

Aug. 12, 1958

L. BLUMENTHAL
CORRESPONDENCE FORM

2,847,235

Filed March 6, 1956

3 Sheets-Sheet 1

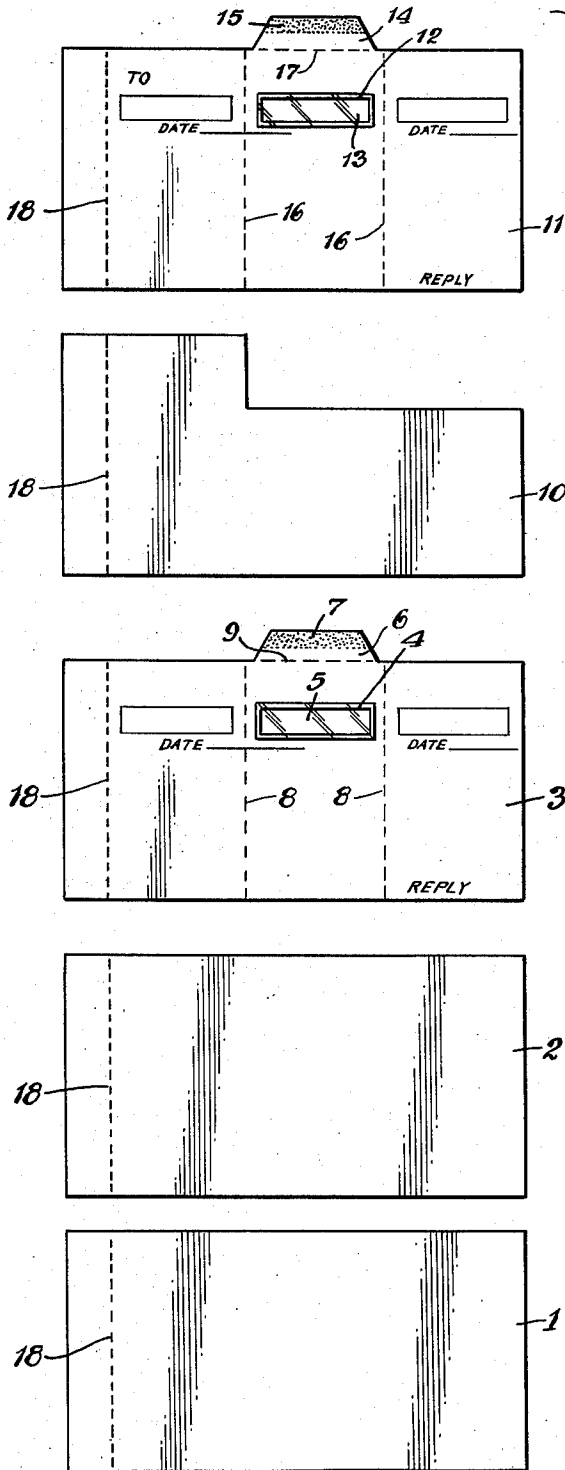


Fig. 1

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3 Sheets-Sheet 2

