 extending completely across the sheet and bridging the score line 96. The strip is divided into two horizontal sections 106 and 107 by a perforated line 108 which is in registry with score line 96. Lower section 107 is glued to panel 94, while upper section 106 is free from attachment to the sheet.

Sheet 91 will be fan-folded along score lines 95 and 96. These score lines are spaced so that panels 93 and 94 are of equal size and will overlie one another completely. Thus, glue line 104 will be adhered along the top edge of panel 93. Panel 92, however, is deeper than the other two by at least the distance between perforated line 101 and the top of the panel so that perforated line 101 will lie at, or preferably slightly above, the fold line 96 between panels 93 and 94 when the sheet is folded. The upper section 106 of strip 105 will likewise project above fold line 96 so that sealing contact can be had between the glue area 102 at the top of panel 92 and the upper section 106 of strip 105. This will complete the seal about all four sides of the folded sheet.

To open the mailing piece, it will be necessary to tear off the side edges along perforated lines 99 and 100, tear off the top along perforated lines 101 and 108, and tear along the perforated line 103.

FIGURES 23 to 26 illustrate a variation of the form just described. In this embodiment, sheet 109 is divided into two equal top and bottom panels 110 and 111 by score line 112 and perforated line 113, and the remaining central area is divided into two smaller panels of equal size 114 and 115 by a score line 116. Panels 110 and 111 are perforated along their respective free side and end edges by lines 117 and 118, and 119 and 120. The areas within the perforated lines are of equal size to the panels 114 and 115, as the vertical lines of perforations 117 and 119 are continuations of the side edges of panels 114 and 115, and the perforated lines 118 and 120 are spaced, respectively, from the score line 112 and perforated line 113 distances equal to the depth of panels 114 and 115. The areas between lines 117 and the side edges of panel 110, and between line 118 and the top edge of panel 110 have glue 121 and 122 applied on the rear face of the panel. An additional glue strip 123 is located at the bottom of the front

face of panel 115, between the perforated line 113 and a parallel perforated line 124 spaced inwardly from the bottom edge of panel 115.

The sheet is fan-folded for sealing about score lines 112 and 116 and perforated line 113. The side and end edges of panels 110 and 111 overlap the edges of panels 114 and 115 so that their perimetral edges contact to allow sealing outside the perforated lines 117, 118, 119 and 120. Glue line 123 will seal along the top edge of panel 114. The mailing piece may be opened by tearing along the several perforated lines.

The form shown in FIGURES 27, 28 and 29 is the basic form of the invention with sealing flaps added at the top and a bottom flap 135, separated from the bottom panel The sheet 125 is divided by score lines 126 and 127 into panels 128, 129 and 130. Central panel 129 is notched at the sides, as at 131, and the marginal side edges of the top panel have glue strips 132 on their backs for adhesion to the marginal side edges of the bottom panel when the sheet is fan-folded.

This form of the invention includes a top flap 133, separated from the top panel 128 by a perforated line 134, and a bottom flap 135, separated from the bottom panel 130 by a perforated line 136. Flap 133 has glue 137 along its back face, and flap 135 has a similar line of glue 138 along its front face.

After the sheet is folded so as to place the three panels in juxtaposition and to adhere the side edges of the top and bottom panels, the flaps 133 and 135 are folded about their perforated hinge lines to overlie the bottom panel 130 and the top panel 128, respectively. The flaps will be adhered to the panels they overlie.

The marginal edges of the top and bottom panels may be defined by perforated lines 139, to facilitate opening the mailing piece. Tearing the sealed sheet along side lines 139 and the top and bottom perforated lines 134 and 136 will permit the sheet to be unfolded.

The last illustrated form of the invention, that form shown in FIGURES 30 and 31, has the sheet 140 divided by score lines 141 and 142 into panels 143, 144 and 145. Panel 144 is notched, as at 146, and the panels 143 and 145 may have perforated tear lines 147. Glue 148 will be applied to the side marginal edges of bottom panel 145 between lines 147 and the side edges. This is the structure of the basic sheet.

The particular feature of this sheet is the arrangement of score lines 141 and 142 so as to provide top and bottom panels of equal depth, and the central panel of slightly less depth than the end panels. This causes the end panels to project beyond the fold lines 141 and 142 when the sheet is folded to provide margin strips 149 and 150 at the top and bottom of the mailing piece. The marginal strips will prevent severance of the sheet at the fold line in the event the mailing piece is inserted into an automatic opening device. Only the marginal strips will be cut away, leaving the sheet intact. The sealing sheet can be opened by tearing along the perforated lines 147 at the sides.

