Feb. 6, 1934. A. WATSON 1,945,927

MAILING SHEET

Filed June 28, 1932 2 Sheets-Sheet 1

Fig. 1.

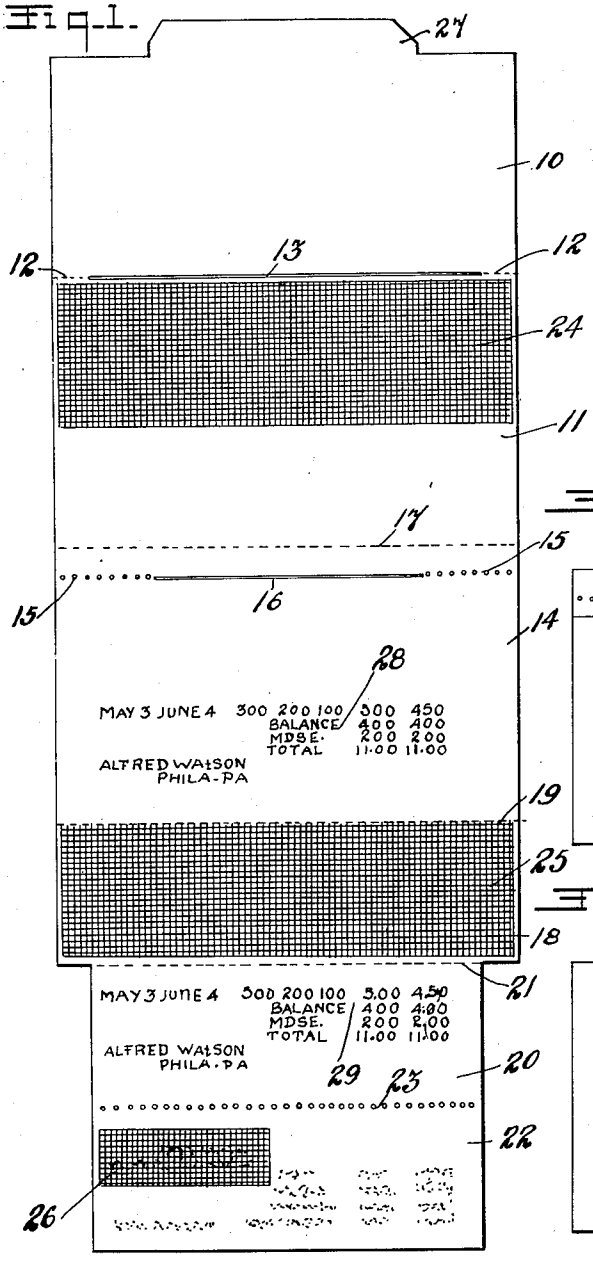


Fig. 2.

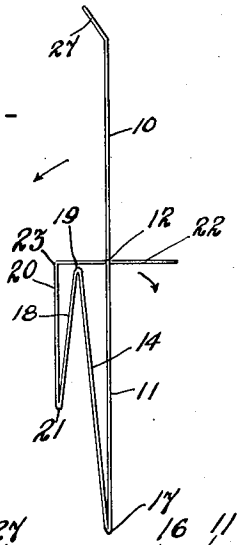


Fig. 3.

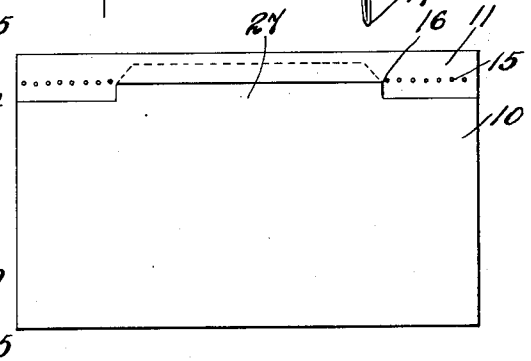
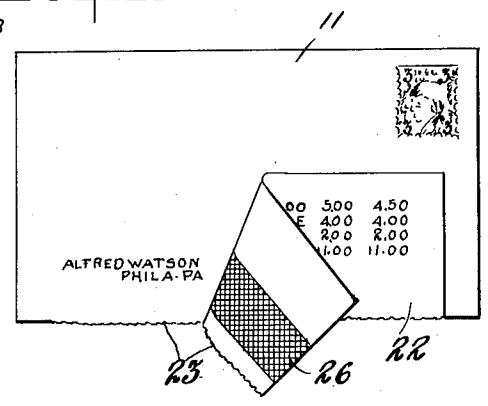


Fig. 4.



