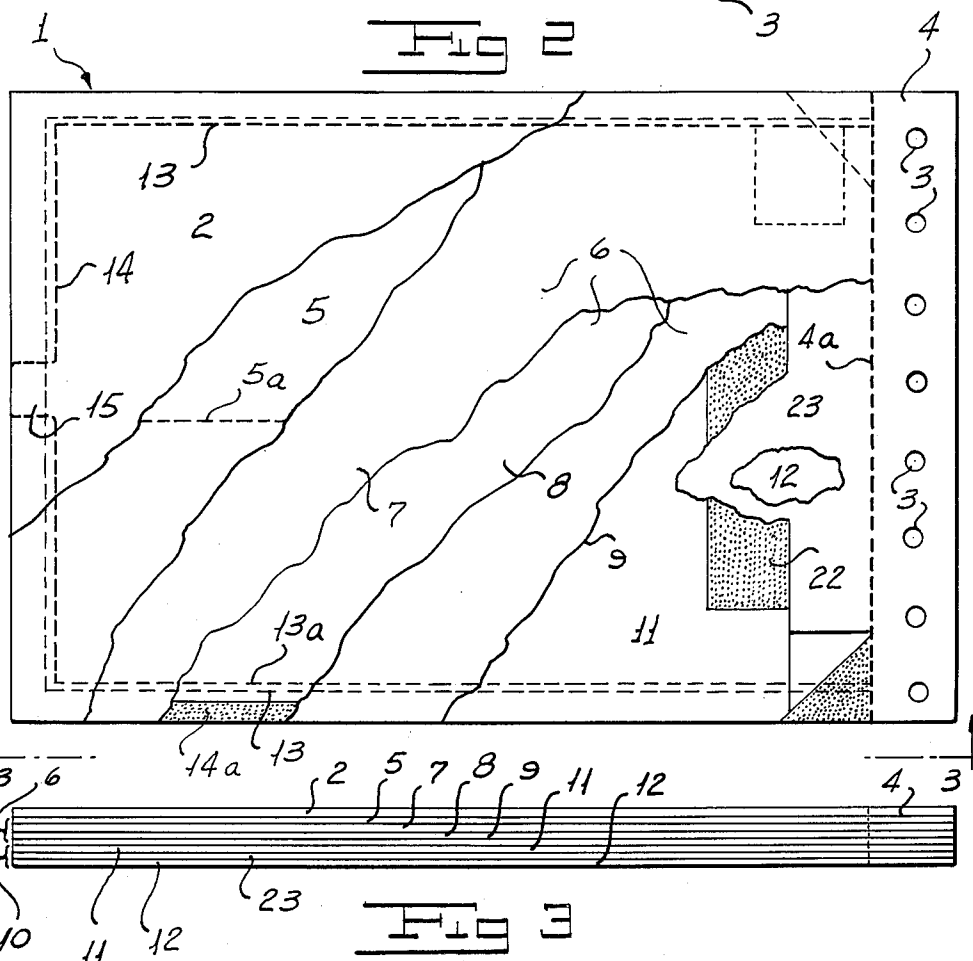


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3 Sheets-Sheet 1



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Oct. 12, 1965

