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Austin

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[54] **TWO-WAY ENVELOPE AND LETTER**

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[52] **U.S. Cl.** **229/73,** 229/92.1, 229/92.7, 282/25

[51] **Int. Cl.** **B65d 27/06**

[58] **Field of Search** 229/73, 92.7, 92.1; 282/25

[56] **References Cited**

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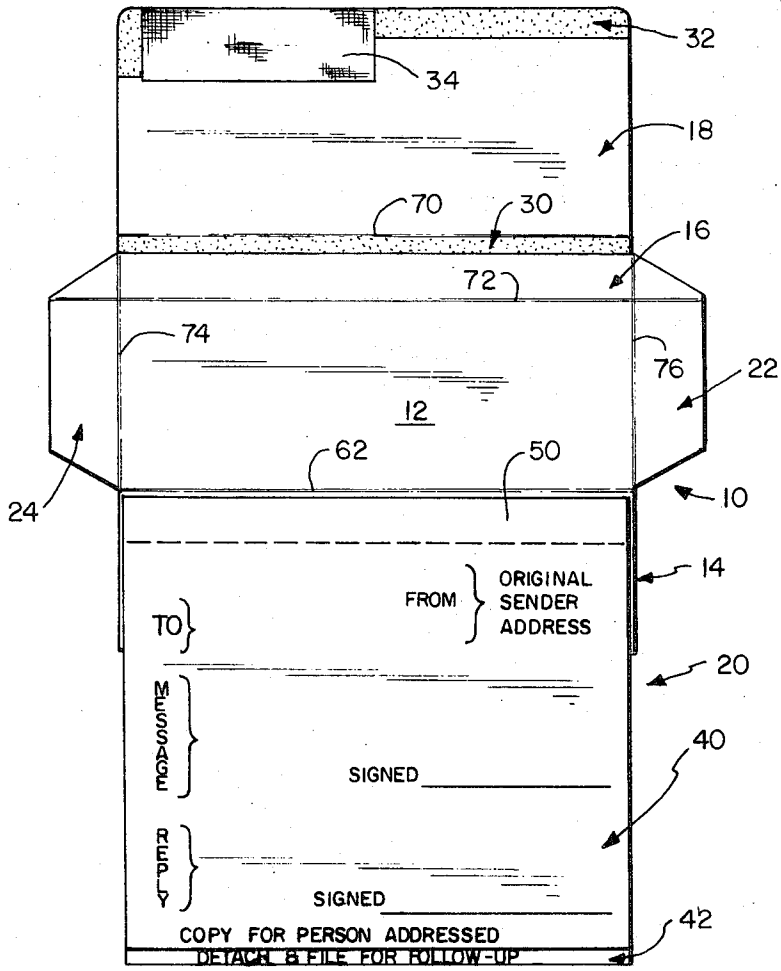
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Primary Examiner—William I. Price
Assistant Examiner—Stephen P. Garbe
Attorney, Agent, or Firm—Roylance, Adams, Berdo & Kaul

[57] **ABSTRACT**

A two-way envelope and letter including an envelope portion having a message-carrying portion attached thereto, wherein the envelope portion may be used during two mailings and wherein the message-carrying portion can carry both the original sender's message in the first mailing and a reply to that message in the second mailing. The envelope portion is formed from a single sheet having foldable portions for enclosing the message-carrying portion. The message-carrying portion is attached to one of the foldable portions of the sheet and is capable of being folded and enclosed in the envelope portion during the two mailings.