WITNESS:

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Feb. 6, 1934. A. WATSON 1,945,927

MAILING SHEET

Filed June 28, 1932 2 Sheets-Sheet 2

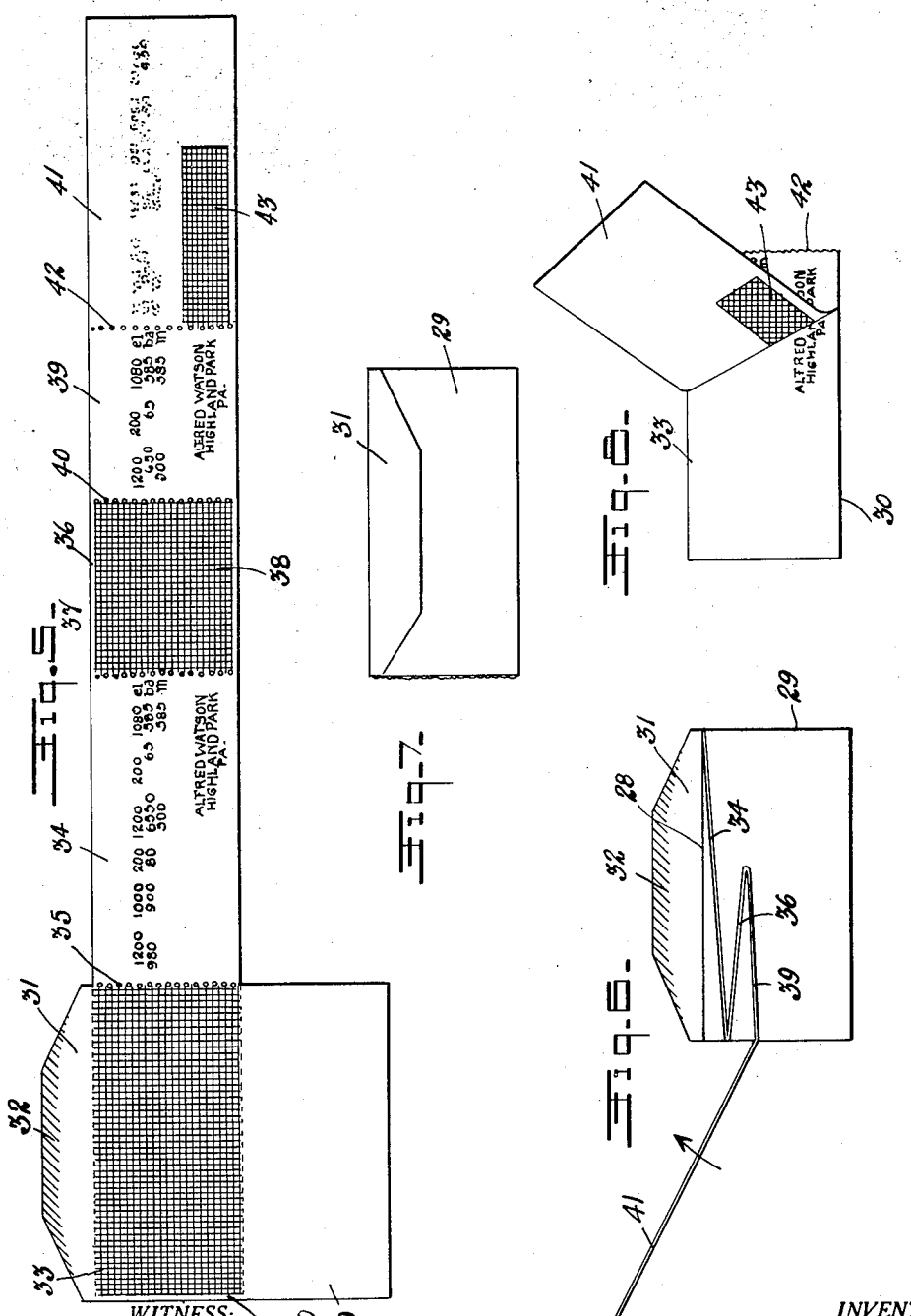

Fig. 5.

