

No. 769,136.

PATENTED AUG. 30, 1904.

A. A. HENDERSON.
LETTER SHEET AND ENVELOP.
APPLICATION FILED OCT. 17, 1903.

NO MODEL.

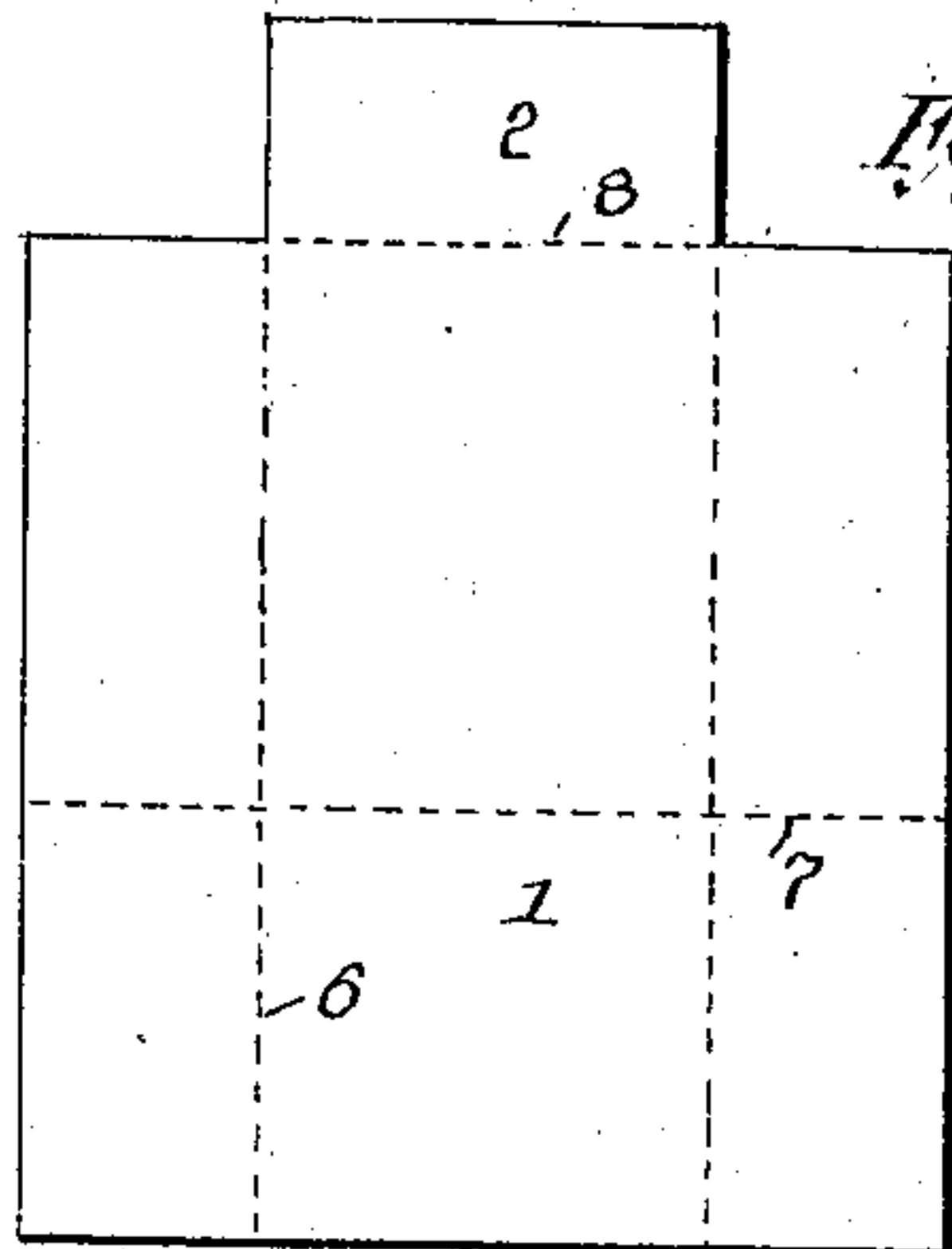


Fig. 1.

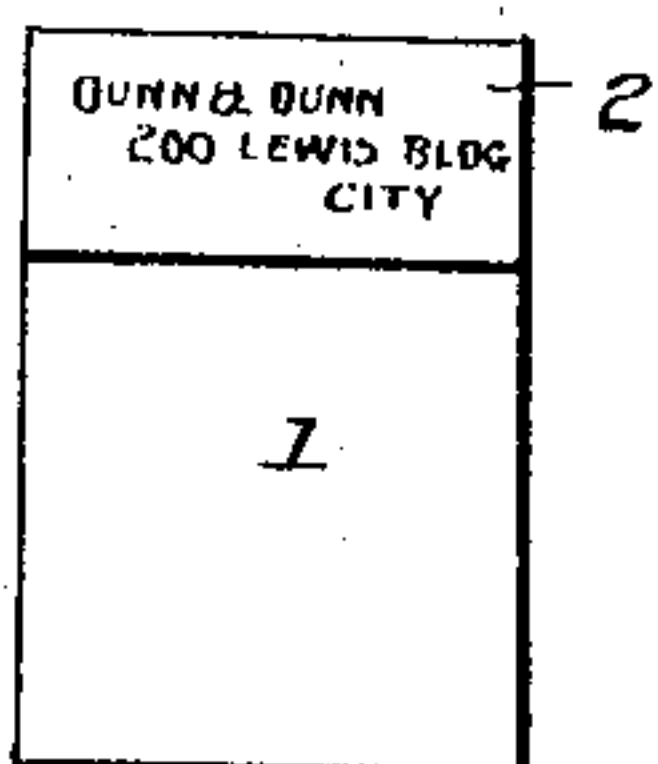


Fig. 2.

