June 21, 1960 G. BIEK 2,941,711

WINDOW ENVELOPE AND ADDRESSED FILLER SHEET ASSEMBLY

Filed May 10, 1957

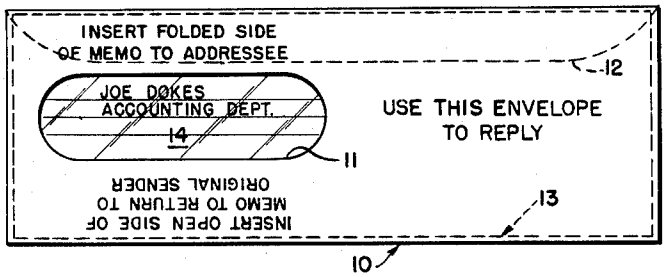


FIG. 1.

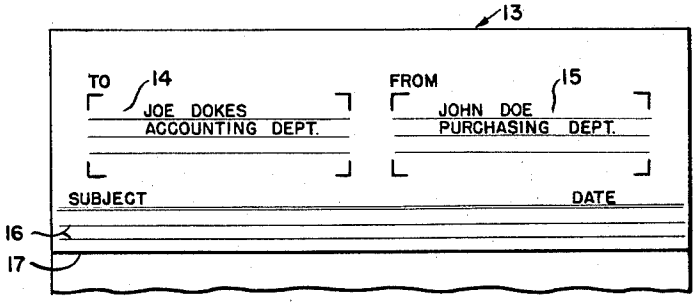


FIG. 2.

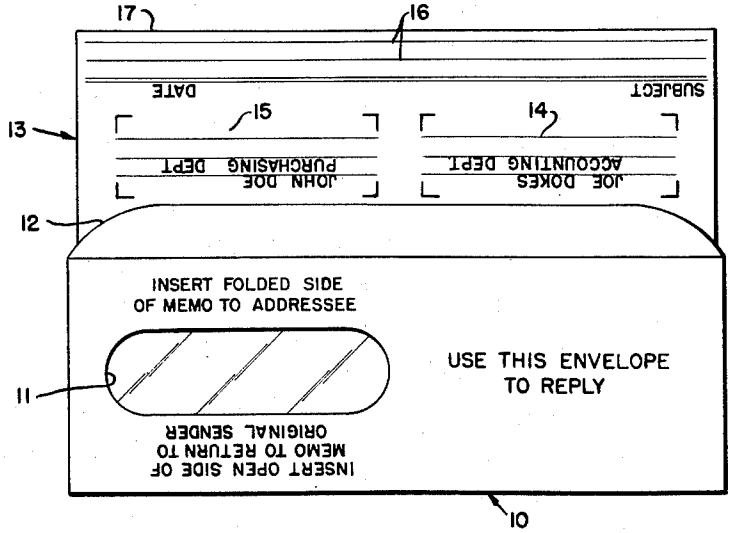


FIG. 3.

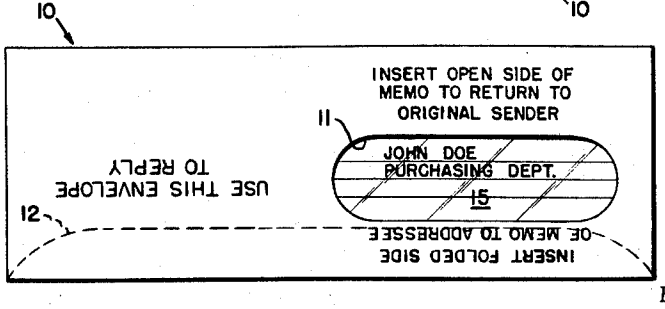


FIG. 4.

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WINDOW ENVELOPE AND ADDRESSED FILLER SHEET ASSEMBLY

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1 Claim. (Cl. 229—73)

This invention relates to a window envelope and addressed filler sheet assembly.

It is the principal object of the present invention to provide a window envelope and filler sheet assembly wherein two different addresses can be positioned under one window in which the forwarding and return addresses on the filler sheet are typed along the same horizontal lines and on the same side of the filler sheet, thereby upon placing the return address on the sheet it is not necessary for the typist to remove or invert the sheet from or in the typewriter in order to place it at a different location.

It is another object of the invention to provide a window envelope and filler sheet assembly whereby the folding of the filler sheet is always the same for both addresses while allowing the addresses to be on the same horizontal lines upon the sheet.

It is still another object of the invention to provide a return window envelope and addressed filler sheet assembly wherein but a single centrally disposed window is necessary for displaying either the forwarding or return address, and wherein this centrally disposed window opening is centrally disposed at one side of the envelope and near to the usual location for addresses upon envelope.

