

R. W. STEVENS.  
Letter-Sheets and Envelopes Combined.  
No. 197,678.                      Patented Nov. 27, 1877.

FIG. 1.

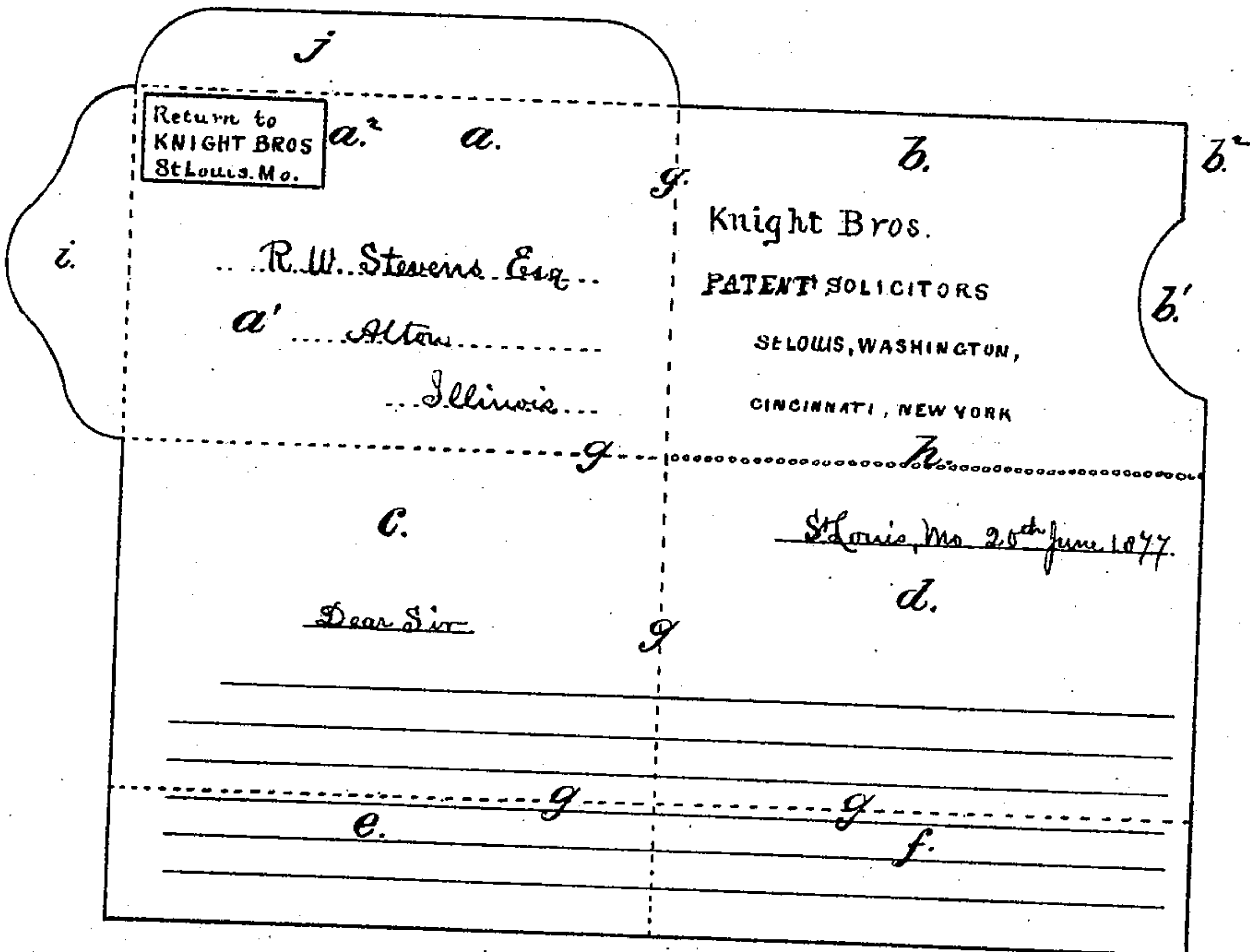


FIG. 3.

