W. B. FENN.

BILL OR LETTER SHEET.

APPLICATION FILED APR. 8, 1914

1,296,059.

Patented Mar. 4, 1919.

2 SHEETS—SHEET 1.

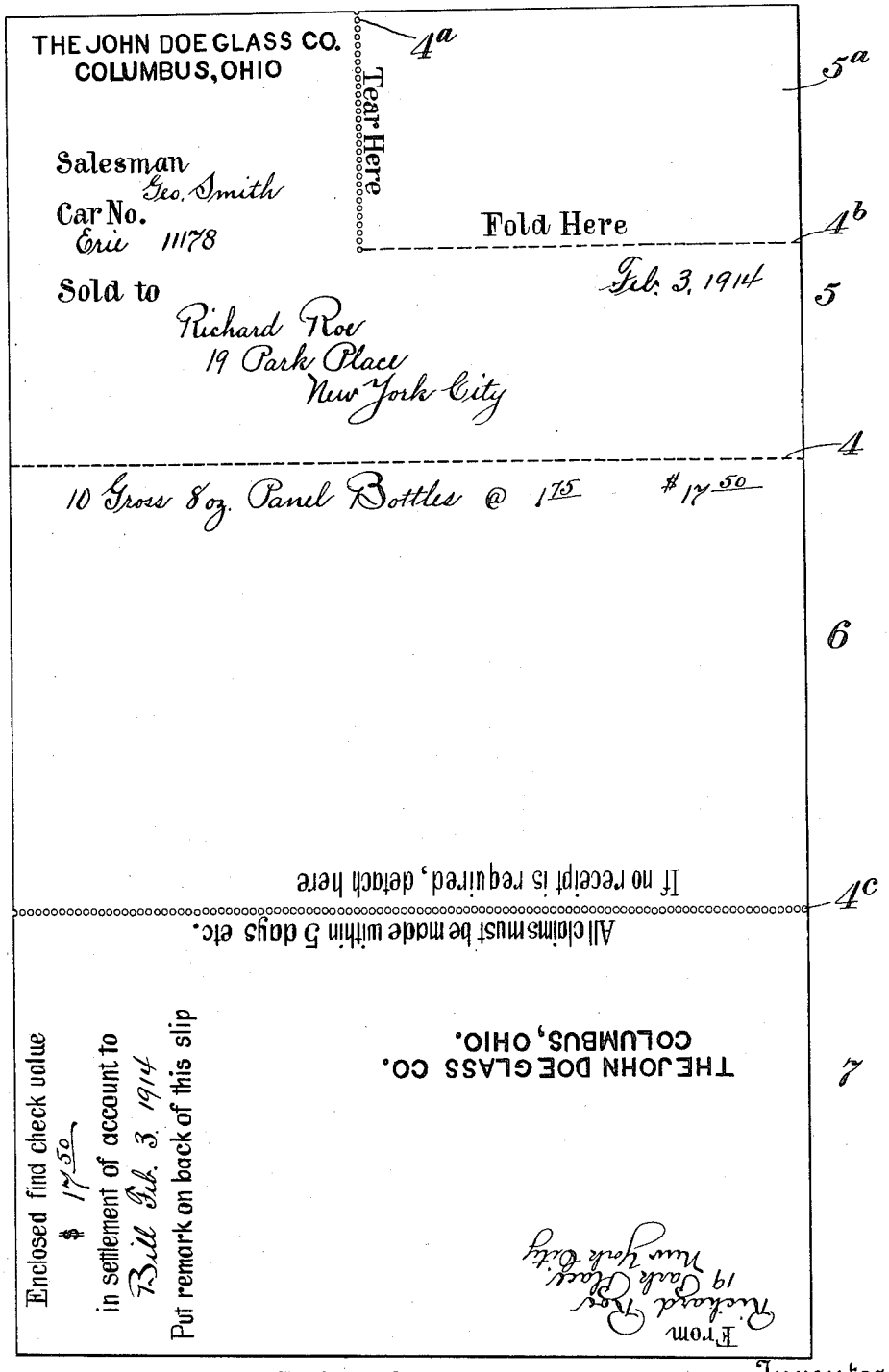

Fig. 1.

Witnesses
Benjamin Finckel
M. C. Ricketts

Inventor
William B. Fenn
By Finical & Finical
his Attorneys

W. B. FENN.

BILL OR LETTER SHEET.

APPLICATION FILED APR. 8, 1914

1,296,059.

Patented Mar. 4, 1919.

