

A. R. SCHORECK.
 DELIVERY AND RETURN SLIP FOR ENVELOPS.
 APPLICATION FILED FEB. 2, 1920.

1,378,903.

Patented May 24, 1921.

Fig. 1.

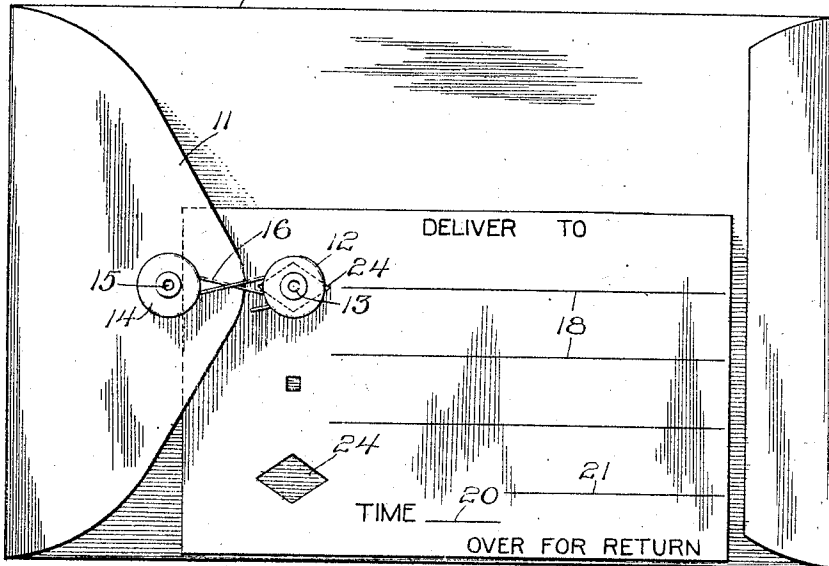


Fig. 3.

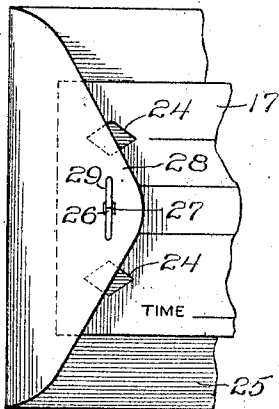
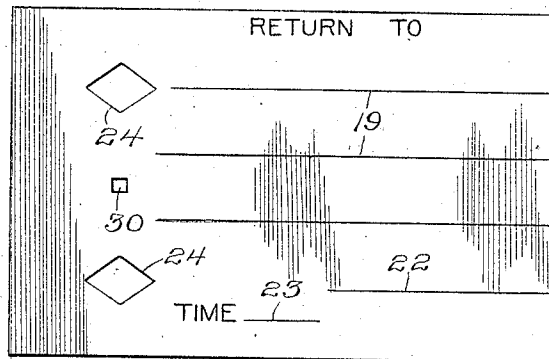


Fig. 2.



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DELIVERY AND RETURN SLIP FOR ENVELOPS.

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To all whom it may concern:

Be it known that I, ALBERT R. SCHORECK, a citizen of the United States, and a resident of Chicago, in the county of Cook and State of Illinois, have invented certain new and useful Improvements in Delivery and Return Slips for Envelops; and I do hereby declare that the following is a full, clear, and exact description thereof, reference being had to the accompanying drawings, and to the characters of reference marked thereon, which form a part of this specification.

This invention relates to a novel delivery and return slip for envelopes, and refers more particularly to a messenger's slip that is provided on its sides with prescribed spaces and instruction indicia to indicate to an outgoing messenger the name and address or department of the sendee for prompt and proper delivery of an envelop, and also the name and address and department of the sender or his agent, together with space adapted to receive indorsement of the times the package is sent out and returned, so that the proper receipt of the package by the sendee and the proper return to the original sender will be assured without marring the package for reuse, and assuring accurate delivery and return, all with minimum attention and time by the sender and sendee. The use of the device has been found highly desirable in printing houses for sending proof to and receiving it from the author and insures that an intelligent use thereof by the printing house will save the author of the annoying details of readdressing the package, also insures that the package when returned will reach the proper department of the printing house. Moreover the slips may be made of low grade material and the envelopes of more expensive material may be used several times to and from different authors.