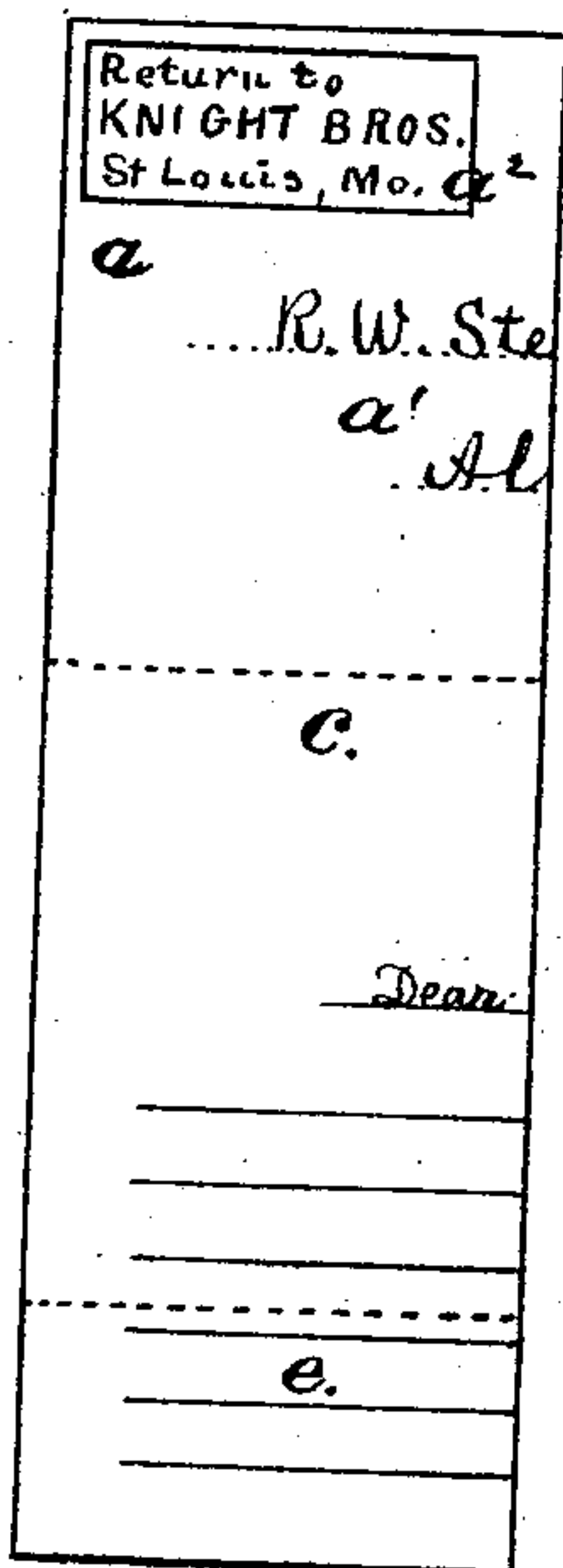