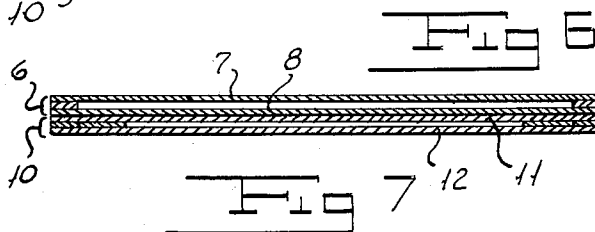
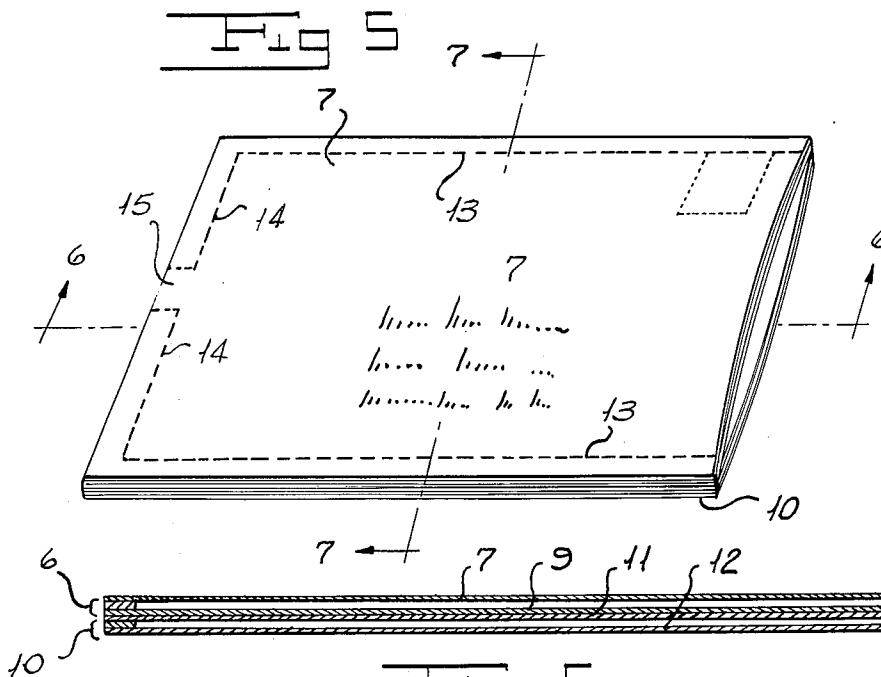
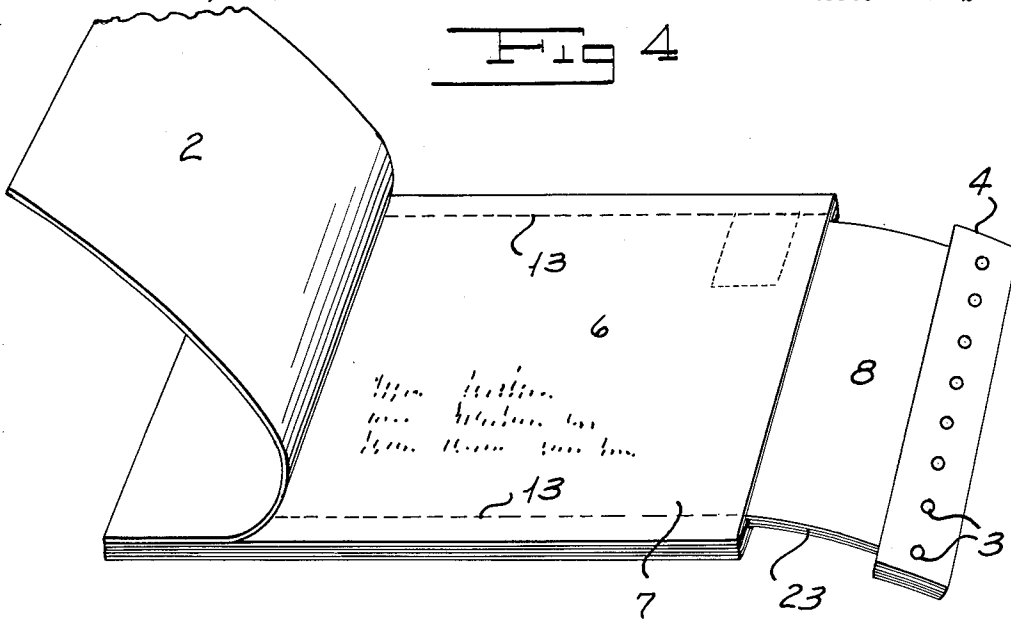
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3,211,469

