

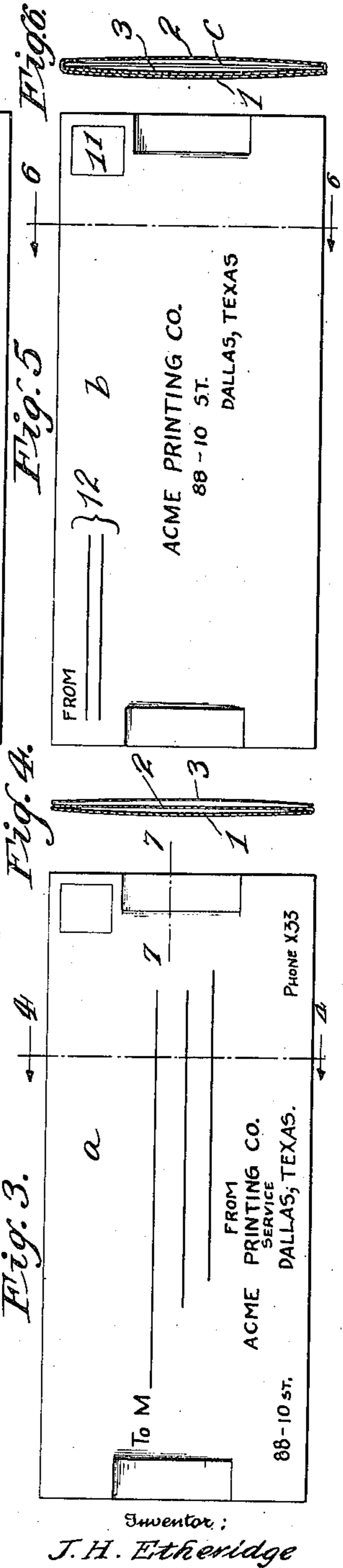
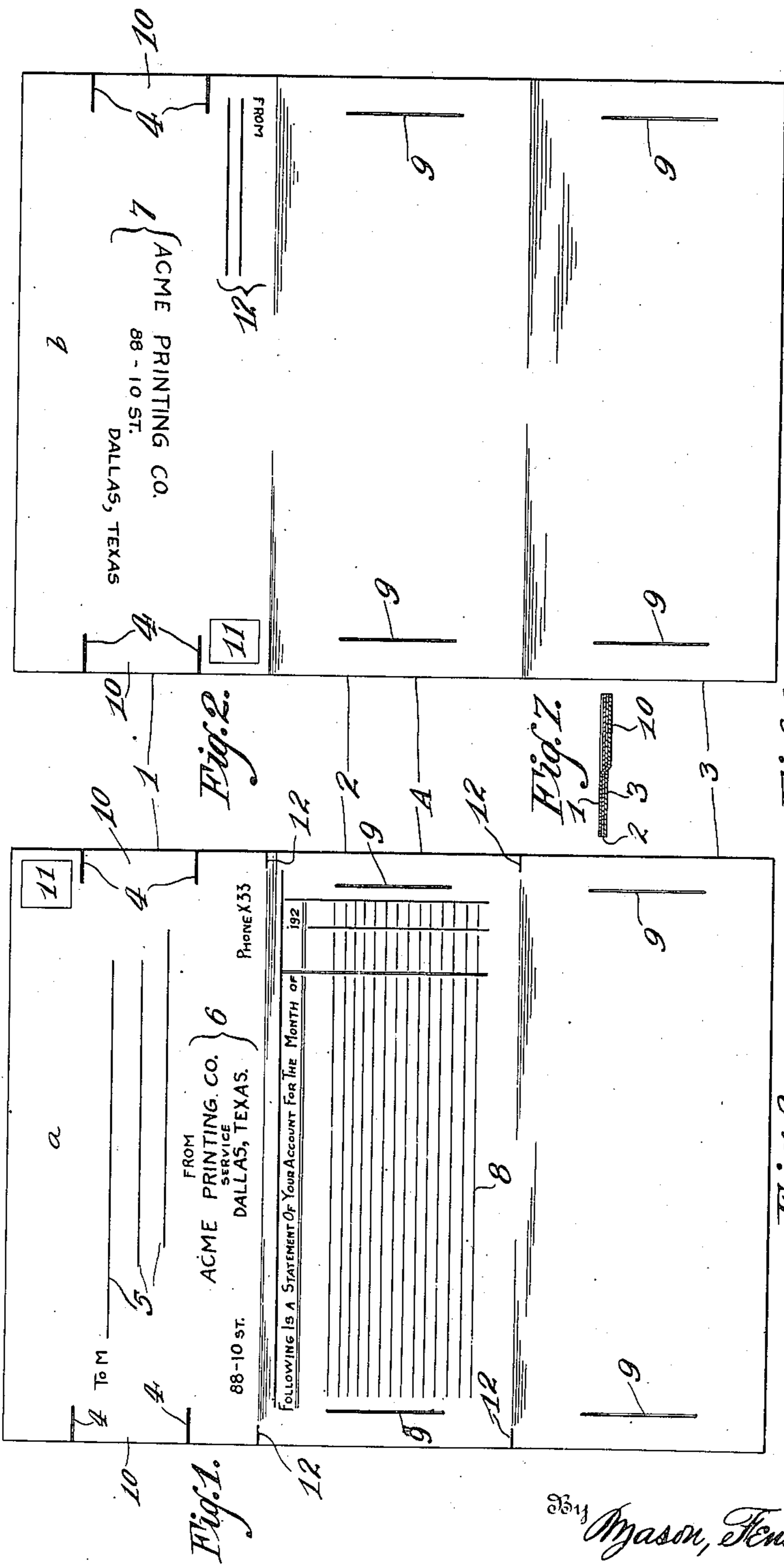
June 19, 1923.