It is a further object of the invention to provide a window envelope and addressed filler sheet assembly which does not require any refolding of the filler sheet to place it into the envelope for its return wherein the message is placed on the same side of the sheet as the addresses and which merely requires the inverting of the folded filler sheet in placing it in the same envelope with the single centralized window for its return to the sender.

Other objects of the invention are to provide a window envelope and filler sheet assembly having the above objects in mind, which is of simple construction, inexpensive to manufacture, efficient and convenient to use, in which only one address is displayed to prevent any chance of confusing addresses, of pleasing appearance, easy to handle, reduces time and labor in handling of correspondence, and effects a great saving in filler sheet and envelope cost.

For a better understanding of the invention, reference may be had to the following detailed description taken in connection with the accompanying drawing, in which:

Figure 1 is a plan view of the front of the envelope with the forwarding address of the filler sheet appearing in the window opening,

Fig. 2 is a fragmentary plan view of the top of the filler sheet with the forwarding and return addresses at the top of the sheet and horizontally aligned with one another,

Fig. 3 is a plan view illustrating the manner in which the filler sheet is placed in the envelope to display the return address, and

Fig. 4 is a plan view of the envelope inverted with the return address appearing in the window opening.

Referring now to the figures, **10** represents an elongated window envelope having a window opening **11** centrally disposed at one side of the front of the envelope and a closure flap **12** which may be folded into the insertion opening along one edge of the envelope. The window **11** is located between upper and lower edges of the envelope along the medial longitudinal line and at one side of the transverse medial line thereof. On the front of this envelope are appropriate legends giving instructions as to how the envelope may be used. A thin transparent sheet is provided over the opening and inside the envelope in the usual manner. A filler or letter sheet **13** bearing forwarding and sender addresses **14** and **15** and lines **16** along which a message may be written is folded along a fold line **17**, with its address bearing face being forward and at the front. The address face having the forwarding and return addresses arranged in horizontal and co-linear alignment with one another on the longitudinal medial line of the face and on the opposite sides of the medial transverse line thereof with respect to one another. Below the fold line **17** a return message can be written. When the filler sheet is folded along the fold line **17** and inserted in the envelope **10** in the manner as shown in Fig. 1 the forwarding address **14** will appear. The assembly will thus be sent to this address. On receipt of the envelope the filler sheet will have been removed, unfolded and a return message placed below the fold line **17**. The filler sheet is then refolded on this same fold line **17** and from the same direction and in the same manner in which it had been folded to be sent and then by simply inverting the filler sheet as illustrated in Fig. 3 and inserting it in the reverse manner within the envelope the sender's address **15** will appear in the window opening **11** as shown in Fig. 4. By virtue of the fact that the addresses are spaced from the upper edge of the address face of the filler sheet and the same distance from the lower edge thereof of fold line and with the window opening **11** being centralized between the upper and lower edges of the envelope each of the addresses will always automatically appear in the window opening **14**. The envelope, when refilled with the filler sheet bearing the return message is as shown in Fig. 3 held in the same position as when filled as when the forwarding message was inserted as in Fig. 1. However, to read the return or sender's address the envelope is simply inverted as shown in Fig. 4. The window opening is on the left side for sending the message and will be on the right side for the return of the message.

The advantage of this assembly is that in typing the addresses on the filler sheet they can be located at the same elevation on the same face of the sheet and not at different elevations and that only one window in the envelope is required to separately display the two addresses at the different times. A further advantage is that the filler sheet upon being used for the return message does not have to be folded differently to display the return message. The filler sheet for the return message is folded along the same fold line **17** and in the same direction. The re-user of the assembly does not need to be taught any different manner of folding the filler sheet to send the return message. The re-user merely places the same folded sheet so that the return address appears. This is all that the return user needs to do to send the return message to the original sender. There are no two addresses which have to be checked for two windows as with prior assemblies.

It should now be apparent that there has been provided a simple return window envelope and filler sheet assembly that keeps the cost of mailing to a minimum by using the same envelope for reply and the matter of typing the forwarding and return addresses on the filler sheet is a simple operation.

While various changes may be made in the detail con-

struction, it shall be understood that such changes shall be within the spirit and scope of the present invention as defined by the appended claim.

What is claimed is:

A return window envelope and addressed filler sheet assembly comprising an elongated envelope having an address window centrally located between the upper and lower edges thereof and along the medial longitudinal line and at one side of the transverse medial line thereof, said envelope having a filler opening along one edge thereof, and an addressed filler sheet positioned in said envelope, the address face of the filler sheet having substantially the dimensions of the envelope, said face bearing forwarding and return addresses arranged in horizontal and colinear alignment with one another on the longitudinal medial line of the face and on opposite sides of the medial transverse line thereof with respect to one another whereby the return address may be made to appear through the window opening of the envelope by simply inverting the filler sheet upon being reinserted in the envelope.

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