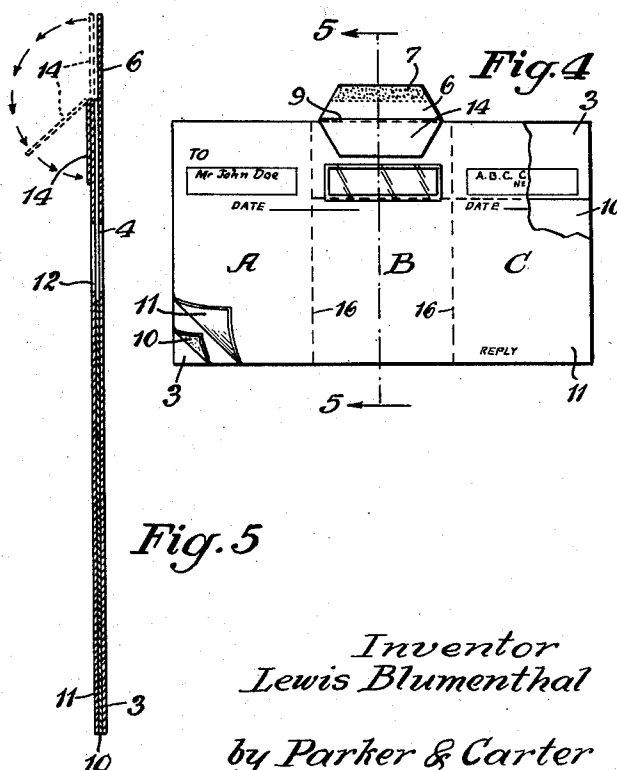
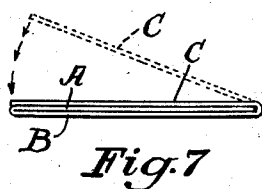
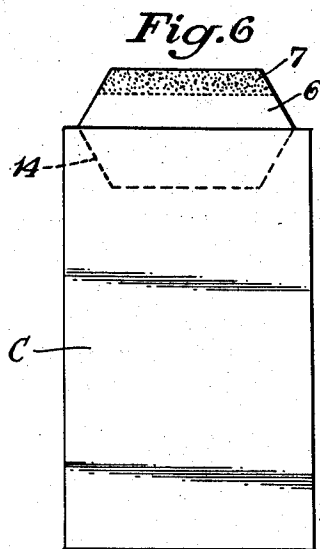
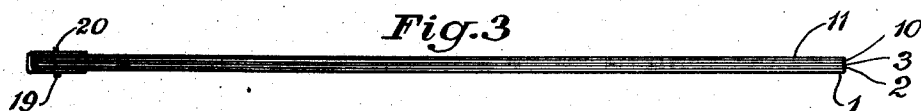
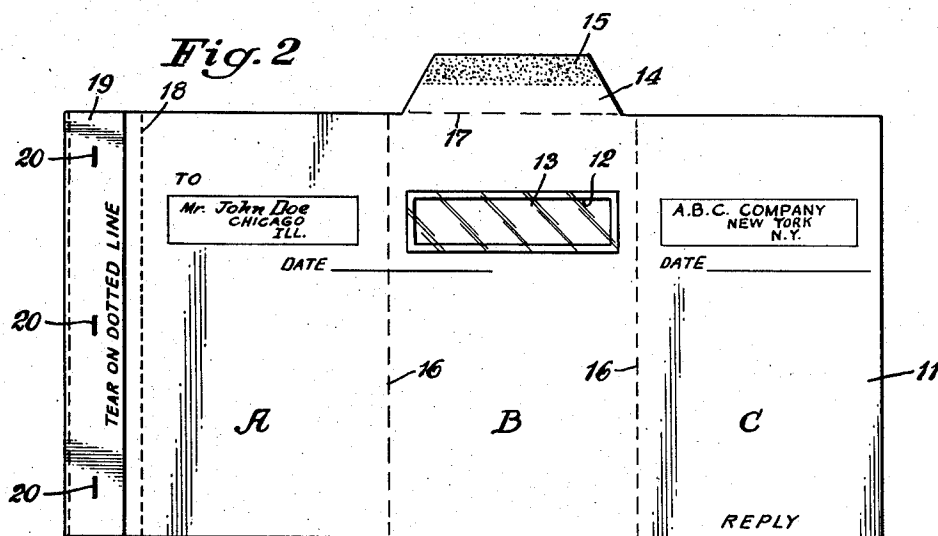