Heretofore it has been the practice in this use of proof envelopes to write the name of the customer or author on the envelop, and also write on the envelop instructions in respect to the return of the envelop and proof. The envelop can be used but once and for a single job. Moreover the chances of error of the author improperly redirecting the envelop to the proper individual, or department, who should receive it becomes great, whereas with my improvements no such chance of error is possible to occur because the superintendent of the printing

house or department head thereof can take and is qualified to take charge of these details, leaving to the author only the work of reversing the slip. With my improvements, however, the same envelop can be used a number of times, and for different authors, inasmuch as the envelop itself does not receive the address of the sendee or instructions or details with respect to its sending out and return. My invention is also self adaptable to envelopes having ordinary fastening closing devices, it being practicable to apply the slips in both its normal positions without the necessity of special fastening means, a single hole or holes in the slip being the only expediency required.

In the drawings I have shown two forms of my invention, wherein—

Figure 1 is a plan view of an envelop with the delivery and return slip attached thereto as when sending the envelop out to the customer.

Fig. 2 shows the reverse or return side of the slip.

Fig. 3 is a fragmentary view illustrating the manner of using the slip with a staple closed envelop.

In said drawings and referring to Figs. 1 and 2, 10 designates the body of the envelop which is open at one end and provided with a closing flap 11 which overlaps some distance the open end. Said envelop is of that type that is provided on its body portion adjacent the flap with a disk 12 that may be fixed thereto by the usual eyelet 13, and the flap of the envelop is provided with a like disk 14 attached thereto by the usual eyelet 15. A cord or strand 16 which is fastened to the flap beneath the disk 14 is adapted to be wound a number of times around the staples 13 and 15 beneath the two disks, to be fastened ultimately to one of them.

17 designates the delivery and return slip. It is provided on its sides with a series of lines 18, 19, respectively, on which may be entered the sendee's and the sender's names. On one side of the card, or that bearing the lines to receive the sendee's name is printed the words "Deliver to" or other appropriate words and also the word "Time" followed by a line 20 to indicate the time when the envelop left the sender's hands. The lower side of the slip also bears a line 21 to receive the sender's or department's name to make a record or receipt of this matter when sent

out by the office and at the same time entering the sender's name on line 21 and preferably the slip will bear on the same face the words "Over for return." The opposite side of the slip on which is printed the lines 19 may have printed thereon the words "Return to," the lines 19 being adapted to receive the sender's name and address which can conveniently be entered by the sender before the package is sent out thus relieving the author of this detail. There is also printed on the lower side of the slip a line 22 to receive the sendee's name when he returns the envelop and also a line 23, associated with the word "Time," on which may be indicated the exact time when the sendee returns the envelop; it being understood that the sendee will, after receiving the envelop and examining its contents, reverse the slip to the position shown in Fig. 2 and write such necessary return data thereon as may not have been written by the original sender before the envelop had been first sent out.

The said slip, for the purposes of its use with an envelop of the type shown in Figs. 1 and 2, is provided near one end margin with two openings 24 of suitable shape and size to enable the apertured portion of the slip to be fitted over the disk or button 12 of the envelop. As herein shown, said openings are made of diamond shape but may be otherwise formed. The apertured slip, as before stated, is fitted over the disk or button 12 that is on the body of the envelop before the cord 16 has been laced about the disks so that said cord furnishes means whereby the slip is held in place, both during its outgoing and return trip with the en-

velop and preferably the delivery and return slip will be made of a length to extend somewhat under the flap 11.

In the construction shown in Fig. 3, the delivery and return slip 17 is attached to a staple closed envelop, wherein the staple 26 is anchored to the body 25 of the envelop and extends through an opening 27 in the flap 28 thereof with the ends or prongs 29 of the staple bent over the flap at the sides of the opening. When used with this construction, the delivery and return slip is provided with one or more smaller openings 30 which can be, and usually are, between the larger openings 24 and are preferably applied over the staple before the flap 28 has been locked closed by the staple so as to thereby effect a reliable connection of the slip to the envelop. The manner of using the return and time slip on this latter type of envelop will be like that or similar to its use in connection with the character of envelop shown in Figs. 1 and 2.

I claim as my invention:

A slip, for the purpose set forth, provided with indicia on one side indicating the space for the name of the addressee, and indicia on the reverse side indicating the space for the return address, said slip being also provided near its margin with a plurality of apertures of varying contour, whereby the slip is adapted to be attached to and securely held, during the cycle of travel, by receptacle closure devices of varying constructions.

In witness whereof I claim the foregoing as my invention, I hereunto append my signature this 27th day of January, 1920.

ALBERT R. SCHORECK.