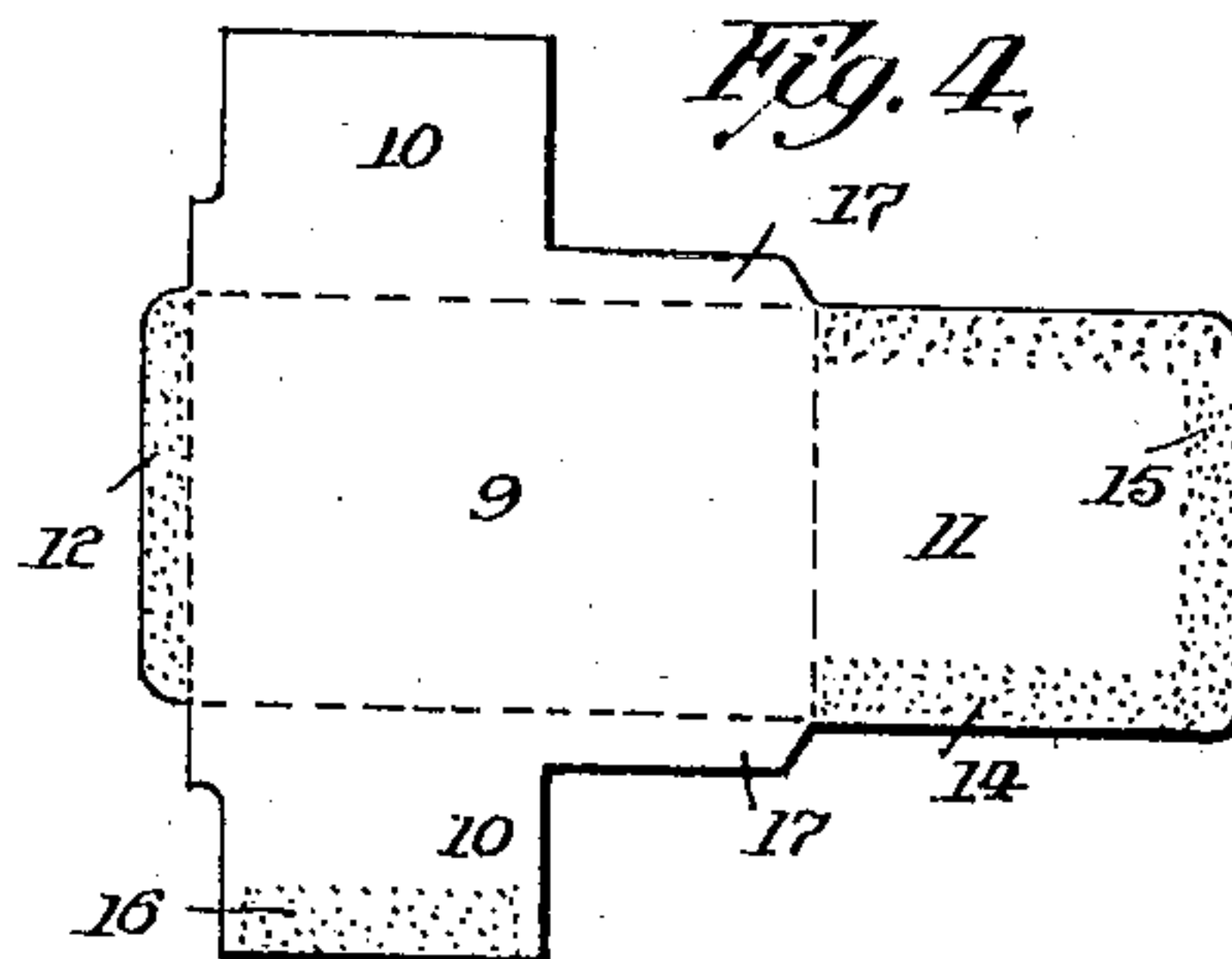


Fig. 3.