MAILABLE MESSAGE FORM

Filed June 4, 1963

3 Sheets-Sheet 2



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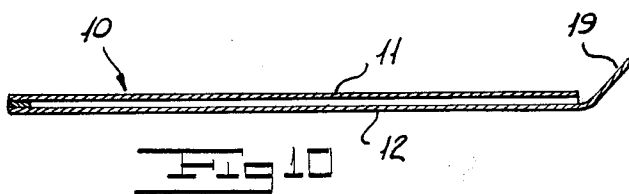
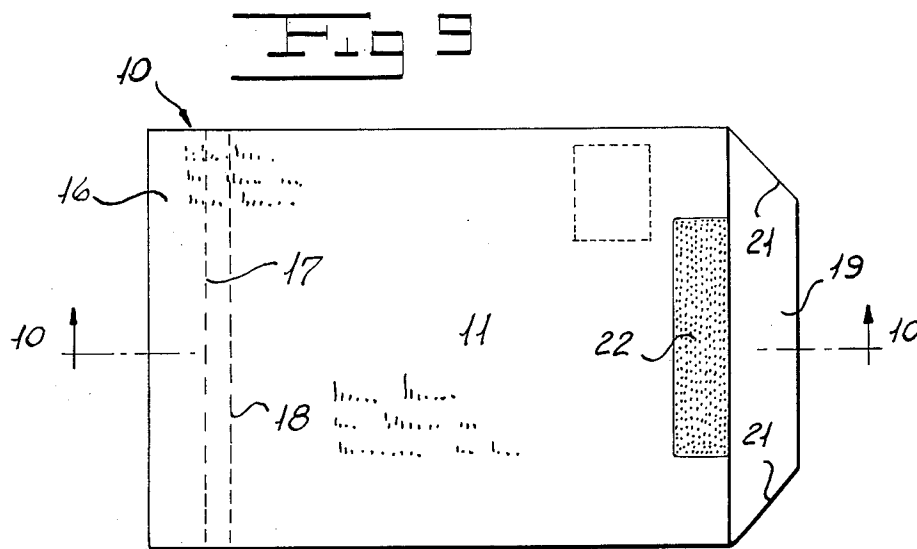
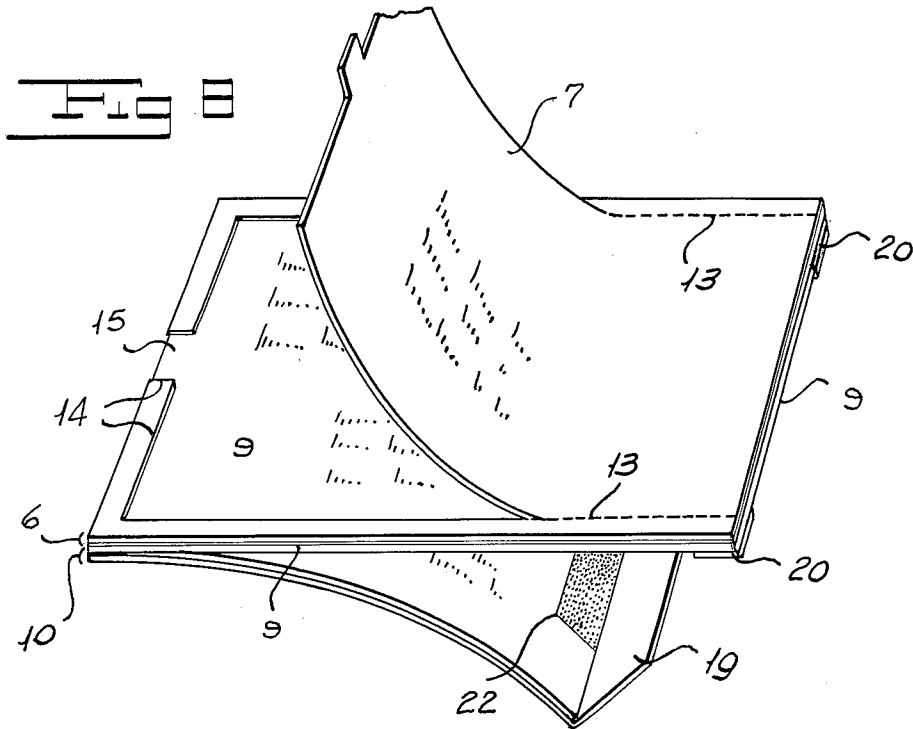
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3,211,469