2 SHEETS--SHEET 2.

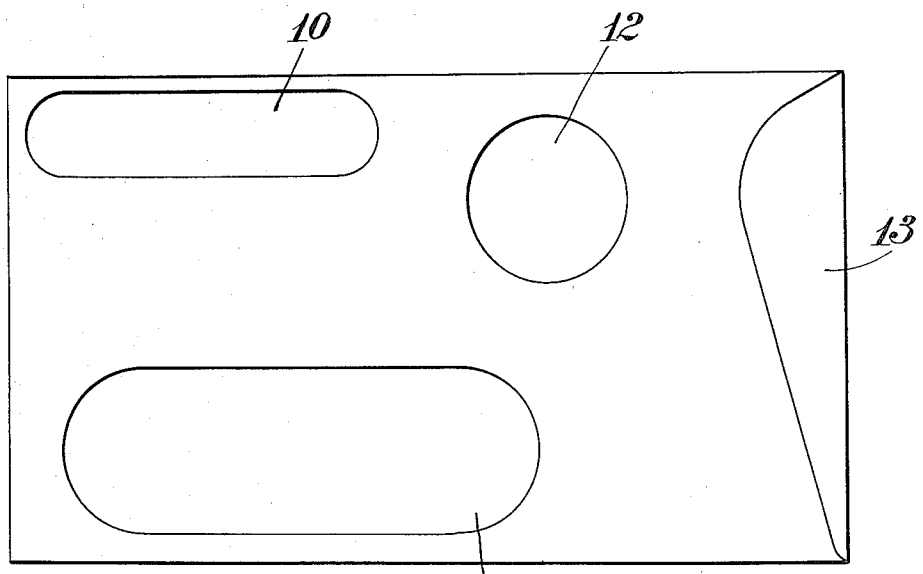

Fig. 2.

Witnesses

Benjamin Finckel

M. L. Ricketts

Inventor

William B. Fenn

By Finckel & Finckel

his Attorneys

UNITED STATES PATENT OFFICE.

WILLIAM B. FENN, OF COLUMBUS, OHIO, ASSIGNOR TO THE WEDOIT COMPANY, OF COLUMBUS, OHIO, A CORPORATION OF OHIO.

BILL OR LETTER-SHEET.

1,296,059. Specification of Letters Patent. Patented Mar. 4, 1919.

Application filed April 8, 1914. Serial No. 830,521.

To all whom it may concern:

Be it known that I, WILLIAM B. FENN, a citizen of the United States, residing at Columbus, in the county of Franklin and State of Ohio, have invented a certain new and useful Improvement in Bills or Letter-Sheets, of which the following is a specification.

The object of this invention is to provide a bill or letter or combined bill and letter sheet adapted to effect an economy of time and money and to promote convenience in the transaction of business or correspondence.

The invention is embodied in the example herein shown and set forth, the features of novelty being pointed out in the claims.

In the accompanying drawings—

Figure 1 is a plan view of the sheet spread out or unfolded.

Fig. 2 is a view of the face of an envelop which is proposed to be used in connection with the sheet.

Referring to Fig. 1 the sheet is indicated as composed of three connected portions 5, 6 and 7. The two upper portions 5 and 6 are divided by a folding line 4. The upper left hand corner of the upper portion 5 receives the name and address of the creditor or addresser—The John Doe Glass Co., Columbus, Ohio—for example, which is so placed as to serve as the "return address" and to be exposed through a transparent opening or window in an envelop. The said portion 5 also contains the name and address of the debtor or addressee—Richard Roe, 19 Park Place, New York City—which is so placed as to be exposed through a window in the envelop at the place on the envelop where such usually occurs. The upper portion also contains near its middle a vertical line of perforations 4^a extending from the upper edge of that portion about half way down and a horizontal folding line 4^b extending from the lower terminus of said line of perforation to the right hand edge of the sheet. The line of perforation 4^a and the folding line mark out an upper right hand corner portion 5^a which is designed to receive a postmark. The upper portion 5 also contains other useful or desired legends, as for example, the date of the making of the bill, the name of the salesman, the number of the car and the railroad over which the shipment of the goods was made. The intermediate or portion 6 of the sheet is to receive the item or items of the account as illustrated. The lower portion 7 of the sheet is provided with a place for a written return address or card of the debtor and also a printed simple form of letter with spaces left therein for the inscription by the debtor of the amount remitted in payment or on account of the bill and the date of the bill upon which the amount is remitted. The said portion 7 also has printed upon it the name and address of the creditor. The return card and the name and address of the creditor on the part 7 are in inverted position on the portion 7 but they occupy the proper positions relative to that portion and to each other to be exposed through the corresponding windows of the envelop when inserted uprightly face outward in the envelop. The portion 7 is divided from the portion 6 by a horizontal line of perforations 4^c convenient alike for indicating the line of the fold and for the ready separation of the part 7. Suitable notices and directions can be printed upon the parts 6 and 7 as indicated upon either side of the line of perforations 4^c.