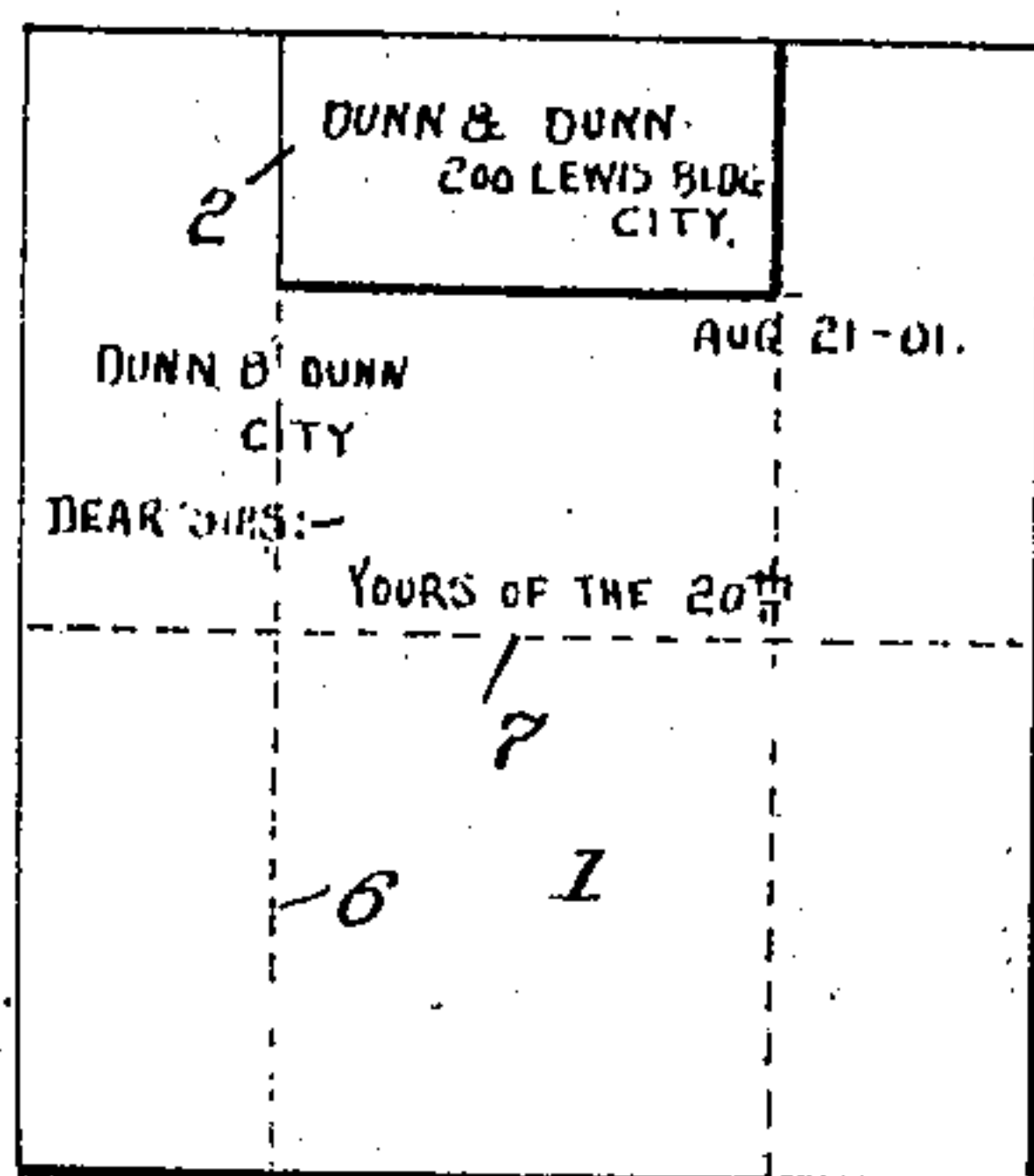


Fig. 4.

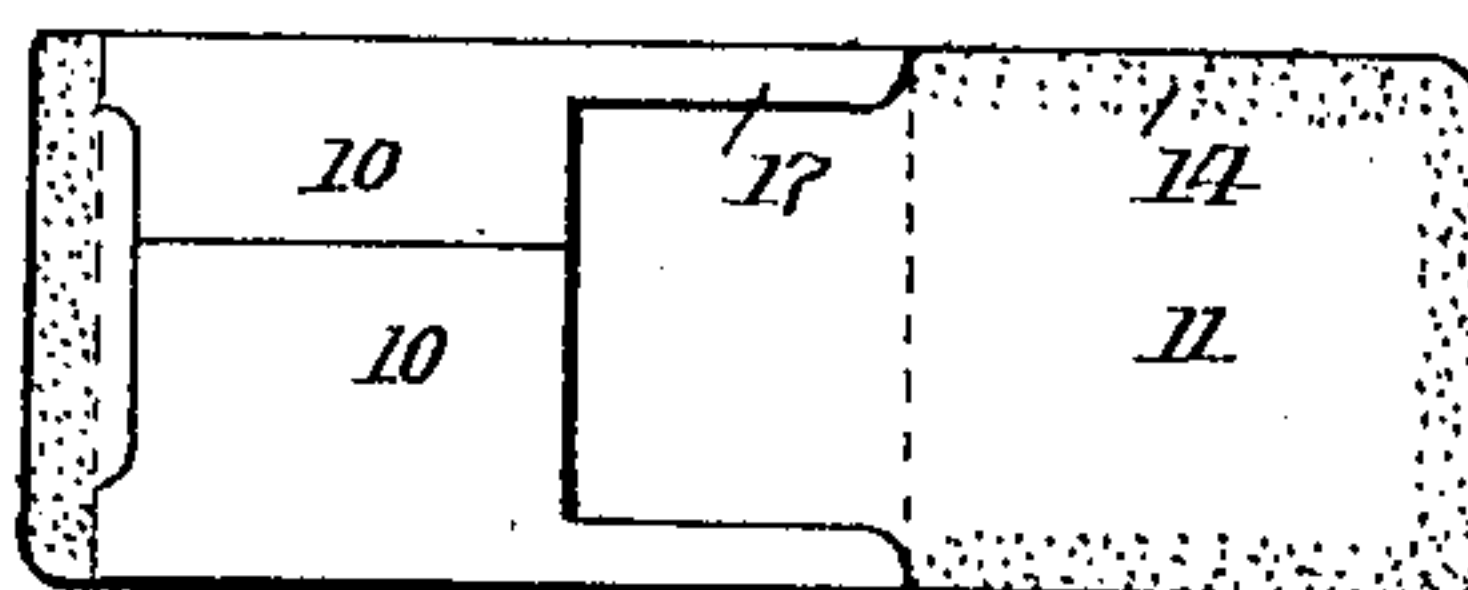


Fig. 5.

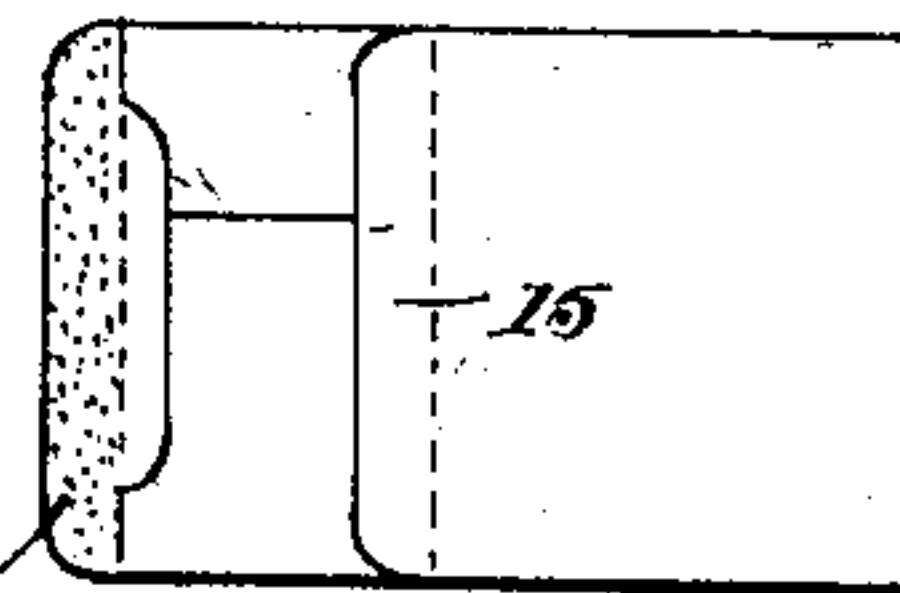


Fig. 6.