MAILABLE MESSAGE FORM

Filed June 4, 1963

3 Sheets-Sheet 3



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3,211,469

MAILABLE MESSAGE FORM

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6 Claims. (Cl. 282-11.5)

This invention relates to mailable message forms, such, for example, as are used for sending out monthly billing statements and for other purposes.

These forms commonly consist of a plurality of individual communication forms arranged in relatively large sheets and divided from one another by lines of perforations. The large sheet forms are adapted to be placed in a printing machine or typewriter and the name and address of an addressee, along with an appropriate message, is printed upon the individual communication forms in succession. The several communication forms are then separated or "bursted" from one another and the mailing piece thereof is sent to the addressee.

Each of these communication forms generally contains a plurality of paper sheets, one of which is usually an office copy containing the name and address of the addressee, as well as the message to be conveyed to him, while the underlying sheet or sheets may be similarly printed, through the interposition of carbon paper or similar transfer medium. This transfer medium may be so positioned as to include both the address and message or either selectively, as is desired.

After the several individual communication forms of the complete form are printed, they are separated from one another, the carbons removed, along with the office copies, and the remainder of each communication form is mailed to the addressee. For ordinary billing, each communication form generally embodies two sheets, one of which constitutes the office copy and the other the mailable message or message piece.

Prior practice requires that forms of the character described be used in the following manner:

- (1) Print the name, address and message.
- (2) Burst, i.e., separate each communication from the others and decollate the carbons.
- (3) Fold and stuff the message part in a window envelope in such a way that the address will show through the window.
- (4) If the envelope is not of the window variety, print the address by a separate operation on the envelope itself.
- (5) Seal the envelope for mailing.

The present invention has several objects, including, inter alia:

a. The provision of a communication form including a mailing envelope on the exterior of which is printed, simultaneously with the other printing of the form, the name and address of the addressee, and on the interior of the envelope the message to be conveyed to the addressee, the latter of which is printed at the same time as the other parts of the form are printed to thereby eliminate the necessity of the separate printing of envelopes and the stuffing of the message therein as heretofore required in the absence of window envelopes.

b. The inclusion, as a part of the communication form, of a return envelope in which, for example, a check in payment of the statement rendered may be enclosed by the addressee and mailed to the addressor. This return envelope may be printed, if desired, at the same time as the printing of the other portions of the complete form, although this is not necessary as the address of the billing party may be pre-printed on the exterior of the return envelope.

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Certain advantageous features of this invention are, inter alia:

(1) The printing of a message and addressed mailer at a single pass through one piece of printing equipment.

(2) Elimination of collation of the several parts of the mailing piece, including a return envelope, etc., to render such parts ready for mailing.

(3) Elimination of the folding of forms and stuffing them into envelopes.

(4) Elimination of a separate mailing envelope.

(5) The message inside the return envelope facilitates the operations of the initial user by informing him of the original message without reference to account books. The message which may be inserted within the return envelope will be available as input to a computer system through the use of optical scanners.

(6) Substantial reduction of postage of the mailing piece.

Features of the invention, other than those adverted to, will be apparent from the hereinafter detailed description and appended claims, when read in conjunction with the accompanying drawings.

The accompanying drawings illustrate one practical embodiment of the invention, but the construction therein shown is to be understood as illustrative, only, and not as defining the limits of the invention.

FIG. 1 is a fragmental face view of a form embodying the present invention.