In Fig. 2 is illustrated the face of an envelop suitable for use in connection with the form of device illustrated in Fig. 1. In this view 10 designates the window for exhibiting the name and address or return card of the sender, 11 the window for exhibiting the name and address of the sendee and 12 the opening through which the postmark is impressed upon the contents of the envelop. 13 designates the flap for closing the envelop. This flap may be left ungummed and the envelop sealed by affixing the postage stamp to it and the face of the envelop across the edge of the flap and in position to be canceled at the time the postmark is impressed as with the canceling and postmarking machine now in common use in the United States and perhaps some other countries. The envelop may be opened by destroying the postage stamp only and resealed by applying a fresh one in the same place. By this method of sealing and resealing the same envelop may be reused many times thereby saving large sums of money now expended for envelops and printing.

The mode of using the bill sheet shown in Fig. 1 is briefly proposed as follows: The

creditor having made out the bill folds the parts according to choice but on the lines 4 and 4[c] and, of course, with the face of the portion 5 outermost at one side. The sheet thus folded is placed in the envelop and sealed so that the return card and the name and address of the debtor appear through the windows 10 and 11 respectively. In transmission through the mail to the debtor the corner portion 5[a] receives the postmark through the opening 12 thus affording evidence of the date the bill was sent. The debtor in making payment, whether in full or on account, inscribes on the part 7 the amount of his remittance and his return card and if he desires a receipt refolds the whole sheet with the face of the portion 7 outermost at one side. He then replaces and reseals the sheet with his remittance in the same envelop, the face of the part 7 right edge being up to display his return card and the address of the creditor through the windows 10 and 11 respectively. In transmission through the mail to the creditor the postmark is impressed as before through the opening 12 of the envelop but upon the face of the portion 7 thereby affording evidence of the time of mailing the remittance. Upon receipt by the creditor he notes upon the bill his acknowledgement of the remittance and removes for his own files or records the portion 7. He then tears the portion 5 along the line of perforations 4[a], folds backward upon the body of the part 5 the corner portion 5[a] and then folds the portion 6 on the line 4 against the back of portion 5 and the face of corner portion 5[a] thereby exposing at said corner portion a portion of the back of portion 6 which is blank. In this condition the creditor replaces and reseals the bill in the same envelop with face of the part 5 and proper edge up to again display name or return card and the name and address of the sendee through the windows 10 and 11 respectively. In transmission through the mail to the sendee the postmark is impressed as before through the opening 12 of the envelop but this time, as will clearly appear, upon the back of the portion 6 thereby affording evidence of the time of mailing the receipted bill. If the debtor in remitting payment desires no receipt he detaches the bill on the line 4[c] and instead of returning the same retains it and sends his remittance in the same envelop duly sealed and with the letter portion 7 only.

It can readily be inferred that by the adoption of this invention an enormous saving in time, expense of printing and cost of paper can be effected and especially by large wholesale, retail and manufacturing establishments. The invention is not confined in its practical application to the specific forms or use shown and described but is adaptable to a rather wide range of forms and uses.

What I claim is:

1. A means of concealed communication by mail consisting of a sheet divided into sections and marked by lines for folding, the distinctive sections to receive the names and addresses of the sender and sendee respectively, the corner portion of one of said sections being marked with lines for incision and the folding of such portion upon the body of the section to permit postmarking beyond it upon another section.

2. A means of concealed communication by mail consisting of a sheet divided by transverse lines into three sections, the end sections to receive upon the obverse faces thereof the names and addresses of the sender and sendee, respectively, located in substantially the same relative positions, one of said end sections being marked for incision and folding.

3. A means of concealed communication by mail consisting of a sheet divided by transverse lines into three sections, one of said lines being weakened to permit the easy separation of the section, the end sections to receive upon the obverse faces thereof the names and addresses of the sender and sendee, respectively, located in substantially the same relative positions, one of said end sections being marked for incision and folding.

4. A means of communication by mail consisting of a sheet marked by lines for folding into three sections, the distinctive sections to receive the names and addresses of the sender and sendee respectively, the corner portion of one of the end sections being marked with lines for incision and the folding of such portion upon the body of the section to permit postmarking beyond it upon another section.

5. A means of communication by mail consisting of a sheet having sections defined by lines for folding, the distinctive sections to receive the names and addresses of the sender and sendee respectively, the corner portion of one of said sections being marked with lines for incision and the folding of such portion of the section upon the body thereof to permit postmarking beyond it upon the adjacent section.

WILLIAM B. FENN.

Witnesses:
M. F. FENN,
BENJAMIN FINCKEL.