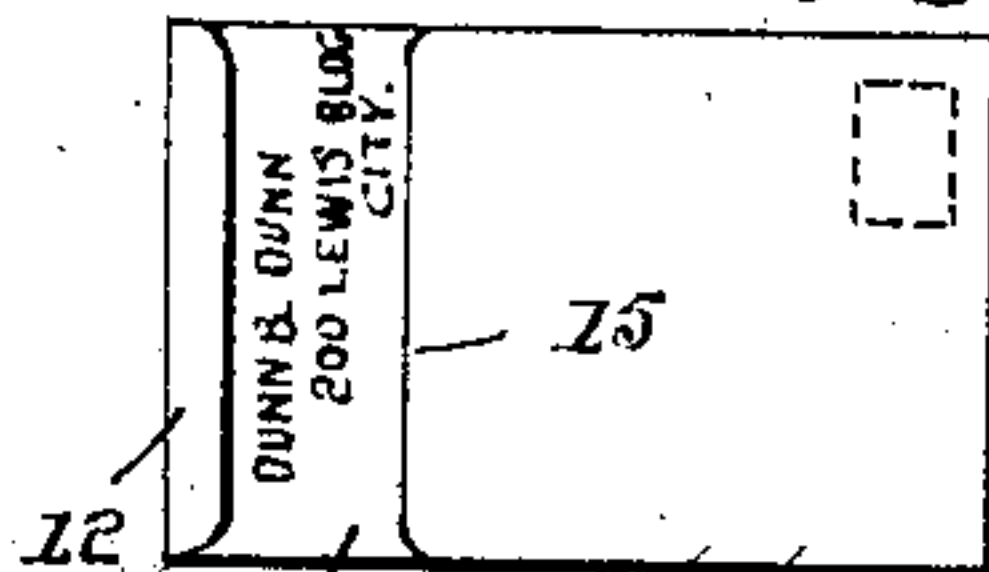


Fig. 7.

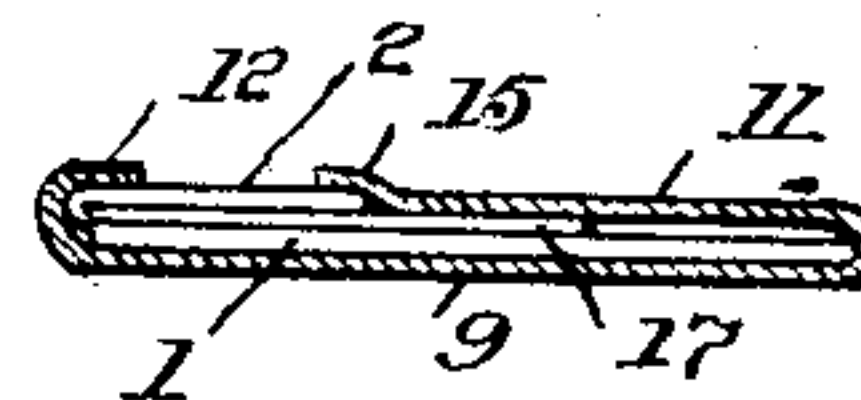


Fig. 8.