5 Claims, 10 Drawing Figures



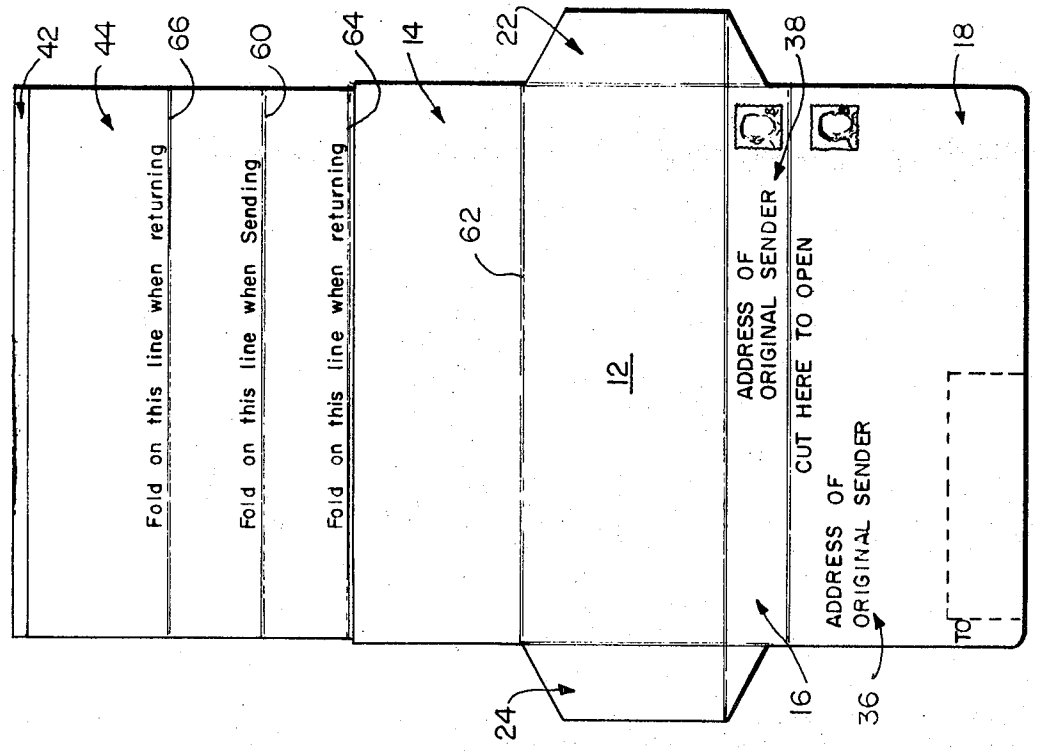

42
44
66
60
64
14
22
38
18
Fold on this line when returning
Fold on this line when Sending
Fold on this line when returning
62
12
ADDRESS OF ORIGINAL SENDER
CUT HERE TO OPEN
ADDRESS OF ORIGINAL SENDER
TO
24
16
36