Fig. 7.

Fig. 8.

Fig. 6.

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Patented Feb. 6, 1934 1,945,927

UNITED STATES PATENT OFFICE

1,945,927

MAILING SHEET

Alfred Watson, Highland Park, Pa.

Application June 28, 1932. Serial No. 619,631

3 Claims. (Cl. 229—925)

This invention relates to mailing sheets, and has for an object to provide a mailing sheet especially adapted for mailing bills or other statements, and embodying a plurality of folds, all of which are simultaneously provided with some or all of the data entering into the bill or statement.

It is well known that many establishments periodically mail bills or statements wherein the data is duplicated, triplicated or quadruplicated for various business purposes. As an example, a business house may employ one slip containing the statement to be retained in the establishment when the bill or statement is mailed out, with other attached slips containing duplicate statements, some of which are to be retained by the customer after payment, with receipts thereon, and other slips to be retained by the business establishment at the time the bill is paid to verify by the slip retained at the time the bill is mailed out.

The present invention is therefore directed to providing a mailing sheet so folded and provided with the necessary equipment that a single operation of writing or entering the bill or statement thereon will produce the bill or statement in multiple in the necessary or desired arrangement, and some of the slips carrying said bills or statements to be folded within the covering sections at all times, before, during and after such statements are impressed upon the exposed part.

The drawings illustrate an embodiment of the invention and the views therein are as follows:

Figure 1 is a view of one embodiment of the present invention shown in plan containing data printed thereon, representing a bill which will not, however, at any time appear exactly as shown in the drawings, and as will be explained hereinafter,

Figure 2 is a view of the sheet partially folded showing the manner in which it is folded for use,

Figure 3 is a view of the sheet folded in rear elevation showing the tuck-in or sealed flap,

Figure 4 is a view of the sheet in front elevation with the first removable section partially torn therefrom to expose the address appearing upon the front of the sheet,

Figure 5 is a view in plan of a different type of sheet,

Figure 6 is a view in edge elevation of the type of sheet shown at Figure 5 partially folded,

Figure 7 is a view in elevation of the sheet folded and the gummed flap adhering to the covering sheet, and

Figure 8 is a view in front elevation of the same type with the first section partially removed therefrom.

Like characters of reference indicate corresponding parts throughout the several views.

The improved mailing sheet, which forms the subject matter of this application, is intended to be printed with any approved form, folded and delivered to the user in folded form, and is not to be opened by the user but to receive and carry all of the data necessary to the customer by the impressing thereon of a single statement. The sheet, therefore, comprises a section 10 which is connected to the section 11 by a fold line 12, partially slitted, as at 13. The section 11 is attached to the section 14 by the perforated line 15 and partially slitted as at 16. The fold line between the sections 11 and 14 is at 17. The section 14 is connected with the section 18 at the fold line 19. The section 20 is connected with the section 18 at the fold line 21, the section 20 being shorter than the other sections previously described. The section 22 is connected with the section 21 by the perforated line 23.

The section 11 is provided over a portion of its surface with a carbon or other transfer material, indicated at 24 and the section 18 is similarly supplied with carbon material 25. The section 22 is provided with a small section of carbon material 26. The section 10 is also provided with a tab or tuck-in 27 adapted to be inserted through the slit 16.

The sections 10, 11 and 14 where not provided with carbon material or space for bills or statements, may be employed for carrying advertising matter which is all printed upon one side of the sheet as shown at Figure 1 during a single operation. The matter 28 and 29 is not, however, printed upon this sheet, but is delivered to the user with this part of the sheet blank for the receipt of bills or statements. The sheet is folded by first folding along the line 17 as shown at Figure 2, then folding along the lines 19 and 21 as also shown at Figure 2, then folding over the section 22, along the perforate line 23, and inserting this section 22 through the slit 13 so that it occupies a position on the front of the folded sheet as shown at Figure 4. The section 10 is now folded downwardly to cover the sections 20 and 14 and the tuck-in 27 inserted through the slit 16. The sheet is thus delivered by the maker to the user.