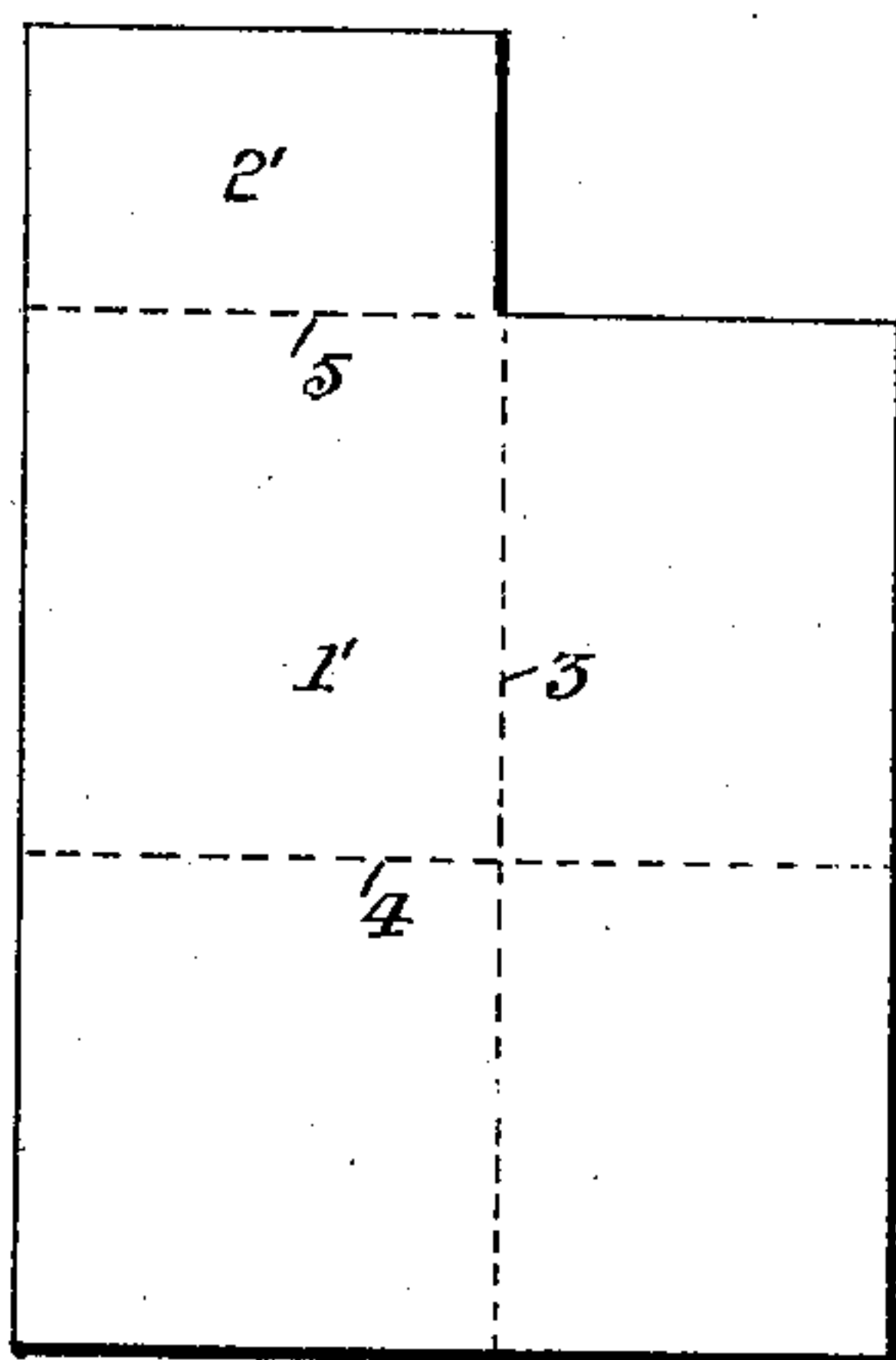


Fig. 9.

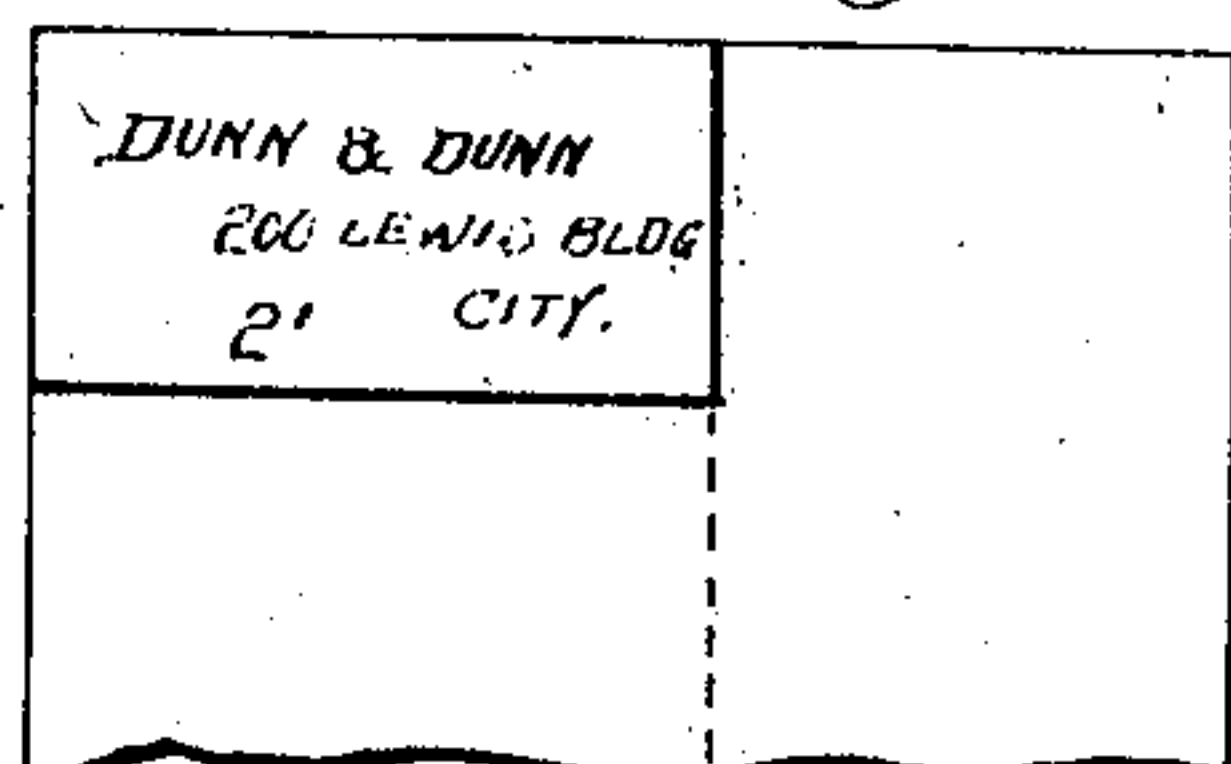


Fig. 10.