J. H. ETHERIDGE

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ENVELOPE FOLDER

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By *Masson, Fenwick & Lawrence,*
Attorneys

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UNITED STATES PATENT OFFICE.

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ENVELOPE FOLDER.

Application filed April 22, 1922. Serial No. 556,017.

To all whom it may concern:

Be it known that I, JAMES H. ETHERIDGE, a citizen of the United States, residing at Dallas, in the county of Dallas and State of Texas, have invented certain new and useful Improvements in Envelope Folders; and I do hereby declare the following to be a full, clear, and exact description of the invention, such as will enable others skilled in the art to which it appertains to make and use the same.

This invention relates to folders and more particularly to envelope folders particularly useful in rendering statements of account.

The object of the present invention is to provide a folder form upon one portion of which a statement of account may be written or typed, while upon another portion of the folder the name of the addressee may be inscribed as desired, while on still another portion the name and address of the sender may be printed for use of the folder for return purposes. Further objects will more particularly appear in the course of the following detailed description.

The present invention consists in the novel construction, arrangement and combination of parts as hereinafter more particularly described and claimed.

Figure 1 is a face view of my improved folder envelope;

Figure 2 is the back view;

Figure 3 shows the folded sheet in envelope form ready to transmit;

Figure 4 is a cross section on the line 4—4 of Figure 3;

Figure 5 shows the sheet folded into envelope form for the purpose of return mailing;

Figure 6 is a cross section on the line 6—6 of Figure 5; and

Figure 7 is a detailed cross section taken on the line 7—7 of Figure 3.

In accordance with my present invention a sheet of suitable paper A which may be conveniently of letter size is provided. This sheet is adapted to be folded into three parts, 1, 2, 3, and for convenience in folding marginal indicia 12 may be printed upon its face. Upon the face *a*, of part 1 are imprinted lines 5, for the name and address of the addressee and also the name of the firm or party sending out the form as

at 6. A stamp square 11 should also be provided to indicate the placing of the postage. Upon the face of parts 2 and 3 may be imprinted lines 8, for a statement of account or any other printed matter as may be desired, or if wished, the space may be left blank to be used for correspondence purposes. Upon the back *b*, of part 1, and reading in the reverse direction from the face may be imprinted as at 7, the name and address of the firm or party using the folders. Lines may be so imprinted as at 12 to be filled in with the name and address of the recipient and with a stamp square 11, as illustrated in Figure 2.