In use, the address and the billing is impressed upon the section 22. In usual practice, the address will be impressed thereon by the use of an addressing machine, but of course, the invention is in no way limited thereto as that, together with the bill-

ing, may all be written thereon by the typewriter in one operation. When so impressed, the address written upon the section 22 will be transferred to the section 11 underlying that by reason of the carbon material 26. Immediately underlying this is the sheet 11 which will not be provided with the address or bill, but by reason of the carbon material 24, will transfer that matter to the section 14.

The section 18 also provided with carbon material, will further transfer the same data to the section 20 and that without folding or refolding the sheet. By reason of the limited area of the carbon material 26, only the address will be transferred to the section 11 which is the front of the folded sheet. The section 22 is now severed by tearing along the perforated line 23, and such section is retained by the mailing house. The bill, now wholly within the folded sheet is in condition for mailing to the customer, and when opened will appear as shown at Figure 1 with the exception of the section 22 being removed therefrom. The customer may at will sever the sections 10 and 11 from the sections 14 and 18 so that the whole bill will appear upon the two sections in duplicate. When the bill is presented for payment, the section 14 is receipted and returned to the customer, the section 20 being retained by the house.

As a modification, the section 28 as shown at Figure 5 is provided with a section 29 attached thereto at the fold line 30 and with a tab 31 which may be gummed as at 32. This section 28 is provided with carbon material 33 and has attached thereto the blank section 34 at the perforated line 35. Attached to the section 34 is a section 36 by the perforated line 37, such section 36 being provided with carbon material 38. Attached to the section 38 is the blank section 39 by the perforated line 40. Attached to the section 39 is the section 41 at the perforated line 42 and this section 41 is provided with a small area of carbon indicated at 43.

In the manufacture of this embodiment, the section 34 is first folded upon the carbon surface 33 of the section 28, then the section 36 folded upon the section 34 with the carbon surface outermost, then the blank section 39 folded upon the carbon surface of the section 36. The section 29 is then folded to enclose the several folds thus folded and the tab 31 pasted down upon this section 29. This leaves the section 41 unfolded. This is now folded over the front of the section 33 which is the front of the folded sheet. In this condition, the sheet is delivered by the manufacturer to the user. The address and billing is now impressed upon the front of the section 41 the same as in the other embodiment and after so impressed, the section 41 is severed at the perforated line 42. The carbon area 43 has transferred to the front of the folded sheet the address only, but by reason of the interposed carbon surfaces 33 and 38, the billing has been transferred to the sections 34 and 39 while still infolded. The folded sheet, but with the section 49 removed and retained by the house is now mailed to the customer and being opened, will appear as seen at Figure 5 with the exception of the section 41 which has been removed and retained by the house.

It will thus be seen, that in either form, a single impressing of the data will simultaneously address the folded sheet and produce the billing in duplicate within the folded sheet without unfolding or refolding.

While in the drawings the bill as mailed to the customer will be in duplicate, it is obvious that the same plan may be employed for mailing a bill without duplication, or if occasion requires that the bill may be triplicated or quadruplicated, within the folded sheet, by the single impression upon the front of the folded sheet and with the data so impressed, will and must under every condition be the absolute duplication of that impressed upon the initial section so that there can be no mistakes in the duplication of the billing.

Of course, the mailing sheet herein illustrated may be modified and changed in various ways without departing from the invention herein set forth and hereinafter claimed.

The invention is hereby claimed as follows:

1. A mailing missive having a plurality of sections defined by fold lines and a plurality of transversely extending slits, and opposite end parts of the sheet contoured to be tucked through the slits, whereby one end section remains upon the exterior of the folded missive connected by a tear line.

2. A mailing missive having a plurality of sections defined by fold lines and a plurality of transversely extending slits, and opposite end parts of the sheet contoured to be tucked through the slits, whereby one end section remains upon the exterior of the folded missive connected by a tear line along the edge of the missive.

3. A mailing missive having a plurality of sections defined by transversely extending fold lines and a plurality of transversely extending slits, a plurality of tear lines, some of said tear lines coinciding with some of said slits, and opposite end parts of the sheet contoured to be tucked through the slits whereby one end section remains upon the exterior of the folded missive connected by a tear line along the edge of the missive.

ALFRED WATSON.