H. O. FARRINGTON.

MAILING BLANK OR SHEET.

APPLICATION FILED JAN. 26, 1917. RENEWED NOV. 27, 1920.

1,376,865. **Patented May 3, 1921.**

Fig. 1.

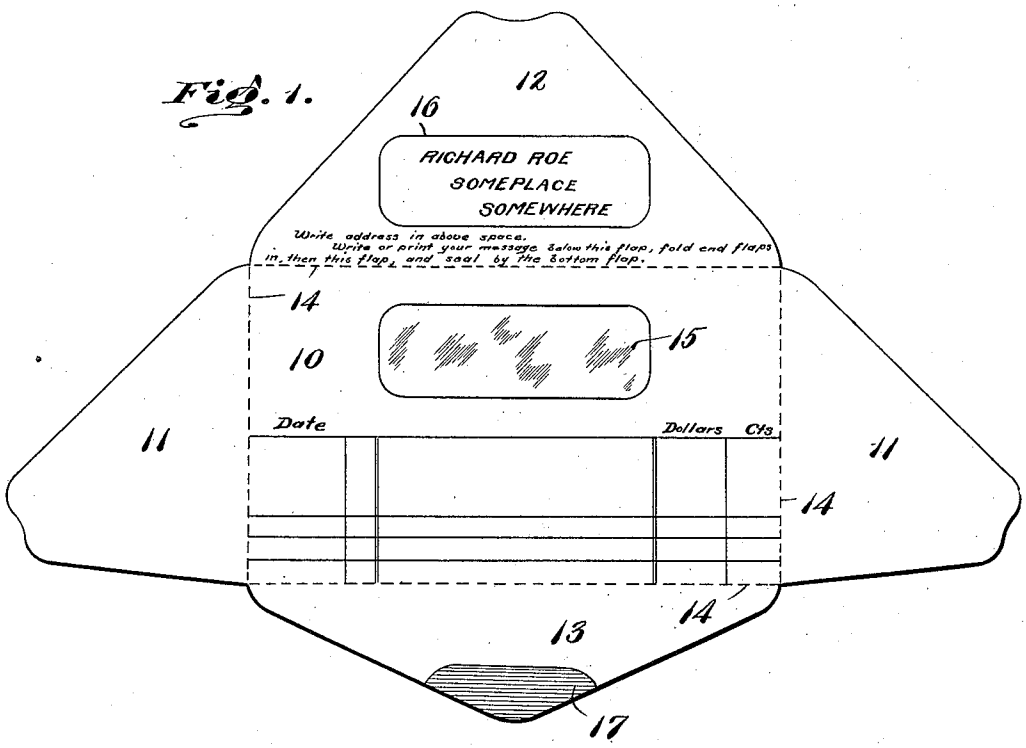
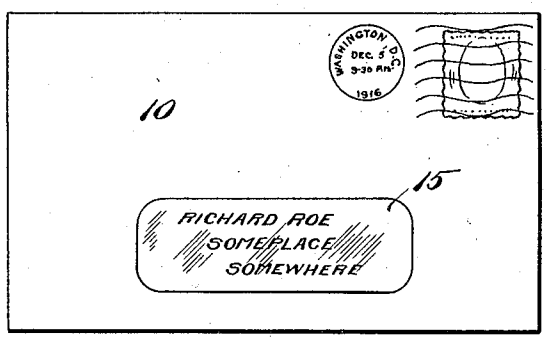


Fig. 2.



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by A. W. Harrison Atty.

UNITED STATES PATENT OFFICE.

HERBERT O. FARRINGTON, OF KITTERY, MAINE, ASSIGNOR OF ONE-HALF TO ARTHUR W. HARRISON, OF BOSTON, MASSACHUSETTS.

MAILING BLANK OR SHEET.

1,376,865. Specification of Letters Patent. Patented May 3, 1921.

Application filed January 26, 1917, Serial No. 144,616. Renewed November 27, 1920. Serial No. 426,879.

To all whom it may concern:

Be it known that I, HERBERT O. FARRINGTON, a citizen of the United States, of Kittery, in the county of York and State of Maine, have invented certain new and useful Improvements in Mailing Blanks or Sheets, of which the following is a specification.

This invention relates to means for bearing written or printed, or partly printed and partly written or filled, communications, such as notices, statements and the like, and the object of my invention is to provide means whereby the sending of such communications will save paper and time, will prevent any possibility of their being addressed to the wrong persons, and will, when sent through the mails, always bear the information which the Government furnishes as to place and date of mailing.

To these ends my invention consists in the blank substantially as hereinafter described and claimed.

Of the accompanying drawing:

Figure 1 is a plan view of one of my improved blanks, partly printed.

Fig. 2 is a plan view from the other side, after the blank has been folded and sent through the mails.