Fig. 5

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Fig. 8

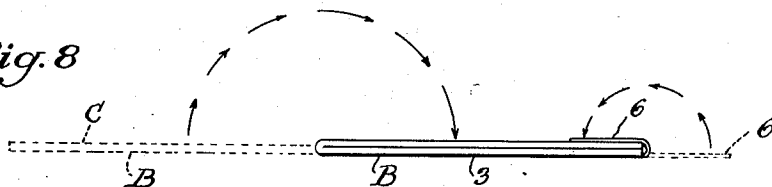


Fig. 9

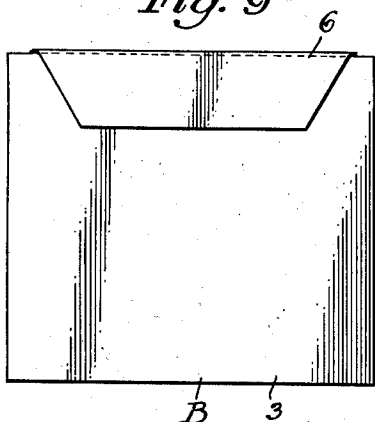


Fig. 10

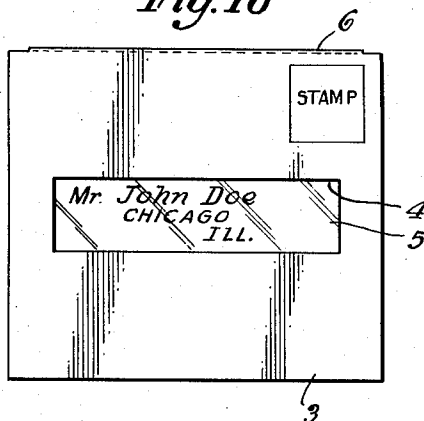


Fig. 11

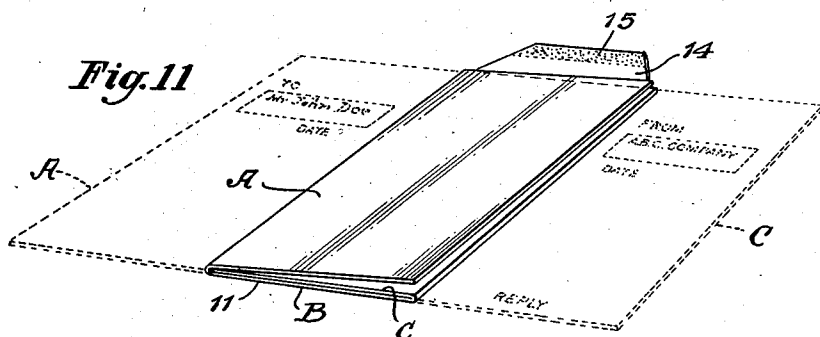


Fig. 13

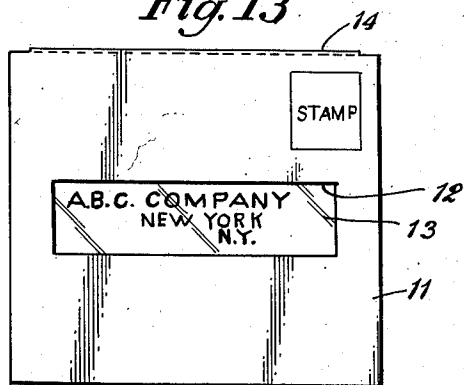
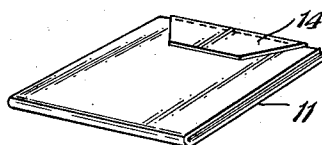


Fig. 12



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2,847,235

CORRESPONDENCE FORM

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Application March 6, 1956, Serial No. 569,870

3 Claims. (Cl. 282—23)

This invention relates to a form for correspondence and suitable for mailing. It has for one object to provide a form which can be used for an exchange of messages or correspondence between parties. It has for another object to provide a form which can be thus used and which will provide separate carbons or duplicate copies so that each sender of a message will make and have for keeping a carbon copy of the message.

Another object is to provide a form of the type indicated in which a minimum of manipulation is required and which may be used with a minimum of effort.

Other objects will appear from time to time throughout the specification and claims.

The invention is illustrated more or less diagrammatically in the accompanying drawings wherein:

Fig. 1 illustrates the several parts of the device in one form, the parts being separated and separately shown;

Fig. 2 is a plan view of the assembled device;

Fig. 3 is a side elevation of Fig. 2;

Fig. 4 is a plan view of Fig. 2 on a reduced scale with parts broken away and illustrating the form at one stage of its use;

Fig. 5 is a section taken at line 5—5 of Fig. 4 on an enlarged scale;

Fig. 6 is a plan view of the folded form;

Fig. 7 is an end view of Fig. 6 showing the manner of folding;

Fig. 8 is a side elevation of the device as shown in Fig. 6, but after folding for mailing;

Fig. 9 illustrates the device as folded in Fig. 8 with the flap secured in place;

Fig. 10 illustrates the opposite side of the device of Fig. 9;

Fig. 11 illustrates the final form of the device after the completion of a second message and at the commencement of folding;

Fig. 12 illustrates the device further folded from the condition of Fig. 11 and with the flap in place;

Fig. 13 illustrates the opposite side of the folded device of Fig. 12.

Like parts are designated by like characters throughout the specification and drawings.