FIG. 2

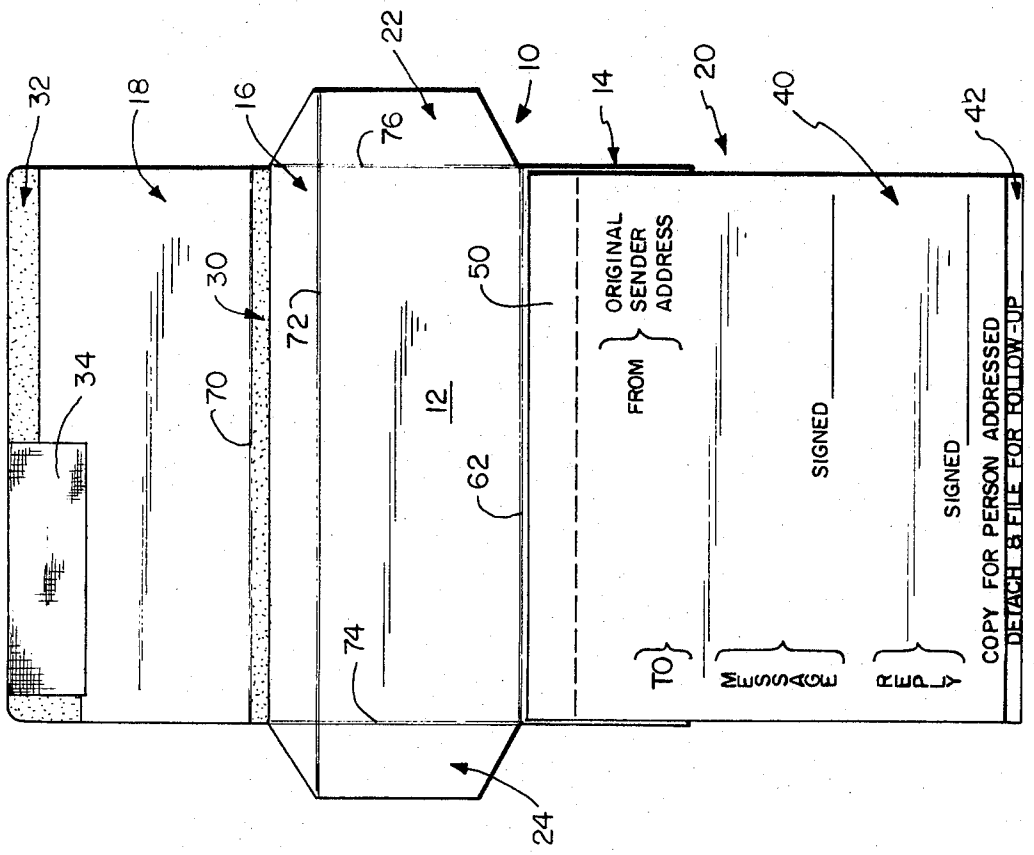

32
18
16
22
10
14
20
40
42
76
30
72
50
34
70
12
62
74
24
ORIGINAL SENDER ADDRESS
FROM
SIGNED
TO
MESSAGE
REPLY
SIGNED
COPY FOR PERSON ADDRESSED
DETACH & FILE FOR FOLLOW-UP