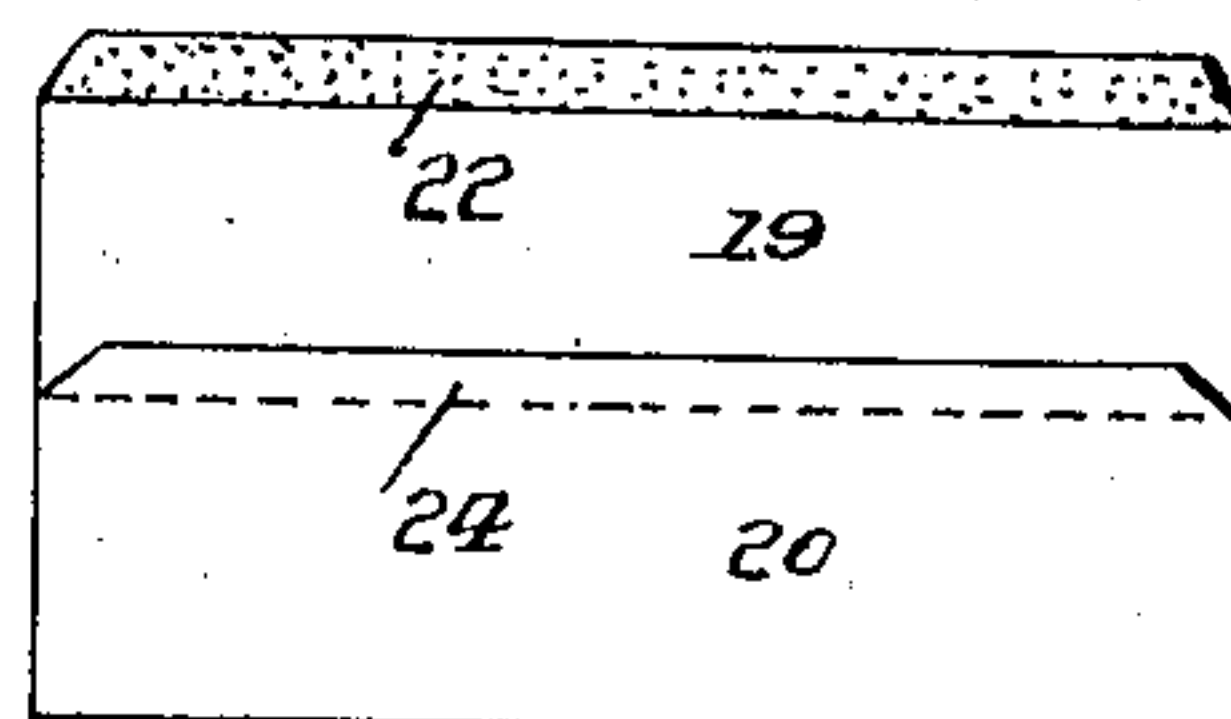


Fig. 11.

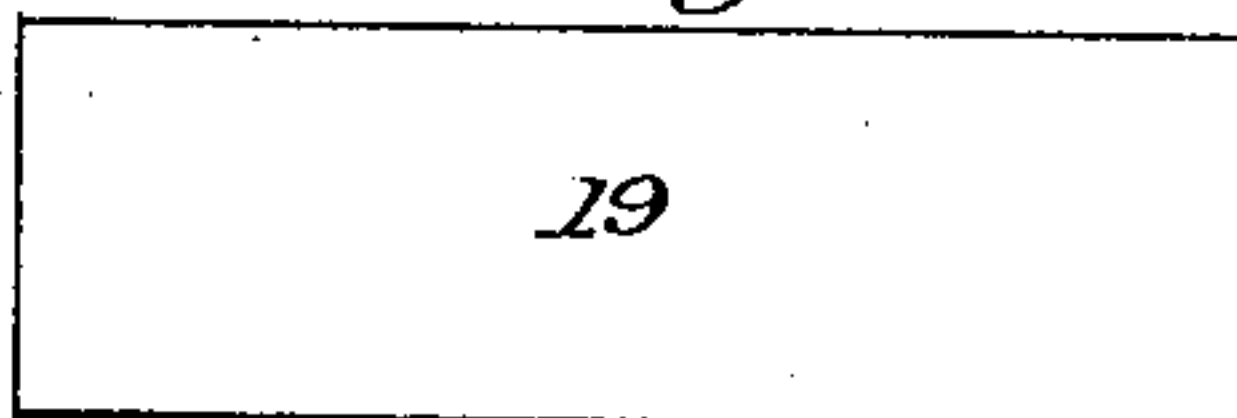


Fig. 12.

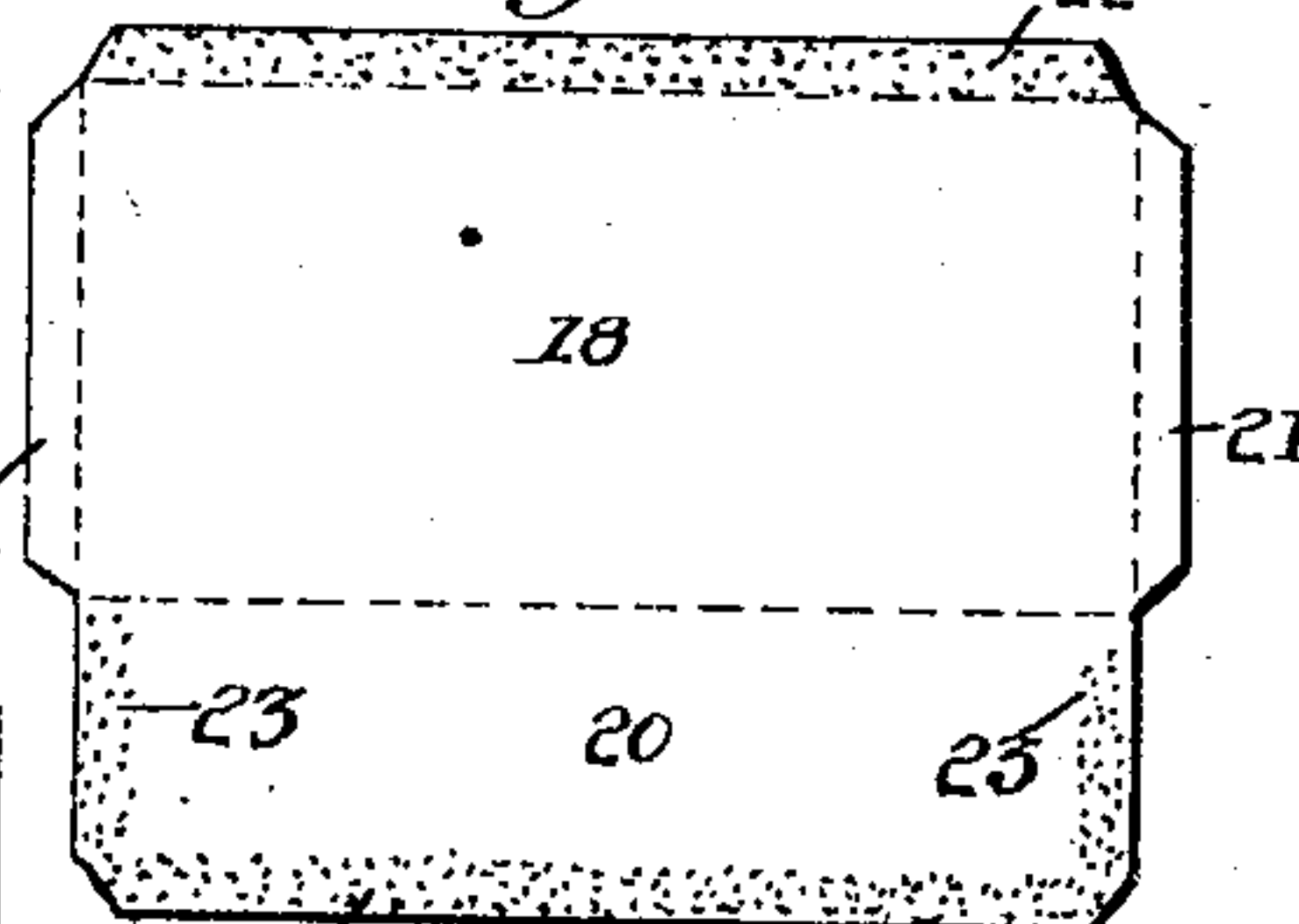


Fig. 13.