FIG. 2 is a like view of one communication form, the successive sheets whereof are shown as successively broken away to show underlying parts. This view also includes a return envelope which may or may not be included as desired.

FIG. 3 is an edge view of the structure shown in FIG. 2 looking from the direction of the arrows 3—3 in FIG. 2.

FIG. 4 is a perspective view showing the file copy and carbons in the course of removal.

FIG. 5 shows the actual mailer in perspective with the right hand end bulged open.

FIG. 6 is a section on the line 6—6 of FIG. 5.

FIG. 7 is a section on the line 7—7 of FIG. 5.

FIG. 8 is a perspective view showing how the sheet carrying the addressee's name and address, as well as the return envelope, may be removed by the addressee upon receipt of the communication.

FIG. 9 is a face view of the removed return envelope.

FIG. 10 is a transverse section taken on the line 10—10 of FIG. 9.

FIG. 1 of the drawings is a fragmental view of the form in which one complete communication 1 is illustrated while other like communication forms are indicated at 1a. The form, such as shown in FIG. 1, is subjected to the desired printing operation after which the several printed communications are separated from one another. For the purpose of this description, reference will be made primarily to one communication form and communication, it being understood that the remaining communications will be similarly prepared and subsequently manipulated and mailed.

FIGS. 2 and 3 show one complete communication form as it is printed. It consists of three or four parts or units, the fourth unit being the return envelope. The first or top unit 2 consists of a single sheet of paper on which may be pre-printed any desired matter, although this unit may be initially left blank. The unit 2 is connected to an edge strip 4 having holes 3, adapting it for cooperation with the print feed of a printer and, adjacent this border strip, unit 2 may be provided with a line of weakening, such as small perforations, so that said unit may be easily separated from the edge strip 4.

During the printing of the communication there will be provided on the exposed surface of the unit 2, both the name and address of the addressee and the message which is simultaneously printed on an underlying unit 6, so that the unit 2 may later serve as an office or file copy.

Beneath the unit 2 is a sheet 5, the lower portion 5a of the under surface of which has deposited thereon transferring material, such as carbon. The surface 5a is so located and of such extent as to transfer the name and address of the addressee to the underlying upper sheet 7 of the mailer unit 6 when said printing is applied to the sheet 2.

The mailer unit 6 initially comprises three superimposed sheets 7, 8 and 9. The sheet 8, which lies beneath the sheet 7, is a sheet of carbon paper. The underlying sheet 9 is adapted to be printed on its upper face through the interposed carbon sheet 8. The sheets 7, 8 and 9 of the mailer, are connected to the border portion 4 along weakened lines, such as lines of perforations 4a. As shown in FIGS. 2, 3 and 4, the sheets 2, 5, 7, 8 and 9 all extend for the full height of each individual communication form and for the full length thereof.

The mailer 6 is shown best in FIGS. 4-7 inclusive. It also extends for the full height of the communication form, but there are lines of perforations 13 and 14 in the top sheet 7 and the carbon sheet 8. The perforations 13 extend longitudinally thereof in spaced relation to its upper and lower edges. The lines of perforations 14 extend along one edge portion of the sheets 7 and 8 but on 7 are interrupted at substantially midway of the height of the form to provide a tab 15. The sheets 7, 8 and 9 are adhesively secured at 14a to one another along the three sides of the border of the mailer exteriorly of the perforated lines 13 and 14, while the right hand end of the sheets 7 and 9 of the mailer are connected to the edge strip 4 along weakened lines such as perforations 4a.

The mailer thus comprises an envelope open at one end with a tab 15 at its opposite end which may be grasped by the addressee and torn from the remainder of the mailer along the perforated lines 13 and 14. The carbon sheet 8, permanently attached to the strip 4, may be withdrawn from the remainder of the mailer, as shown in FIG. 4, simply by pulling the strip 4 to the right, while the remainder of the mailer is held in place. This is possible because the lines of weakening 13a in this carbon sheet 8 are very fragile.