In the particular form shown the device is intended for use as a message or order and a reply form. It comprises three writing sheets and two sheets or means for producing duplicate or carbon copies. The bottom sheet 1 is a simple rectangular piece of paper. Upon it, face down, is mounted a piece of carbon paper 2 of corresponding shape. Upon this sheet of carbon paper 2 is mounted a writing sheet 3 which, as shown, is provided with a window opening 4 which may have a plastic or other transparent member 5 placed in it or over it. The sheet 3 is also provided with a flap 6, gummed at 7. Suitable printing matter may be printed on the sheet 3 and, if desired, it may be marked as at 8, 8 and 9 to indicate folds. Above the sheet 3 is a carbon member 10 which may be rectangular in shape, if desired, or may be

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cut out as shown. This carbon paper is mounted over the sheet 3, the carbon side down. Upon the carbon sheet 10 is mounted a top or first sheet 11. As shown, it is provided with an opening 12 which may have in or over it a sheet of plastic or other transparent material 13. A flap 14 is formed integrally with or attached to the sheet 11 and it may be gummed at 15. Printed matter may be placed upon the sheet 11, if desired, and folding may be indicated as at 16, 16 and 17.

The several sheets, as shown separated in Fig. 1, may each be provided with scoring 18. The sheets are preferably assembled in a single block or unit as shown in Figs. 2 and 3, one upon the other, the sheet 1 being at the bottom; the carbon sheet 2 being positioned upon it, carbon side down; the sheet 3 being positioned on the carbon sheet 2; the carbon sheet 10 being positioned upon the sheet 3, with the carbon side down; and the sheet 11 being positioned on the carbon sheet 10. The several sheets may be secured together by a binding member 19 and staples or other fastening parts 20. Obviously the sheets may be secured together in any desired manner or by any means. Stapling is shown only to indicate one suitable means for securing the sheets together.

The particular form shown is merely one useful embodiment of the invention and other embodiments may be made without departing from the spirit of the invention. Although it is convenient for many purposes to fasten the several sheets together as they are shown in Figs. 2 and 3, for example, they need not be so fastened. The sheets themselves may be separate and the carbons may be separate or, if desired, the sheets 1, 3 and 11 may be fastened together while the carbon sheets 2 and 10 may be separate. The invention is not limited to an embodiment into which any or all of the sheets are fastened together. While generally there will be at least three sheets for writing, the invention may be embodied in a simpler form in which only two sheets are used; for example, sheets 1 and 3 may be used or sheets 3 and 11. The invention is not limited to any particular number of sheets so long as there are at least two writing sheets.

Where the device of this invention is used for ordering purposes the message section, which is indicated in Fig. 2, for example, as comprising the section A, may include only printed material, if desired, and this printed material may occupy all the section A and a portion of the section B, for example the left half of it, or it may occupy all of the sections A and B. In connection with certain sorts of purchases and orders it may be convenient to print upon the sheet 11, for example, all of the articles for sale. These may, for example, be dresses or other articles of feminine apparel, and instead of a written message offering items for sale, this may be done entirely by printing a representation of the article. The order or reply section C then is used merely to indicate the order. The printed matter itself, with or without additional writing, may constitute the entire message sent by the sender to the addressee. In that case no carbon copy is required by the sender. Since he is sending printed matter to a number of addressees, he needs merely make a notation of that fact in his records and since each will have received the same printed message, he may not require a carbon of that printed message for each addressee. He may, of course, wish nonetheless to make it, and in that case he will do so.

While generally the window is preferable, as shown for example in sheets 3 and 11, its main advantage is that it avoids writing the address on the outside of the folded form for use and the window may be omitted and the address written on the outside, for example, of the member 11 or the outside of the member 3. It is to be understood also that return addresses may be print-

ed or written. It is convenient to use them printed, as shown in the figures.

While a flap, such as the flap 6, is a convenience it may be omitted and the simple sticker used to close the form so that it will remain in the position of Figs. 9, 10, 12 and 13 when mailed.