It is to be understood at the outset that so far as the mere shape of the blank is concerned, especially its edges, it may be similar to any well-known or preferred envelop blank. It must, however, have a designated place on one of the foldable flaps for the address, and a window in the body portion so located that when the blank is ready to be mailed or otherwise transmitted to the addressee, and is folded for that purpose, the address can be seen through said window while all other information borne by the blank is concealed by the several flaps. By "window" I mean an opening, protected or not by a transparent or translucent strip, or an area of the paper which is so treated as to be sufficiently transparent to permit an address to be read through it.

The blank illustrated comprises the body portion 10, two end flaps 11, and two other flaps 12 and 13 which, when the blank has the proportions illustrated, are longer than the end flaps. Said flaps are preferably made readily foldable by means of creases 14. For convenience of description I shall refer to the flaps 12 and 13 as the top and bottom flaps respectively, because of the way the printed matter or directions are borne on the blank, although, as a matter of fact, the flap 13 will be uppermost when the blank is folded and the address is being examined.

The window 15 is so located in the body 10 that the end flaps, when folded in, will not extend over it, and the flap 12 carries an address field or designated space 16 which is so located as to register with the window when said flap is folded. Said field or space is designated by a printed or creased rectangle or any preferred equivalent manner. For the instruction of new users, directions such as shown in Fig. 1 may be printed on the blank, or such directions may be borne by a separate slip furnished with a quantity of the blanks.

The blanks will preferably be furnished to users in flat (unfolded) condition, but having the creases 14. This flat condition will enable printers to print any desired matter or forms, for such uses as bills, statements, notices of meetings, etc. Either or both of the end flaps may be printed with forms to provide for their being used as stubs.

Preferably a coating of adhesive, for sealing, will be carried only by the flap 13, as at 17, but for some purposes other portions may have such coatings.

After a user has applied the address in the space 16 and has written his communication or filled in whatever forms have been printed on the blank, he simply folds the end flaps 11, 11, in, then folds flap 12 over the window 15 and then folds flap 13 onto the flap 12 and seals it in the same manner as an ordinary envelop. The entire folding operation requires no more time or effort than what is required to fold a sheet that is to be inserted in an envelop; in fact, less, because the blank already has creases which facilitate folding.

It will readily be understood that since one piece of paper serves to carry both the communication and the address, and without exposing the communication itself, there is a great saving of paper over the use of an envelop having an inclosed sheet.

There is a material time-saving over the use of an ordinary "window envelop" with an inclosed sheet, because such sheet must be folded and inserted with care to insure

an address on the sheet registering with the window.

The device renders impossible the confusion which results from addressing an ordinary envelop to a person other than the one for whom the inclosure was intended.

A person wishing to preserve evidence of the date of mailing a letter inclosed in an envelop, must preserve both the envelop and inclosure (usually by fastening them together). Then if used in legal proceedings, an affidavit must be made. Such fastening and affidavit will not be necessary when the communication is carried by one of my blanks, because the communication itself inseparably carries the evidence of mailing, as indicated by comparing Figs. 1 and 2.

I have illustrated a form or shape of blank similar to a well-known form of envelop blank. Any other form may be used. If the form is such that one or the other of the end flaps 11 can be withdrawn, after the flap 13 has been closed and sealed, then the blank can be used for many kinds of mailable matter under 1-cent postage. On the other hand, the blank may hav such portions provided with gum so as to enable it to be sealed against any possible examination of its inner surface excepting after such rupturing as is given to an ordinary envelop.

One advantage of providing but one adhesive-coated area, and that on the flap 13 which is the last one to be folded down, is that an unaccustomed user will then be unable to erroneously fold the blank and seal it even if the blank bears no printed directions as to how to fold it.

The mailing sheet as a whole is so formed, and the address-receiving indication 16 and the window 15 are so located relatively to each other, that the user can not so fold the sheet as to result in covering any part of the space within the indication; and the user will be practically certain to locate the address so that the whole of it will be readable through the window.

Having now described my invention, and illustrated one way of carrying the same into practice, although without attempting to explain all possible utilizations, I claim:

1. A mailing sheet having four creased lines relatively arranged to provide a central rectangular portion, a top flap, a bottom flap and two end flaps, each flap being of less area than the central portion, one of the flaps having a gummed area and all other flaps being ungummed whereby liability of incorrect order of folding and sealing is avoided, the said sheet having at one side of one of its crease lines a window located to register with an address borne by a portion of the sheet at the other side of said crease line when the sheet is folded on said line.

2. A mailing sheet having four creased lines relatively arranged to provide a central rectangular portion, a top flap, a bottom flap and two end flaps, each flap being of less area than the central portion, one of the flaps having a gummed area and all other flaps being ungummed whereby liability of incorrect order of folding and sealing is avoided, the said sheet having at one side of one of its crease lines a window located to register with an address borne by a portion of the sheet at the other side of said crease line when the sheet is folded on said line, the structure of the whole, as specified, rendering it certain that when the sheet is folded and sealed and then mailed in the usual manner, the date of mailing the article will be shown by the post-mark on the reverse side of the same section of paper as that which bears the communication.

In testimony whereof I have affixed by signature.

HERBERT O. FARRINGTON.