Aug. 4, 1964 S. J. BLACK 3,143,279

COMBINED ENVELOPE AND STATEMENT FORM

Filed Feb. 7, 1962 2 Sheets-Sheet 1

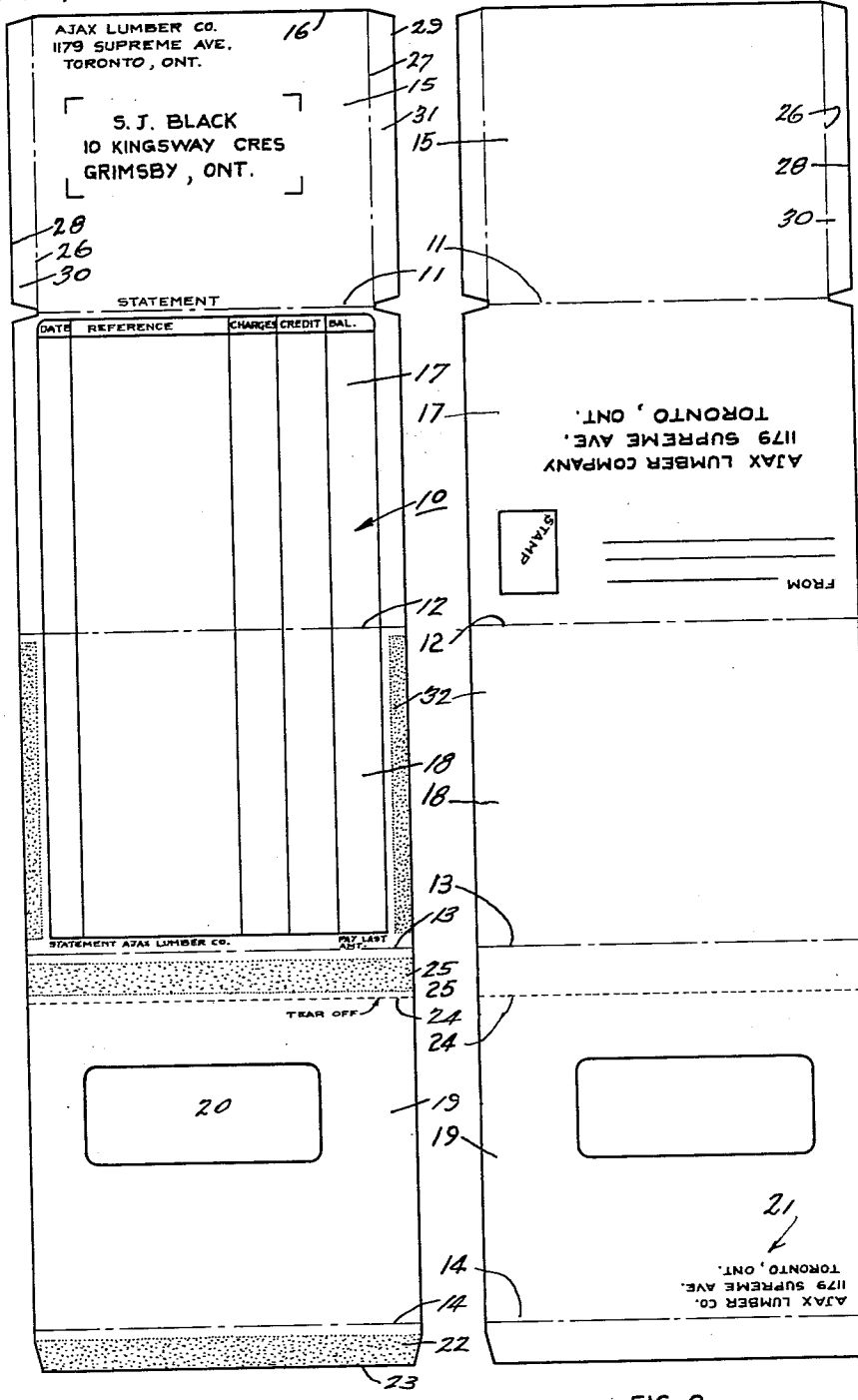


FIG. 1

FIG. 2

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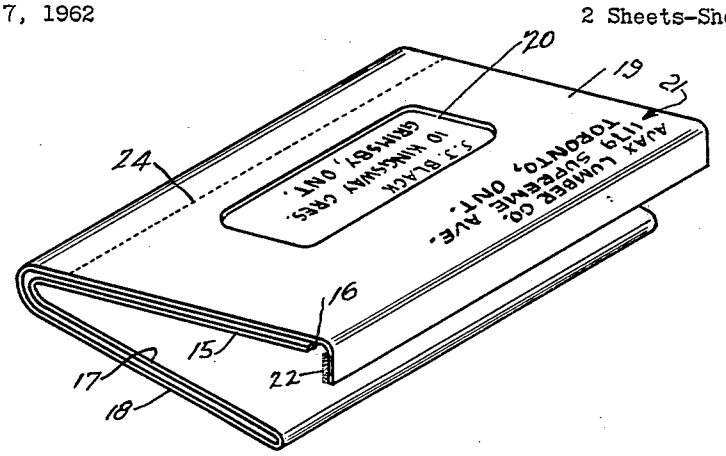