Beneath the mailer unit 6 is positioned a return envelope 10 which preferably forms the fourth unit of the communication form. It comprises an upper sheet 11 and a lower sheet 12. On the upper surface of the sheet 11 may be pre-printed the return address of the initial addressor.

The return envelope unit 10 is shown best in FIGS. 8, 9 and 10. Its left hand edge is secured to the back sheet 9 of the mailer along the margin 16 between said edge and lines of perforations 17 which extend through both of the sheets 11 and 12. Between the line of perforations 17 and the line 18, the sheets 11 and 12 of the return envelope are also adhesively secured to one another, so as to close that end of said envelope.

The lowermost sheet 12 of the return envelope unit 10 is provided with a flap 19, to the opposite corners 20 of which is applied a coating of adhesive set off from the remainder of the flap by lines of perforations 21, while opposite the intermediate portion of the flap, the top face of the sheet 11 has applied thereto a dry adhesive 22. When the return envelope unit 10 is initially assembled, the triangular corner portions 20 thereof are adhered to the back face of the sheet 9. However, when the envelope is stripped from the mailer upon receipt by the addressee, the flap 19 may be opened by tearing it along the dotted lines 21, leaving the corner portions 20 of said flap adhered to the bottom surface of the sheet 9 of the mailer, as shown in FIG. 8. The addressee may then

place a check or other enclosure within the envelope, dampen the adhesive portions 22, bend over the flap 19 and secure it to the adhesive 22, to thus seal the envelope so that it may be returned to the initial sender.

Each completely assembled communication form is printed during one and the same passage through a printing machine, during which all of the printing of the form is completed. On the office copy 2, is printed the name and address of the addressee and the complete message so that an office record may be kept of this transaction. By virtue of the carbon sheet 5, the name and address of the addressee is printed upon the front sheet 7 of the mailer 6, but the message is not printed thereon. Simultaneously and by virtue of the interposed carbon sheet 8, the name and address of the addressee is printed on the sheet 9 together with the complete message, e.g., particulars of the statement of account, or other message depending upon the particular use of the subject matter.

In some cases it is desired to also print upon the inner surface of the back sheet 12 of the return envelope. If this be desired, a sheet of carbon paper 23 (FIG. 3) is interposed between the sheets 11 and 12, so that this printing may be simultaneously performed. If such latter carbon sheet with longitudinal fragile lines of weakening is included, it is firmly secured to the end strip 4, so that it is withdrawn along with the carbon sheet 8 after the manner shown in FIG. 4. If desired, the name and address of the initial addressor may be pre-printed on the upper surface of the sheet 11. This latter printing will of course be carried out before the several sheets are assembled. In like manner, other sheets or units of the assembly may be pre-printed with any desired matter before the sheets are assembled without departing from this invention.

The printed mailer is forwarded through the mails in the form shown in FIGS. 5, 6 and 7 with one end of said mailer open. In some cases, said mailer may be thus forwarded without the attached return envelope although that envelope unit 10 may be incorporated into the combination when so desired.

Certain of the sheets hereinbefore referred to have been described as carbon paper but for this may be substituted any suitable transfer medium either separately or as part of the several sheets through which the printing is to be transferred. These transfer means are considered equivalent in this invention.

The present invention has been particularly described, for the purpose of illustration, as utilized in connection with billing procedures in which case the return envelope unit 10 is useful since it provides convenient means for insertion of a check or other payment of the bill. I wish it understood, however, that the invention is not restricted to billing procedures as this form is adapted for widely varying uses. For example, for the mailing of accounts receivable statements and bills, status reports, message of any individual nature, dividend checks, or any payable obligations, for some of which uses the return envelope is desirable, while in other cases, such return envelope may be omitted.

