

H. L. THOMPSON.

BILLHEAD.

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1,330,730.

Patented Feb. 10, 1920.

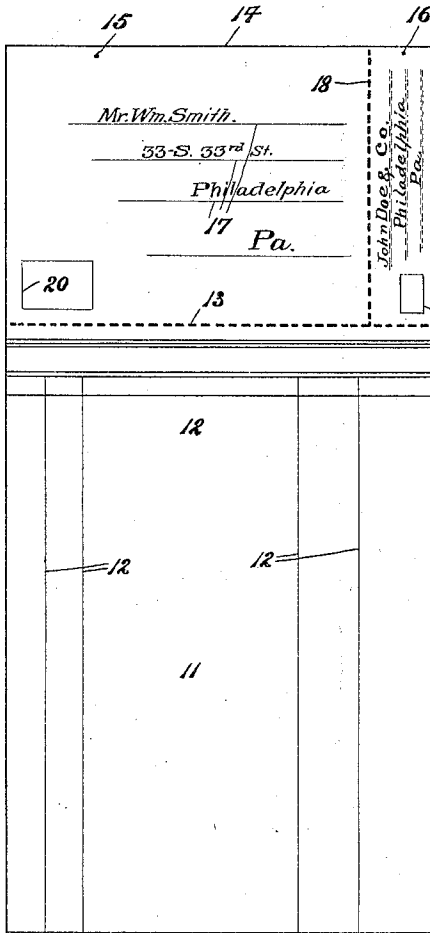


Fig. 1

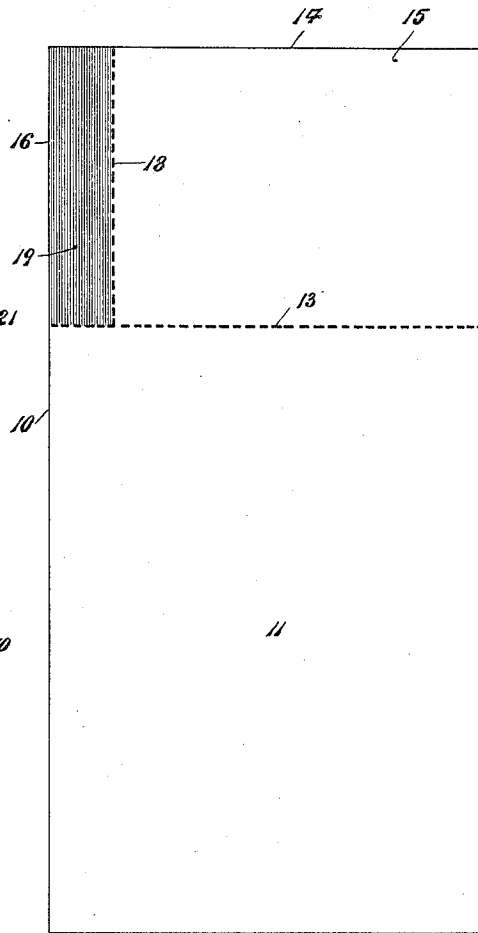


Fig. 2

Witness.
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Specification of Letters Patent.

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To all whom it may concern:

Be it known that I, HENRY L. THOMPSON, a citizen of the United States, residing at 5 Sharpless road, Melrose Park, in the county of Montgomery and State of Pennsylvania, have invented new and useful Improvements in Billheads, of which the following is a specification.

This invention relates to bill heads and the like, and it has for its main object to provide a combination bill-head and printed return-address sticker in conjunction with the same.

A further object of my invention is to provide a bill head or the like, which will facilitate the settlement or payment of accounts, inasmuch as by its use the addressee will be spared the necessity of addressing a return envelop.

A still further object of my invention is to provide an attractive and useful bill head or the like, whereby economy results to the user by the saving in providing a printed return envelop.

With the foregoing and other objects in view, the invention consists essentially in the provision of a bill head or the like having an upper portion which is seared or perforated from the main or body portion, and said upper portion being provided with a detachable section bearing on one face the name and address of the sender, while the reverse face is coated with an adhesive substance, so that when said detachable section is removed from the bill head, it may be readily "stuck" or secured to an envelop or other wrapper.