FIG. 1

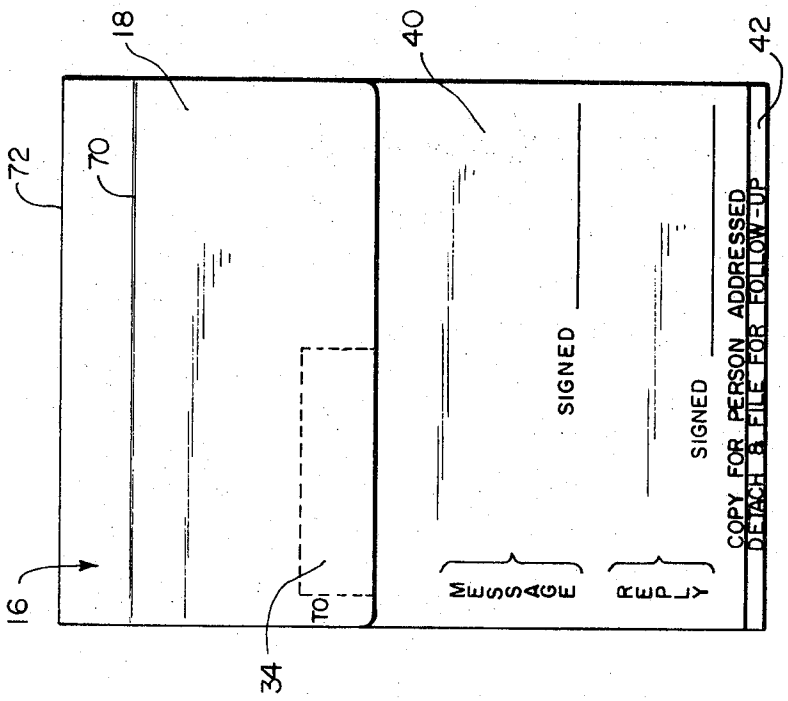


FIG. 4

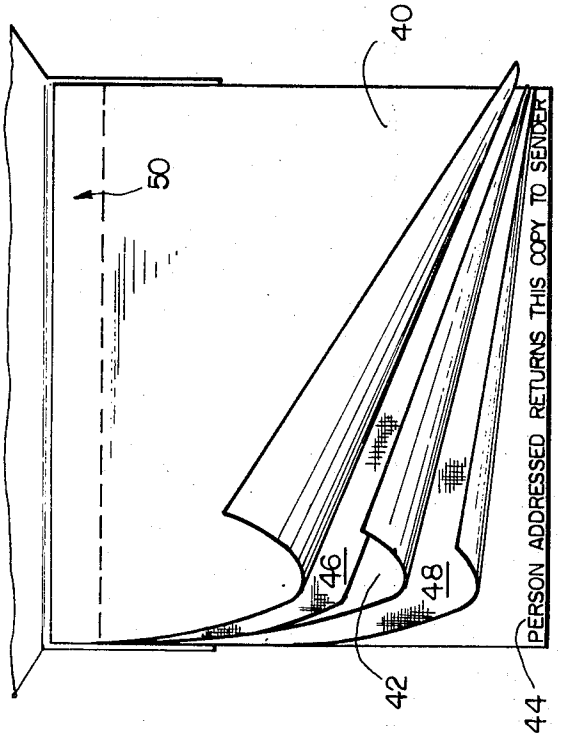


FIG. 3

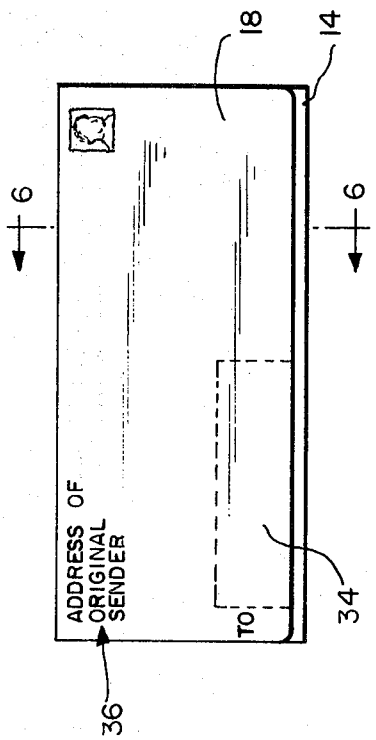


FIG. 5

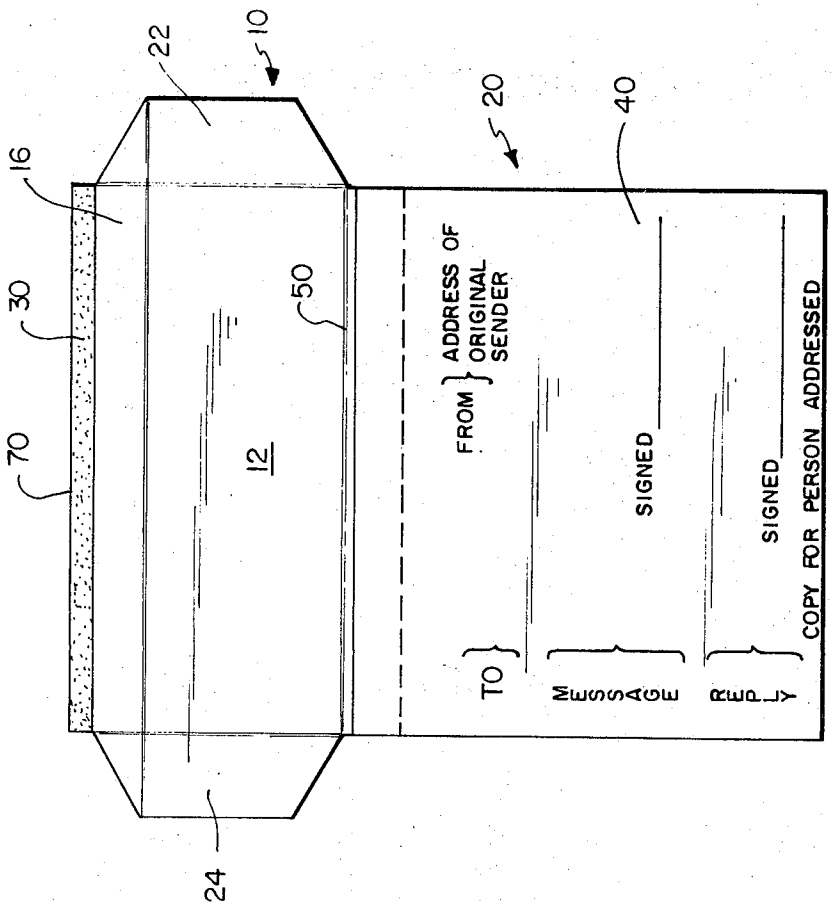

22
10
20
40
16
30
50
70
12
FROM } ADDRESS OF ORIGINAL SENDER
SIGNED
SIGNED
TO
MESSAGE
REPLY
COPY FOR PERSON ADDRESSED
24

FIG. 7

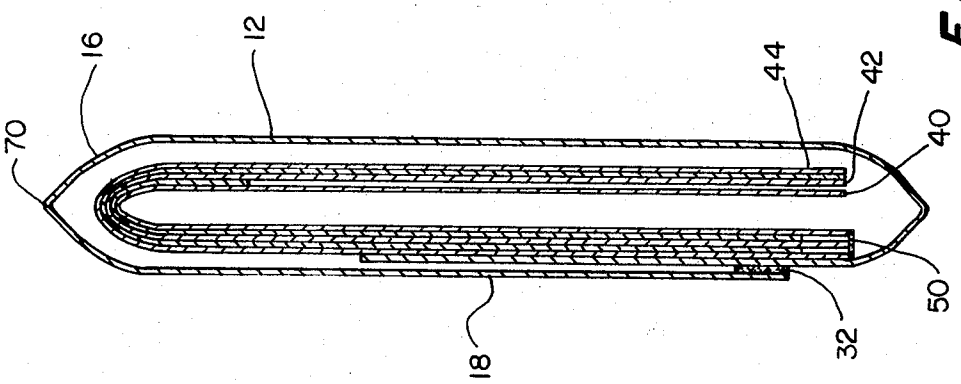

16
12
44
42
70
40
50
18
32

FIG. 6