Several variations in the members and details of construction of the message sheets have been suggested. All are within the general spirit of the invention. If the invention is embodied in any of these variations, the carbons or other reproducing means may be varied as to shape. They may or may not, for example, be cut out if the window occurs. They may be smaller than the entire message sheet, particularly where the message sheet carries substantial quantities of printed matter which will not be reproduced, or need not be. If the cut out window is present, the lowest carbon need not be cut out because the lowest sheet which is retained by the addressee does not require a cut out carbon. Since most forms of correspondence will be rectangular, the particular embodiment shown appears in that form. Obviously the general teachings of the invention may be embodied in a structure in which the sheets are of other than rectangular shape and the invention is not limited to any particular shape of sheet.

Although I have shown an operative form of my device, the invention is not limited to the particular details shown. Many further changes may be made in the form, shape and arrangement of parts without departing from the spirit of the invention.

The use, operation and function of my invention are as follows:

In the form shown the device comprises a mailing form which includes three parts for writing and two carbon or duplication parts or members. These may conveniently be associated together in a unit so that for use the unit comprises three writing sheets, all of which are arranged for ready mailing and it comprises also two carbon or duplicating sheets or portions arranged between the writing sheets.

Considering now the device in the form in which it is shown with windows in the first and second writing members, a user will write on the left-hand side of the top sheet a communication which, for example, might be an order for goods which he wishes to purchase. He will write in the left-hand address space the name and address of the party to whom the order or other message is to be sent. Since the two carbons are in place, this single writing will have produced the original on the first or top sheet and it will have produced a carbon on the second sheet and a carbon on the third sheet. He will now separate the third sheet and its carbon from the other sheets. He may file or otherwise retain the third sheet. He will then fold the first and second sheet with the first carbon between them, folding so that the address of the party to whom the message is to be sent will show through the windows in the first and second sheets. This involves folding the left-hand portion of the form over against the central portion and bringing the address in to register with the window. He then folds the right-hand portion, on which no writing has been done, over the back of the left-hand portion. He has thus folded the first and second sheets and the intervening carbon, and he now folds the entire mass, bringing the lower end upward toward the flaps and folding it in place. Before doing this he preferably folds the flap of the first sheet downwardly against that sheet. Having done this it is out of the way and after the sheets and the intervening carbon are folded, as just described, he folds the flap of the second sheet downward over the back of the mass and secures it in place. He has thus produced a mailing form ready for mailing and including the original order or other communication and a carbon copy of that order, together with a carbon paper.

After the message form as shown has been received

by the addressee, he opens it by cutting or removing the flap which has held the message parts together and then spreads it out and on the first sheet he reads the order or communication where it has been written on the left-hand portion of that sheet. He then writes his answer or acknowledgement, or whatever other communication he wishes to make on the previously unused right-hand portion, writing the address in the place provided for that, unless it has been stamped there by the original sender, as it may have been. When the addressee has written his answer he will have, at the same time, completed the carbon copy on the second sheet. As previously mentioned, the original order or communication will appear in carbon copy on the left-hand portion of the second sheet and when the addressee writes his answer on the first sheet, a carbon copy is produced on the second sheet. He now removes the second sheet and the carbon which was positioned between it and the first sheet. Thus he has in his possession on a single sheet the order or communication and his answer or acknowledgment. This he retains for his records. He now has to return the first sheet with the order or communication and his acknowledgment. He folds this, first folding down the right-hand portion which carries his answer and the return address of the sender so that that address shows through the window. He then folds down the left-hand portion over the right-hand portion. Then he folds the bottom up toward the flap and finally folds the flap of the first sheet downward and secures it in place. Thus he has produced a finished message and he returns it to the sender. The sender thus has his original communication back in his possession, together with the answer of his original addressee.

By the use of the device as above described the sender originally retains a carbon copy and sends to his addressee an original and a carbon copy. The addressee, when he makes his answer or acknowledgment, makes his own complete carbon copy of the entire transaction including the original carbon of the sender's message and the carbon of the addressee's message or acknowledgment, and finally the original sender gets back his original order with the original message or acknowledgment of his addressee. The use of the form thus insures that each party at all times will have an accurate copy of the transaction at every step and a minimum of time is required to use the form and a minimum of paper or stationery is required to accomplish the sending of a message and the return of an answer or to accomplish the making of an order and its acknowledgment.