Extending inwardly from the ends of part 1, are cut slots 4, which are suitably spaced to determine tabs 10. Slots 9 are cut, one adjacent each end of parts 2 and 3, parallel with the adjacent end edges of these parts and of a length suitable to permit the passage of tabs 10.

In use, a folder as thus described is endorsed with the name and address of the addressee upon the face *a*, and the statement of account or other message is filled in upon the faces of parts 2 and 3, as is the usual custom in making out a statement of account. Part 3 is then folded upwardly upon part 2 and part 1 is folded downwardly and backwardly, while tabs 10 are bent inwardly and pass through the superposed slots 9 of parts 2 and 3, as is illustrated in Figs. 3 and 4. Upon fixing the postage the statement is then ready for mailing without further addressing or sealing.

Upon receipt of the statement in the form thus described, it is readily opened and the recipient can prepare a check *c*, in accordance with the balance shown, place the same over part 2 and between slots 9—9, fold part 3 over the check, and in the same manner as previously described, then fold part 1, downwardly and forwardly so as to bring the back face *b* of part 1, outermost again passing tabs 10 through the superposed slots 9 of parts 2 and 3. It will only be necessary then for the recipient to write his name and address in the space 12 provided therefor, place fresh postage in the space 11 indicated therefor and remail.

By means of the form thus described, it will be obvious that one sheet of paper

serves for the statement and two envelopes and that the envelopes thus formed are neat, easily assembled and quite secure.

What I claim is:

5 1. An envelope folder adapted to be folded transversely, having two spaced slots extending inwardly from the end edges of one part to determine oppositely disposed marginal tabs on that part, and having tab
10 receiving slots located parallel with the edges of the other folded parts, said tab receiving slots of one folded part being adapted to overlie those of the others and to receive the tabs to interlock said parts in
15 their folded relation.

2. An account or letter sheet adapted to be folded on two or more parallel spaced lines into a plurality of folded parts, said sheet having inwardly directed spaced slots
20 cut from the edges of the uppermost part to define marginal tabs, the other folded parts having marginal slots cut parallel with their end edges adapted to register when the sheet is folded to receive the said
25 tabs to interlock the parts of the sheet in their folded relationship.

3. In an envelope folder as defined in claim 1, lines for the name and address of the addressee, together with the name and
30 address of the sender imprinted to read downwardly of the sheet on the part provided with marginal tabs in the usual manner and on the back of this part, lines for the name and address of the recipient and

an inscription of the name and address of 35 the original sender, all imprinted to read upwardly in the reverse order, for the purposes specified.

4. An envelope folder comprising a sheet of suitable paper, adapted to be folded on 40 parallel transverse lines into three parts, the place for said folds being indicated by marginal indicia, the uppermost part having imprinted on its face lines for the name and address of the addressee, together with an 45 inscription of the name and address of the sender, reading downwardly in the usual manner, and having imprinted on its back and reading upwardly in the reverse order, a similar inscription of the name and ad- 50 dress of the sender as addressee with lines for the name and address of the recipient for return purposes, said upper folded part being further provided with inwardly extending slots defining marginal tabs, the other 55 folded parts being provided with marginal slots parallel with and spaced from their end edges so that when said parts are folded, said marginal slots will register and receive the tabs of said uppermost folded part, 60 which may be folded down either forwardly or backwardly as desired, to expose the name of either addressee and have its marginal tabs pass through said marginal slots to form a complete envelope. 65

In testimony whereof I affix my signature.

JAMES HOWARD ETHERIDGE.