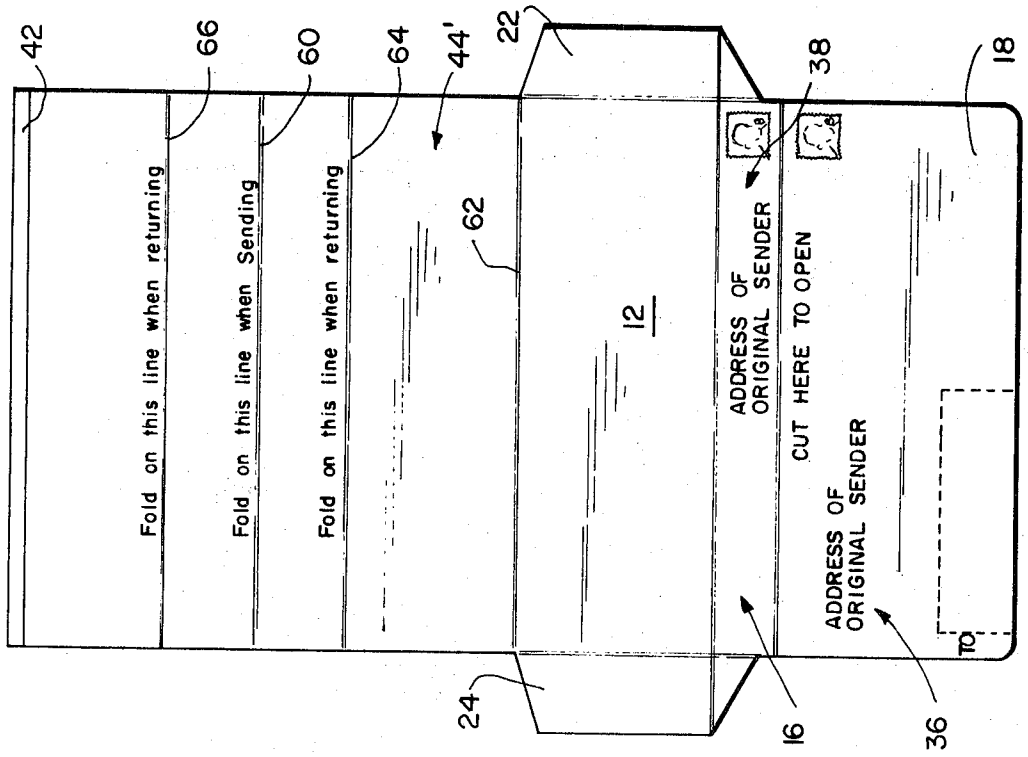


FIG. 10

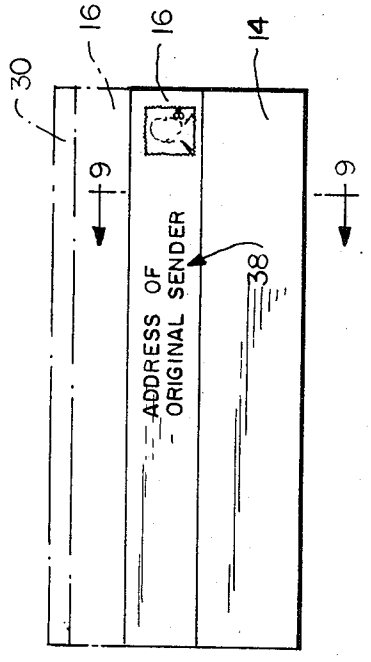


FIG. 8

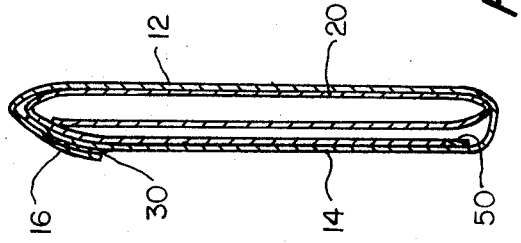


FIG. 9

TWO-WAY ENVELOPE AND LETTER

The present invention relates to two-way mailing devices and more particularly relates to a two-way envelope and letter device wherein the envelope and the letter are attached together and both may be used in two mailings.