In all of the forms described, the basic sheet is included. The basic sheet has three panels, with one of the panels being of narrower width than the others to permit it to be folded between the other two with the side edges of the two wider panels being in adhesive contact.

While in the above several practical embodiments of the invention have been disclosed, it will be understood that the specific details of construction shown and described are merely by way of example, and the invention may take other forms within the scope of the appended claims.

What is claimed is:

1. A letter sheet transversely scored to define top, middle and bottom panels adapted to be fan-folded about the score lines to position the top panel overlying one side of the middle panel and the bottom panel overlying the other side of the middle panel, the middle panel having cut-out areas along its side edges to permit surface contact of the side marginal edges of the top and bottom panels through the cut-out areas in the middle panel, and adhesive along selected portions of the side marginal edges of the sheet which will overlie the cutout areas in the middle panel when the sheet is folded, a second sheet joined to the bottom edge of the bottom panel, there being a line of perforations at the line of joinder, the second sheet being of equal length but of less width than the first to lie wholly between the adhesive areas at the side marginal edges of the first sheet, and score lines transversely of the second sheet dividing the second sheet into a plurality of panels of equal depth to the panels of the first sheet, whereby the side marginal edges of the top and bottom panels may be adhered to one another through the cut-out areas of the middle panel when the sheet is folded.

2. A letter sheet as claimed in claim 1 wherein, the panel of the second sheet adjacent the bottom panel of the first sheet has sealing flaps extending from the sides thereof, the sealing flaps having adhesive thereon for sealing the second sheet when the second sheet has been torn from the first sheet along said line of perforations and the second sheet has been folded about its score lines to place the panels in superimposed relation.

3. A letter sheet transversely scored to define top, middle and bottom panels adapted to be fan-folded about the score lines to position the top panel overlying one side of the middle panel and the bottom panel overlying the other side of the middle panel, the middle panel having cut-out areas along its side edges to permit surface contact of the side marginal edges of the top and bottom panels through the cut-out areas in the middle panel, and adhesive along the selected portions of the side marginal edges of the sheet which will overlie the cut-out areas in the middle panel when the sheet is folded, the top panel being of greater depth than the mdidle and bottom panels to project about the superposed bottom and middle panels when the sheet is folded, a strip on the rear side of the sheet bridging the score line between the bottom and middle panels and extending the width of the sheet, that portion of the strip overlying the bottom panel being attached to the bottom panel and that portion of the strip overlying the middle panel having adhesive thereon for adherence to the projecting portion of the top panel when the sheet is folded, whereby the side marginal edges of the top and bottom panels may be adhered to one another through the cut-out areas of the middle panel when the sheet is folded.

4. A letter sheet as claimed in claim 3 wherein, there is a line of perforation between the portion of the top panel which projects beyond the superposed middle and bottom panels when the sheet is folded and the remainder of the top panel, and a line of perforation along the strip coincident with the score line between the middle and bottom panels.

5. A letter sheet transversely scored to define top, middle and bottom panels, a sealing panel joined to the bottom edge of the bottom panel with a line of perforation at the line of joinder, the top and sealing panels projecting at each side edge beyond the side edges of the middle and bottom panels to provide side contacting surface areas when the sheet is fan-folded about the score lines and perforation line, adhesive on the projecting contacting side areas of the top and sealing panels, the top and sealing panels being of greater depth than the middle and bottom panels to provide edge contacting surface areas when the sheet is folded, and adhesive on the edge contacting surface areas of the top and sealing panels.

6. A letter sheet as claimed in claim 5 wherein, the projecting side and edge contacting surfaces of the top and sealing panels are set off from the remainders of the top and sealing panels by lines of perforations.

7. A continuous series of joined letter sheets each of

which are transversely scored to define a top, bottom and at least one intermediate panel adapted to the folded about the score lines to position the panels in superposed overlying relation with the top and bottom panels at the ouside of the superposed panels, the top and botom panels having detachable marginal edges, the intermediate panel being notched along its side marginal edges to permit surface contact of the marginal edges of the top and bottom panels through the cut-outs, a plurality of sprocket openings along the length of the marginal edges of the top and bottoms panels, and adhesive on selected portions of the side marginal areas of at least one of the panels which will be outside the superposed panels when the sheet is folded for registry with the cut-out areas of the intermediate panel, whereby the outer panels of the superposed panels may be adhered to one another through the cut-out areas of the intermediate panel to seal the folded sheet.

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