In the use of the device as described above the separate sheets, which are shown separated in Fig. 1 merely to illustrate their individual characteristics, are assembled together as shown in Fig. 2 and the device of Fig. 2 constitutes the unit which will normally be used. After the initial message has been written on the left-hand side of sheet 11 and the bottom sheet 1 and the bottom carbon 2 have been removed, the device is in the form shown in Fig. 4. The flap 14 of the first sheet 11 will be turned in and the flap 6 of the second sheet 3 is available for use. The form is now folded in to the condition shown in Fig. 6, in which the left-hand side A is folded onto the central portion B and the right-hand side C is folded onto the back of the portion A. With the parts in this position, the flap 14 of sheet 11 is inside and out of the way. The flap 6 of sheet 3 is available for use. The form is now folded from the condition of Fig. 6 to that of Fig. 8, being folded generally in the center so that the two sections are of substantially the same area, and finally the flap 6 of form 3 is put in place and the entire form constitutes a folded and sealed message-carrying form. The address of the addressee which has been written at the left-hand side of the upper face of sheet 11 shows through the window 12 of sheet 11 and through the window 4 of sheet 3. A stamp is applied, if necessary, and the message is mailed.

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After the message and form in the condition shown in Figs. 9 and 10 has been received by the addressee, it is opened by cutting or breaking the flap 6 and the device is spread out so that the user can see the full first sheet 11. He then writes his answer on the right-hand section of sheet 11 and a carbon of the answer will be produced on sheet 3 by the carbon 10. The addressee also writes the address in the suitable place toward the top of the right-hand section of sheet 11. He then folds the form first in to the condition shown in Fig. 11, in which the section C is folded onto the central section B and finally the section A is folded on top of the section C. With the parts in this condition, the address above section C will show through the window 12. The lower portion of the device in the folded condition of Fig. 11 will now be brought up and folded onto the other portion to bring the device in to the form shown in Fig. 12. The flap 14 is then folded downwardly to engage the folded form and to hold it in place in condition for mailing or other dispatch. The addressee who has now read the original message and completed his answer will, before folding sheet 11 in to the forms shown in Figs. 11, 12 and 13, remove the carbon sheet 10 and the second writing sheet 3, which he will retain for his copy of the transaction. This sheet will contain a carbon of the original message originally written on sheet 11 and will contain a carbon of the reply written on sheet 11 and thus the original addressee when he answers and returns the message and the form will retain a full carbon copy of the message and of the reply. The original sender will receive back the original copy containing his original message and the original of the answer.

If desired, the window construction may be omitted and no window may appear. In that case the first sender will write the address of the first addressee on the back of the folded form generally in the place at which the window 4 appears in Fig. 10. Similarly, the original addressee in returning the folded upper sheet 11, as it appears in Figs. 12 and 13, will merely write the address in the place where the window 12 appears in Fig. 13.

A further obvious modification which is within the invention involves the omission of the flaps 6 and 14 and the substitution of any other sealing means. The integral flaps are a convenience but not a necessity and the spirit of the invention is not avoided by the substitution of other sealing or fastening means for the flaps.

I claim:

1. In combination in a foldable correspondence set,

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three sheets separably joined together in superposed relation, said sheets being of substantially the same size, duplicating means between each of the two uppermost sheets and the one next below it, said two uppermost sheets comprising a central portion and two oppositely placed marginal portions, windows in said two sheets located in the central portion of each and in register with each other, said marginal portions being foldable over said central portion selectively to display, through said windows, material on the selected marginal portion.

2. In combination in a foldable correspondence set, three sheets separably joined together in superposed relation, said sheets being of substantially the same size, downwardly directed duplicating means between each of the two uppermost sheets and the one next below it, said two uppermost sheets each comprising a central portion and two oppositely placed marginal portions, windows in said two sheets located in the central portion of each and adjacent an outer edge thereof and in register with each other, said marginal portions being foldable over said central portion, selectively, one over the other to display through said windows material on the selected marginal portion, said central portion and said marginal portions being all of substantially the same size and shape, and means carried by and integral with the said two uppermost sheets for securing them together in folded condition.

3. In combination in a foldable correspondence set, a plurality of sheets separably joined together in superposed relation, said sheets being of substantially the same size, duplicating means between the uppermost sheet and the one next below it, said sheets comprising an intermediate portion and two oppositely placed marginal portions, windows in said sheets located in the intermediate portion of each and in register with each other, said marginal portions being foldable over said intermediate portion selectively to display, through said windows, material on the selected marginal portion.

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