In the prior art it is well known to provide one envelope which can be utilized in two mailings. Usually various parts of the envelope are folded upon one another and glued together to form an open pocket for the reception of a letter, with an additional flap being folded and glued to close the pocket with the letter therein. The additional flap usually contains two adhesive strips such that after the first mailing one portion of the flap, including one of the adhesive strips, is removed and the rest of the flap is folded over and the second adhesive strip utilized to close the pocket for the second mailing.

The prior art also discloses two-way envelopes in combination with a separate letter which can be enclosed in the envelope during the first and second mailings with the pertinent addresses printed on the letter and showing through a window in the envelope. However, these letters are completely detached from the envelope and can possibly be lost and separated from the envelope on receipt after the first mailing.

Other prior art devices disclose a two-way envelope with a letter detachably secured to the envelope. This type of prior art device utilizes the envelope twice but the letter only once since the letter is detached from the envelope after the first mailing and not used during the second mailing.

However, none of the prior art devices discloses an envelope with a message carrying device attached thereto in which both the envelope and the message carrying device may be used during two mailings. Such a combination can and would provide many beneficial features, particularly easy handling of messages being sent and reply messages being returned to the sender.

It is therefore an object of the present invention to provide a new and improved combination in the form of a two-way letter and envelope wherein the letter is attached to the envelope and can contain both the message and the return message.

Another object of the present invention is to provide a two-way letter and envelope wherein the letter is attached to the envelope and cannot be easily separated therefrom.

A further object of the present invention is to provide a two-way letter and envelope combination which will allow the original sender to keep a copy of his message, the original addressee to keep on the same sheet a copy of the message from the original sender and a copy of his reply, and the original addressee to return his answer to the original sender in the same envelope on a message carrying portion attached to the envelope.

A further object of the present invention is to provide means which allows the correct address for the first recipient to be applied both to the envelope and the manifold carbon set in one operation.

Other objects, advantages and salient features of the present invention will become apparent from the following detailed description, which, taken in conjunction with annexed drawings, discloses a preferred embodiment of the present invention.

Referring now to the drawings which form a part of this original disclosure:

FIG. 1 is a top plan view of a device in accordance with the present invention;

FIG. 2 is an inverted bottom plan view of the device shown in FIG. 1;

FIG. 3 is a fragmentary elevational view showing the various sheets in the manifold carbon set used in the device;

FIG. 4 is a view similar to FIG. 1, but showing a portion of the envelope folded down in position to transmit an address placed on the carbon spot to the manifold carbon set;

FIG. 5 is a view of the device with the manifold carbon set folded into and enclosed by the folded portions of envelope wherein the device is ready for the first mailing;

FIG. 6 is a cross-sectional view of the device in accordance with the present invention taken substantially along lines 6—6 in FIG. 5;

FIG. 7 is a top plan view similar to FIG. 1 but showing the device with the cover flap of the envelope removed and the manifold set unfolded by the first recipient;

FIG. 8 is a top plan view of the device which has been folded by the first recipient with the letter enclosed by the envelope portions and ready for the second mailing;

FIG. 9 is a cross-sectional view of the device shown in FIG. 8 taken substantially along lines 9—9; and

FIG. 10 is a bottom plan view of an alternate embodiment of the present invention.

The foregoing objects are attained by the combination of an envelope formed from a single sheet having various foldable portions and a manifold carbon set attached to the envelope and capable of being folded and enclosed by the foldable portions. The manifold carbon set advantageously can include three or more sheets of paper material with carbon sheets between each of them, all of the papers and sheets being detachably secured to a main support attached to the envelope. A portion of the envelope has a carbon spot thereon for transmitting an address typed on the envelope to the manifold carbon set.

Referring to the drawings in more detail, as seen in FIG. 1, the device of the present invention includes an envelope generally designated 10 and a message-carrying portion or letter generally designated 20. The envelope portion 10 is formed from one integral sheet or material, preferably paper, and includes a base or central panel 12, a bottom panel 14, a top panel 16, a cover flap 18, a right side flap 22 and a left side flap 24. The side shown in FIG. 1 is designated the front side for convenience of description. The longer side of the base shown in FIG. 1 is referred to as its length.