In the further disclosure of my invention, reference is to be had to the accompanying drawing, constituting a part of this specification, in which similar characters of reference denote corresponding parts in all the views, and in which—

Figure 1 is a front or face view of an ordinary bill head or invoice embodying my improvement, and

Fig. 2 is a back or reverse view of the same.

Referring to the views, the invoice or bill head is designated in its entirety by the numeral 10, and it consists of a main or body part 11, lined in any of the well-known ways by lines 12, for billing or invoicing merchandise. Divided from the main or body portion 11, by a transverse searing or perforated line 13, is an upper section 14,

including two sections 15, 16, the former 15, having printed thereon the name and address of the sender, and lines 17 or a blank space for the name and address of the addressee. The smaller section 16, is preferably divided from the section 15 by a seared or perforated line 18, at right-angles to the aforesaid perforated line 13, and said smaller section 16 is printed or otherwise marked with the name and address of the sender. This section 16 is also coated or otherwise provided on its reverse side 19, with any appropriate adhesive substance, such as, mucilage, gum arabic or the like.

Spaces or sections 20, 21 may be provided for the amount of the bill and the department designation, respectively, on the sections 15, 16. Both the parts 11 and 15 will be dated in the usual manner and the part 11 may also have written thereupon the sender's name.

In the use of the article described, we will assume that the firm of John Doe & Co. desires to send to William Smith a statement of goods sent, and at the same time desires to render a statement to William Smith in such a manner, that prompt payment to the party, John Doe & Co. will be assured with a minimum of inconvenience to William Smith. In making up the statement the name of the addressee, William Smith, is written or typed on the lines 17, the name of John Doe & Co. being of course printed upon the lines on the section 16 as shown, with the various items making up the statement typed or written on the main or top part 11, the total amount of the statement being inscribed in the space 20 if desired. When this statement is received by William Smith he merely tears the upper section 14 from the main section along the perforated line 13 and at the same time severs the smaller section 16 from the section 15 along the perforated line 18. The part 15 is now placed in an envelop with a check for the total amount of the goods and the gummed part 16 is pasted on the front of the envelop, thus constituting the return address of the addressor or sender. The main part of the statement can now be filed away by the addressee, William Smith and retained as a permanent record and of course with a system of this character, the check will answer as a receipt and no further acknowledgment need be made by the original sender John Doe & Co.

From the foregoing description it will be readily seen that by my invention I provide a very effective and economical "return-address" bill head or invoice, provided with a perforated "tear-off" to return with the check, and thereby eliminating the sending of a receipt, which effects a saving of time and postage. Furthermore, my invention provides a gummed return address sticker for the addressee's envelop, thus insuring a correct address, and a saving of time and inconvenience in addressing an envelop, while at the same time the sender is saved the expense of inserting a return addressed envelop.

Still further, it will be readily seen that the firm sending out such bill heads or invoices is enabled to have the checks returned to a particular department or person, by so designating on the sticker section.

Finally, the invention has a tendency to produce prompt payment of bills because of the reduced amount of trouble incurred in so doing, and although I have described one particular embodiment of my invention, I wish it clearly understood that I do not confine myself specifically thereto, as reasonable changes can obviously be made in the arrangement of the various parts to adapt my invention to different uses.

I claim:

1. A new article of stationery comprising a sheet of material including a main section for the invoicing of merchandise, a second section extending along one of the edges of the main section and in perforated connection therewith, and an auxiliary gummed

section extending along an edge of the second section and a portion of an edge of the main section and having perforated connection with the second section and the main section, said main section constituting an invoicing part, said second section constituting a return part and said auxiliary section a return address sticker.

2. As a new article of stationery manufacture, a sheet of material including a main portion lined for the invoicing of merchandise, an upper section divided therefrom by a weakened line and adapted to receive the name and address of the addressee, and a smaller section dividable from said upper section, bearing on one face the name and address of the sender, and coated on its reverse face with an adhesive material, whereby when detached said smaller section may be used as a return-address sticker.

3. As a new article of manufacture, a bill head comprising a lined section adapted for the listing of merchandise, an upper section detachable therefrom and having a delineated name and address space as well as a delineated space for the total cost of the merchandise purchased, and a smaller section detachable from said upper section, bearing on one face the name and address of the sender and a return department designation, and the reverse face thereof being coated with a mucilaginous substance, whereby said smaller section may be used as a return-address sticker.

In testimony whereof I affix my signature.

HENRY L. THOMPSON.