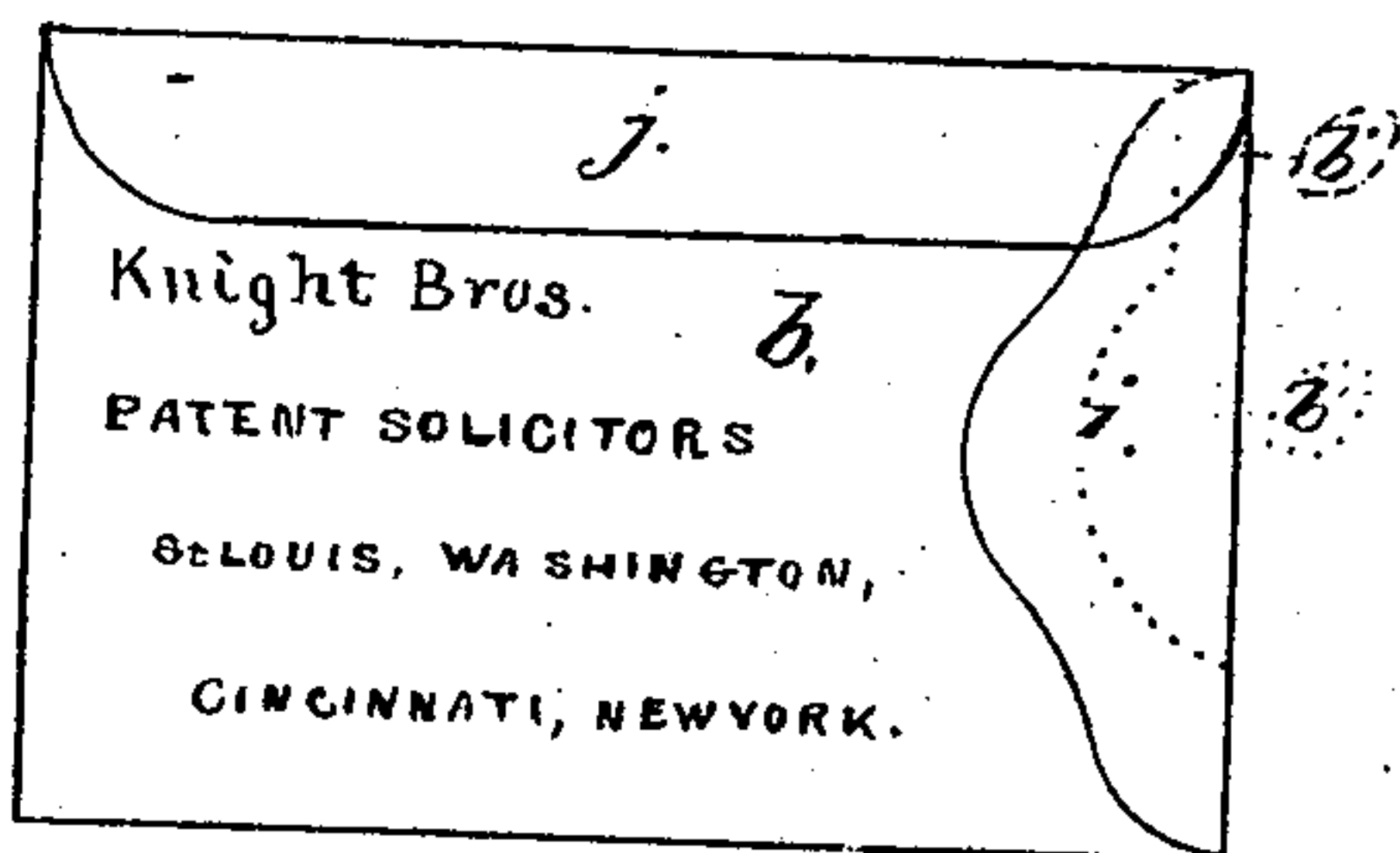