FIG. 3

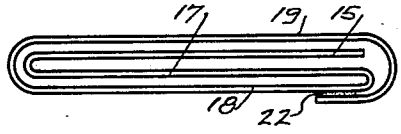


FIG. 4

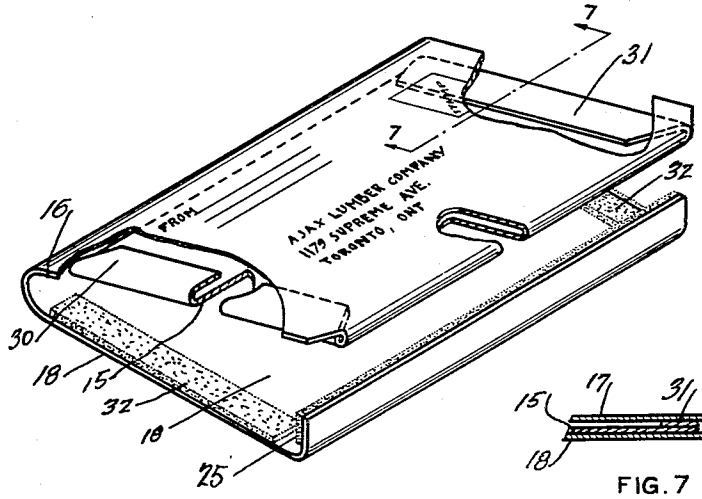


FIG. 5

FIG. 7

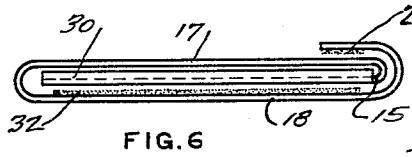


FIG. 6

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3,143,279

COMBINED ENVELOPE AND STATEMENT FORM

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Filed Feb. 7, 1962, Ser. No. 171,716
1 Claim. (Cl. 229—73)

This invention relates to a form for statements of account, particularly to a form which includes on one sheet a customer's envelope, a statement, a reply envelope and a window panel.

Envelopes have been produced which have both an address portion for the customer and a reply address portion and which may be folded so that whatever address portion is desired may be folded on the outside of the envelope. Also envelopes are produced with window panels so that the address of the customer for the statement within the envelope is exposed through the window. Also envelopes are produced that have a separable cheque attached to the statement part, but the statement part is too short to be reproduced from a ledger card, and also the customer's address must be written or typed twice, and also when the cheque is returned the mailing piece consists of only two folded parts, one of which is the cheque itself and therefore there is no protection for the cheque.

The main object of this invention is to provide a combination envelope and statement form that is efficient and economical.

Another object is to provide a combination envelope and statement form that overcomes the use of separate envelopes for forwarding the statement to a customer and the payment of the account by the customer.

Another object is to provide a combination envelope and statement form for mailing in which all the parts are integrally connected for folding and mailing.

Another object is to provide a combination envelope and statement form onto which a ledger card with the name, address and account of a customer can be reproduced automatically from the ledger card for example by a duplicator or other reproducing machine, in one simple operation so that there is no rewriting or any chance of mistakes.

Another object is to produce a combination envelope and statement form that does not need to be separately addressed.

Another object is to produce a combination envelope and statement form which includes a reply envelope of a type that allows the mailing of a separate cheque or other papers. The cheque or others papers being separate and in no way connected to the combination envelope and statement form and mailed in conventional or usual way, within the reply envelope.

These objects are accomplished by providing a combination envelope and statement form which includes a billing envelope, a statement, and a reply envelope. The ledger card of a customer can be reproduced on the inside of the form by well known reproduction machines thus saving any typing of the name, address and account of the customer. For ready reference requirements an account ledger must have the name and the address of the customer at the top. Since ledger cards must be of sufficient length to allow for as many postings as possible, the design of the combination envelope and statement is of the desired length to permit the complete copying of the statement from the ledger card. The form is made so that it may be folded on lines transversely of the form into four parts. The top part of the form has the customer's name and address, and the two inner parts below it have the statement of account reproduced or written thereon if automatic reproduction is not desired. The fourth part below the statement contains a window panel

through which, when the form is folded, the customer's name and address on the upper part is visible. Extending below the said window part is a gummed strip for sealing the envelope when the form is folded. The upper inner side of the window panel part is provided with a gummed strip and a perforated line so that the window panel part may be torn off by the customer, the form folded with the reply address outside and the form sealed. The top inner part of the form has folding lines provided near its two side edges to provide parts that are folded inward for the purpose of realizing a completely sealed envelope for holding a loose personal cheque in payment of the account. It has been discovered that about 85% of the customers prefer to enclose their own bank cheque in payment of their accounts. The lower inner part of the two inner parts having the statement reproduced thereon has both side edges provided with gummed strips so that the outer side edges of the reply envelope may be sealed.