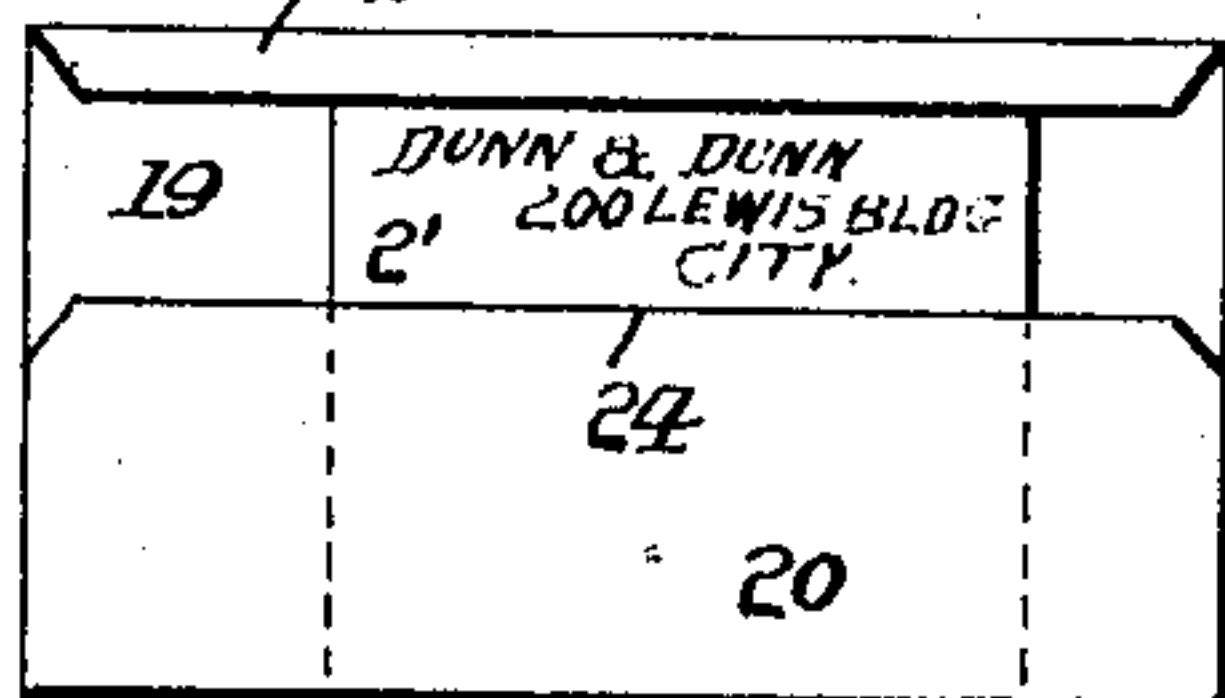


Fig. 14.

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UNITED STATES PATENT OFFICE.

ADELBERT A. HENDERSON, OF WILKINSBURG, PENNSYLVANIA.

LETTER-SHEET AND ENVELOP.

SPECIFICATION forming part of Letters Patent No. 769,136, dated August 30, 1904.

Application filed October 17, 1903. Serial No. 177,471. (No model.)

To all whom it may concern:

Be it known that I, ADELBERT A. HENDERSON, a citizen of the United States of America, residing at Wilkinsburg, in the county of Allegheny and State of Pennsylvania, have invented certain new and useful Improvements in Letter-Sheets and Envelops, of which the following is a specification, reference being had therein to the accompanying drawings.

This invention relates to certain new and useful improvements in letter-sheets and mailing-envelops, and the primary object of the invention is to provide means whereby frequent mistakes caused by the placing of a letter-sheet in the wrong envelop or the erroneous addressing of the envelop may be absolutely avoided.

Another of the main objects of the invention is to provide a letter-sheet and envelop therefor in which the address which appears on the outer face of the envelop may be made direct on the letter-sheet at the time of writing the letter on the latter and which address is securely affixed to the envelop by the sealing of the letter after the letter-sheet has been placed therein.

Briefly described, the invention comprises an envelop made from a suitable blank and entrance to the pocket of which may be had either from the end of the envelop or from the side edge thereof, as may be desired. This envelop is provided with two sealing-flaps that are adapted to engage a portion of the letter-sheet which carries the address and securely affix the said portion to the envelop. The letter-sheet has an extension or tab on its one end, and where the letter is type-written this extension or tab is adapted to be folded down onto the letter-sheet prior to inserting the letter-sheet into the type-writer, and the address (including the street and number) is then type-written on this extension or tab. After the letter-sheet is taken out of the type-writer, the extension or tab is turned back, whereby the letter-sheet may be folded without inclosing the extension or tab in the folds, and the folded letter-sheet is then inserted into the

envelop with the extension or tab projecting outside the envelop. The extension or tab is then folded down on the envelop and the sealing-flaps of the latter are engaged with said extension or tab so as to firmly affix the same to the envelop. The address which has been type-written on the extension or tab being on the reverse side to that on which the letter is written, it will be evident that the said address on the tab or extension will appear on the outer face of the envelop when the extension or tab is folded thereagainst.