FIG. 2.



Inventor:

Richard W. Stevens.  
By *Knights Bros*

Attest:  
Chas. Hall,  
Chas. J. Gooch

# UNITED STATES PATENT OFFICE.

RICHARD W. STEVENS, OF ALTON, ILLINOIS, ASSIGNOR OF ONE-THIRD HIS  
RIGHT TO GEORGE R. MOORE, OF ST. LOUIS, MISSOURI.

## IMPROVEMENT IN LETTER SHEET AND ENVELOPE COMBINED.

Specification forming part of Letters Patent No. **197,678**, dated November 27, 1877; application filed  
July 19, 1877.

*To all whom it may concern:*

Be it known that I, RICHARD W. STEVENS, of Alton, Madison county, Illinois, have invented certain new and useful Improvements in Combined Letter Sheet and Envelope, of which the following is a full, clear, and exact description, reference being had to the accompanying drawings, forming part of this specification.

My improvement consists in a rectangular sheet which is made with two marginal gummed laps and a line of perforations, as and for the purpose set forth.

In the drawings, Figure 1 is a view of the outer side of the sheet. The inner side may be plain, or ruled in lines for writing, or may be covered more or less with printed matter. Fig. 2 shows the reverse side of the letter when sealed up. Fig. 3 shows the sheet after it has been opened and folded for filing away.

At *a* is shown that face of the letter upon which come the address *a*<sup>1</sup> and return-card *a*<sup>2</sup>. At *b* is shown the reverse side or back, which may serve to display a printed card, as shown, or be left blank. *c d e f* are portions of the sheet, separated from each other by folds *g* when the letter is folded up as shown in Fig. 2. *h* is a line of perforations, which supplies means for readily tearing the paper along that line—which is done the last thing before folding.

The face *a* carries the address. The part *b* is the back, and to it the laps *i j* are secured when the letter is folded up. The back or part *b* is cut out at *b*<sup>1</sup>, and cut away at the corner *b*<sup>2</sup>, to allow the flap *i* to take hold of the part *d* and prevent it from being drawn out when the letter is folded and sealed.

The letter may be written wholly upon the inner side, (which is not shown,) or a part or all of it may be written upon the faces or parts *c d e f*, as shown.

When the letter has been written the sheet is rent along the line *h*; then the parts *d f* are folded back against the backs of the parts *c e*; then the parts *e f* are folded up against the face of *d*, and all four (*c d e f*) folded up against the back of *a*; then the part *b* is folded back against these parts, to form the back of

the letter, and secured by the gummed flaps *i j*, as shown in Fig. 2.

In opening the letter, a knife is passed along the dotted lines between the flaps and the face *a*, and the flaps remain upon the back *b*. Then the sheet may be unfolded and spread out.

Among the advantages of this letter-sheet over those in ordinary use the following may be mentioned:

In order to file away the letter it is folded together twice, so as to have four thicknesses, as clearly indicated in Fig. 3, and the return-card *a*<sup>2</sup> serves as a distinguishing mark at its upper end, indicating the name of the writer.

It will be understood that the sheet forms a legal document, all parts being attached together, and none of the postmarks or other matter at all defaced.

Time is saved in addressing the letter, as a single address (on part *a*) answers for the mail-address and the heading of the letter.

Facility in handling; and no unusual folding is required from the common sheet now in use, as a single piece of paper answers for the letter and envelope.

In this connection it may be mentioned that it prevents the inclosing of a letter in a wrong envelope, or misdirecting after writing letter, which is an accident that is not uncommon, and at times has very bad results, and always causes delay.

The single sheet is cheaper at first cost than a sheet and envelope.

The letter cannot be opened and reclosed without showing it, as may be done with the common envelope.

The sheet is well adapted to form a perfect envelope, by sealing the lap *i* to the lap *b* before closing the flap *j*, as the four folds *c d e f*, when made and folded against the back of the envelope-face, and covered by the back *b*, and secured by lap *i*, will be found to form a complete and perfectly square envelope-pocket the size of face *a* within the fold-lines *g g*.

It will be seen that the entire surface of the sheet is used, and carries the address, so that the said sheet may be copied in a letter-press



copy-book without the gummed laps *ij* coming in contact with moisture, as the laps are located outside the book in copying.

I claim as my invention—

1. The sheet provided with laps *ij* and line *h* of perforations, substantially as set forth.
2. The sheet provided with laps *ij*, line *h*

of perforations, and gap *b<sup>1</sup> b<sup>2</sup>* at the margin, substantially as and for the purpose set forth.

RICHARD W. STEVENS.

In presence of—

C. B. SEBASTIAN,

J. TESCH,

W. B. KELLIHER.