The invention consists in the novel arrangements, construction and combination of parts hereinafter described and shown in the drawings,

FIGURE 1 is a plan view of the inside of the combination envelope and statement form when open;

FIGURE 2 is a plan view of the outside of the combination envelope and statement form when open;

FIGURE 3 is a perspective view of the combination envelope and statement form folded to be mailed to the customer but not sealed;

FIGURE 4 is an end view of the combination envelope and statement form as shown in FIGURE 3 folded and sealed;

FIGURE 5 is a perspective view of the combination envelope and statement form folded to be mailed by the customer but not sealed;

FIGURE 6 is an end view of the combination form as shown in FIGURE 5 folded and sealed; and

FIGURE 7 is a section on line 7—7 in FIGURE 5.

Referring to the drawings, particularly FIGURES 1 and 2, the combination envelope and statement form is shown consisting of a rectangular sheet **10** transversely of which are shown folding lines **11**, **12**, **13** and **14**. The top part **15** of the sheet **10** is enclosed by the upper edge **16** and the folding line **11** and contains the customer's name and address as reproduced from the ledger card or separate writing as shown in FIGURE 1. On the outer side of part **15** as shown in FIGURE 2 there is no printing.

As shown in FIGURE 1 the two parts **17** and **18** which are enclosed in the folding lines **11**, **12** and **13** contain the statement as reproduced from the ledger card or separate writing. As shown in FIGURE 2 the reply address is printed on the reverse side of part **17** of the sheet **10**.

As shown in FIGURE 1 the part **19** is enclosed between the folding lines **13** and **14**, and contains window panel **20** through which the customer's name and address shown on part **15** will be visible when the form is folded for mailing. As shown in FIGURE 2 the address **21** of the sender is in the lower right corner of the part **19** of the outside of the form. A gum strip extension **22** is provided between the folding line **14** and the lower edge **23** of the sheet **10** for sealing the folded form when mailed to the customer. At the upper side of part **19** a perforated line **24** is provided as shown in FIGURE 1, and between the perforated line **24** and the folding line **13** is a gummed strip **25** provided for sealing the folded reply form.

As shown in FIGURE 1 the top part **15** is provided with folding lines **26** and **27** near the two side edges **28** and **29** of the top part **15**. The two strips **30** and **31** between the folding lines **26** and **27** and the side edges **28** and **29** of the part **15** are adapted to be folded inwards

by the customer for the purposes of realizing a completely sealed envelope to retain a loose personal cheque if desired, in payment of the account. Gummed strips **32** are provided near the side edges of the inner part **18**.

Referring to FIGURE 3 the form is shown folded and ready to be mailed to a customer. The form as shown in FIGURE 3 is first folded at **12** with the parts **15** and **17** overlapping the parts **18** and **19**. The part **15** is then folded at **11** over the part **17**. The part **19** is then folded at **13** over the part **15**. The gummed strip **22** on the edge of part **19** is then folded over the parts **17** and **18** at **12** and fastened to the outer side of part **18** as shown in FIGURE 4.

On receipt by the customer the gummed strip **22** is broken and the part **19** detached along the perforation **24**. The statement on parts **17** and **18** is then examined and the customer may desire to send a cheque in payment of the account. The two strips **30** and **31** are then folded inwards. The top part **15** is then folded onto the inner part **17**, and the gummed strips **32** on part **18** moistened. The overlapping parts **15** and **17** are then folded over the part **18** and gummed strips **32** pressed to seal the side edges of the reply envelope. The cheque or any other papers is then put inside the envelope. The gummed strip **25** is then moistened and folded over the part **17** to seal the envelope.

Instead of placing a loose cheque in the reply envelope, a blank cheque can be printed on the reverse side of part **15**, if the user desires.

While the invention has been fully described with particular reference to the specific embodiments it is understood it is to be construed broadly and limited only by the scope of the claim.

What I claim is:

A combination envelope statement and return form comprising a rectangular sheet having transverse folding lines for folding said sheet into four substantially equal parts, one side of said sheet being divided by said folding lines into a customer's name and address part, two statement parts, and a window part, each of said parts being of equal width and the said marginal edges thereof being coextensive, the reverse side of said sheet being divided into a blank part, a reply address part, a blank part, and a window part, respectively, said customer's name and address part having folding lines spaced inwardly from and parallel to said marginal edges to provide narrow folding strips on the side edges thereof, one of said statement parts having narrow gummed strips on the side edges thereof, a transverse perforated line on said window part spaced from said statement part, a narrow gummed strip between said perforated line and statement part, and the other end of said window part having an extension, a folding line between the window part and said extension, said extension being gummed on the same side as said customer's name and address and said customer's name and address part is foldable over and superposed on said window part, and said parts are foldable and secured for mailing by said gummed extension, and wherein said statement parts are unsecured for unfolding and inspection by the recipient, whereupon said form is adaptable for remailing by removing said window part by severing, infolding said folding strips, and successively folding said customer's name and address part and one of said statement parts upon the other of said statement parts and securing the latter together by said gummed strips to form an envelope, the latter being adaptable to be finally closed and sealed by infolding said gummed strip preparatory to remailing said form.

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