In describing the invention in detail reference is had to the accompanying drawings, forming a part of this specification, and wherein like numerals of reference indicate like parts throughout the several views, in which—

Figure 1 is a plan view of the preferred form of letter-sheet. Fig. 2 is a plan view showing the tab folded down on the sheet with the address thereon and also showing the address on the letter-sheet. Fig. 3 is a view of the folded letter-sheet. Fig. 4 is a plan view of the envelop-blank of the preferred form. Fig. 5 is a view of this blank partly folded. Fig. 6 is a view of the same folded ready to receive the letter. Fig. 7 is a plan view of the envelop folded with the extension or tab of the letter-sheet affixed thereto. Fig. 8 is a transverse vertical sectional view of the same. Fig. 9 is a plan view of a modified form of letter-sheet. Fig. 10 is a view of a part of the same, showing the extension or tab folded thereon. Fig. 11 is a partly-folded view of a modified form of envelop. Fig. 12 is a plan view of a part of the envelop involved in the form shown in Fig. 11. Fig. 13 is a plan view of another part of said envelop. Fig. 14 is a plan view of this form of envelop, showing the same sealed with the letter therein and the extension or tab affixed to the envelop.

The letter-sheet 1 is of the form shown in Fig. 1, is substantially square or rectangular in form, and is provided at the one end with an extension or tab 2. This extension or tab is adapted to have the address (including street,

number, and city) written thereon on the reverse side to the face on which the letter is written. When the letter is written by the type-writer, it will be evident that this extension is folded down on the letter-sheet after inserting the latter in the machine. It is also evident that where a carbon system is used the address made on the extension or tab as well as the address at the beginning of the letter may be made on the carbon copy, and where a copying system is used both addresses may be made to appear in the copying-book by simply leaving the tab or extension folded down against the letter-sheet when placing the letter in the book for copying. I may form the letter-sheet 1' with an extension or tab 2' at one corner thereof, as shown in Fig. 9, in which construction the letter-sheet will be folded on crease-lines 3 4 and the tab on crease-line 5. In the construction shown in Figs. 1 and 2 the letter-sheet is folded on crease-lines 6 7 and the extension or tab on crease-line 8.

The envelopes as employed to receive the letter-sheet may be of the form as shown in Figs. 4 to 8, inclusive, which embody a blank consisting of a front 9, side wings 10, back 11, and a sealing-flap 12. The back 11 is provided along its two side edges with a gummed surface 14 and on the same side adjacent its free end with a gummed surface 15, this gummed surface 15 of the back forming an auxiliary sealing-flap, as will be hereinafter described. In folding the blank above described into envelop form the side wings 10 are folded over and affixed one to the other by the adhesive surface 16, provided on one of the wings. The back 11 is then folded over onto the side wings, the gummed or adhesive surfaces 14 being sealed to the side wings 10 and to the extension 17 of said wings. Auxiliary sealing-flap 15 is at this time left unsealed. When the letter-sheet has been folded as seen in Fig. 3, it is inserted in the envelop, Fig. 6, the extension or tab 2 being left outside the envelop, and this extension or tab is then folded down onto the back of the folded side wings 10 10. The end of the extension or tab is then engaged under the auxiliary sealing-flap 15 and the latter sealed down onto the extension or tab. The sealing-flap 12 is then also sealed down onto said extension or tab, securely affixing the same to the envelop, as seen in Fig. 7.

In Figs. 11, 12, 13, and 14 is seen a modified form of construction of envelop in which the letter is placed therein from the side edge of the envelop. This envelop comprises a blank embodying a front 18, a back 19, a flap 20, integral with the front 18, and end flaps 21, also integral with the front 18, and a sealing-flap 22. To form the envelop from this blank,

back 19 is placed on the rear face of front 18, the end wings 21 folded over and secured to back 19, at the ends thereof. The flap 20 is then folded over onto back 19 and the gummed portions 23 secured thereto, the gummed portion 24, however, being left unsealed. The envelop is then ready to receive the letter, and the latter is placed therein with the extension or tab 2 or 2', as the case may be, outside the envelop and the free end of the said extension or tab engaged underneath auxiliary sealing-flap 24, which latter is sealed down on said extension or tab. The main sealing-flap 22 is then also sealed to said extension or tab, securely affixing the same to the envelop, as seen in Fig. 14. By this means it will be observed that an error, such as the placing of a letter addressed to one person in an envelop addressed to another, is absolutely impossible, as no addressing of the envelop *per se* is done, the address being placed on the letter, and when the latter is placed in its envelop and the extension or tab affixed to the envelop the latter is addressed ready for mailing. It will also be observed that the addressing of the extension or tab with the full address of the party—that is, street, number, &c.—enables the dispensing with the full address at the beginning of the letter, yet assures a perfect addressing of the envelop and also gives a record of the manner in which the envelop was addressed, as either the carbon copy or the book-copy of the letter will show the complete address which was written on the extension or tab. It will also be observed that no addressing of the envelop *per se* being required, the work of sending out the mail will be materially facilitated.

It will be obvious that various slight changes may be made in the details of construction without departing from the general spirit of my invention.

Having fully described my invention, what I claim as new, and desire to secure by Letters Patent, is—

1. A letter-sheet having an extension or tab on one end adapted to receive the address for the envelop, thereon on the reverse side to the face of the letter-sheet on which the letter appears, substantially as described.

2. A letter-sheet having an extension or tab adapted to receive the address for the envelop thereon on the reverse side to the face of the letter-sheet which receives the letter, and adapted to be folded on and affixed to the outer face of an envelop.

3. A letter-sheet having an extension or tab on one end, adapted to receive the address for the envelop and to be folded against the outer face of an envelop.

4. A letter-sheet having an extension or tab adapted to receive the address for the envelop,

said extension or tab adapted to project outside the envelop when the letter-sheet is placed therein, and be secured to the envelop.

5 5. A letter-sheet having a tab extending beyond the body of the sheet and adapted to receive an address, said sheet adapted for folding to place in the envelop with the tab projecting outside the envelop, whereby the ad-

dress on said tab serves as the address for the envelop.

In testimony whereof I affix my signature in the presence of two witnesses.

ADELBERT A. HENDERSON.

Witnesses:

A. M. WILSON,

E. E. POTTER.