It will be apparent from the foregoing that the business form of the present invention embodies numerous novel features, some of which may be employed without employing all. In any event, this invention provides a highly efficient means of business communication along the lines hereinbefore stated. It provides a simple, economical and efficient means for carrying out the indicated purposes. Each communication is complete for its intended purpose, in contradistinction to the handling of separate forms and envelopes and in some cases separately printed envelopes and stuffing procedures. It is an ideal form for use in printing machines of all kinds, including high speed printers, particularly when a plurality of these communication forms are assembled in a sheet or roll which may be conveniently handled in such machines. Also it materially

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saves time and expense in carrying out and handling the business in hand.

Instead of utilizing a carbon sheet 5, as hereinbefore described, this carbon sheet may be omitted and, in lieu thereof, the space on the sheet 7 which would correspond in placement to the name and address printed on the sheet 2, may be provided with a window so that, when the name and address is printed on the sheet 2, it will be duplicated, by virtue of the carbon 8, upon the front face of the sheet 9 and thus produce a window type of mailing communication. In this latter case of course this window would not disclose the message provided on the upper portion of the sheet 9.

The foregoing detailed description sets forth the invention in its preferred practical form, but the invention is to be understood as fully commensurate with the appended claims.

Having thus fully described the invention, what I claim as new and desired to secure by Letters Patent is:

1. A message communication form which comprises:
 - (a) an edge strip having a plurality of holes spaced apart lengthwise thereof for cooperation with the feeding means of a printing mechanism;
 - (b) an office copy sheet detachably secured to said edge strip along a line of weakness adjacent one edge of said sheet;
 - (c) a mailing unit underlying said office copy sheet and secured to said edge strip, said mailing unit including:
 - (1) a first sheet provided in spaced relation to all four of its peripheral edges with lines of weakness, the sheet being detachably secured to the edge strip along a first of said lines of weakness;
 - (2) a transfer sheet underlying said first sheet and being permanently secured to said edge strip along one edge thereof;
 - (3) a second sheet provided, in spaced relation to its four peripheral edges, with lines of weakness aligned with the lines of weakness in said first sheet, the second sheet being detachably secured to said edge strip along one of said lines of weakness corresponding to said first line of weakness along which the first sheet is detachably secured thereto, and being adhesively secured to the corresponding surfaces of said first sheet between the other three lines of weakness and the peripheral edges of said sheets;

the first and second sheets of the mailing unit defining, upon separation of the office copy sheet, and the edge strip secured to said transfer sheet, a mailer comprising an envelope defined by said first and second sheets adhesively secured to one another along three sides.

2. The message communication form as defined in claim

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1, in which the first sheet of said mailing unit is provided with a tab member adjacent one edge thereof for stripping said sheet along the lines of weakness thereof from the balance of the mailing unit.

3. The message communication form as defined in claim 1, further including a second transfer sheet interposed between the office copy sheet and the mailing unit and detachably secured to said edge strip along the line of weakness adjacent one edge thereof, said line of weakness being aligned with the line of weakness of said copy sheet.

4. The message communication form as defined in claim 1, in which a portion of the first sheet of said mailing unit is provided with a window opening as in a mailing envelope, and in which the transfer sheet interposed between the first and second sheets of said mailing unit underlies a portion of the second sheet of the mailing unit superposed with said window opening.

5. The message communication form as defined in claim 1, further including a return envelope comprising:

- (1) a third sheet underlying the second sheet of said mailing unit, said third sheet having a line of weakness adjacent one edge thereof and being adhesively secured to said second sheet intermediate said line of weakness and said edge;
 - (2) a fourth sheet having a line of weakness aligned with the line of weakness of said third sheet and being bonded to said third sheet on the side of said lines of weakness remote from the adjacent edges of said sheets, and along two other peripheral edges of said sheets;
- said third and fourth sheets defining an envelope open at one end thereof.

6. A message communication form, as defined in claim 5, in which the open end of said return envelope defines a foldable flap having detachable corners adhesively secured to the adjacent surface of the second sheet of said mailing unit, and including adhesive means for securing said flap to close the return envelope upon detaching said return envelope from said mailing unit.

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