The base or central panel 12 is in the form of an elongated rectangle and is bordered on four sides by the top and bottom panels and the right and left flaps. The bottom panel 14 is in the shape of a rectangle and has a length substantially equal to the length of the base panel and a width slightly smaller than the width of the base panel. The bottom panel 14 is connected to the base panel along the bottom edge of the base panel and the top edge of the bottom panel. The top panel 16 is also in the shape of a rectangle and has a length equal to the length of the base panel and a width equal to slightly less than the width of the base panel. The top panel 16 is connected to the base panel along the top edge of the base panel and the bottom edge of the top panel. Each of the side flaps 22 and 24 is trapezoidal in shape and has the longer of the base edges equal to

the width of the base panel plus a substantial portion of the width of the top panel. Each side flap is connected to the base and top panels along the side edges of the base and top panels and the longer of the base edges of the flap. The top and bottom panels, as well as the two side flaps, are capable of being folded to cover the front side of the base panel shown in FIG. 1 along the lines connecting them to the base panel, as will be described hereinafter. If desired, the side flaps can have round edges or or be rectangular in shape.

The cover flap **18** is integrally connected to the top edge of the top panel **16** along its bottom edge and is in the shape of an elongated rectangle having a length equal to the length of the base panel and a width equal to the width of the base panel plus the width of the top panel.

Two adhesive strips are provided on the envelope **10** with the first adhesive strip being located on the front side of the top edge of the top panel **16** adjacent the connection with the cover flap **18** and extending across the entire length of the top panel. The strip **30** has a width equal to about one-fourth the width of the top panel. The second adhesive strip **32** runs along the front side of substantially the entire top edge of the cover flap **18.** The strip **32** has a width about equal to the width of the strip **30.** A portion of the cover flap **18** in the upper left-hand corner, as seen in FIG. **1,** is covered on the front side by a carbon spot **34,** the use of which will be described hereinafter. The carbon spot **34** is in the form of a rectangle and has a length substantially equal to one half the length of the cover flap and a width substantially equal to one third of the width of the cover flap.

The name and the address of the original sender are supplied at two locations to the back-side of the envelope **10** as shown at **36** and **38** in FIG. **2.** This may be done by the printer or manufacturer of the device. One address **36** is provided on the cover flap **18** and the other address **38** is provided on the top panel **16.** The specific uses of these addresses and names will be described hereinafter.

As seen in FIGS. **1** and **3** the message-carrying portion or letter **20** can advantageously be a manifold carbon set consisting of three sheets of paper connected together at their top edges with two sheets of carbon interposed respectively between those three. Alternatively, a carbonless paper set can be supplied, consisting of three specially treated sheets which eliminate the need for the two carbon sheets. Additionally, if desired, more than three sheets of paper may be used to form the letter **20.**

As seen in FIG. **1** the top sheet **40** contains at the top thereof a space on the left to indicate to whom the letter or message is to be sent and to the right of that from whom the letter or message is being sent during the first mailing. Below these two areas is an area designated MESSAGE with a place for the original sender to insert his message and to sign that message. Below that there is an area designated REPLY with a place for the initial recipient to reply to the original message including a place for the signature of the person replying. Each of the remaining two sheets, namely, the middle sheet **42** and the bottom sheet **44,** as seen in FIG. **3,** have the same printed information as the top sheet **40.** If desired, the various sheets can be of different colors with the top sheet **40** being the copy for the person addressed, the middle sheet **42** being a follow-up sheet for the original sender to detach before mailing, and the bottom sheet **44** being the copy returned to the original sender containing both the message and the reply. These sheets may also be labeled to this effect as shown in FIGS. **1** and **3.**

Between the top sheet **40** and the middle sheet **42** is a first carbon sheet **46** and between the middle sheet **42** and the bottom sheet **44** is a second carbon sheet **48.** All of the sheets **40, 42, 44, 46** and **48** are detachably connected to each other by having a perforated connection to a margin or support **50.**

Preferably the sheets have a length equal to the length of the base panel and a total width slightly less than its length, wherein on folding the manifold carbon set in half, the width thereof will equal the width of the base panel **12** plus that of the top panel **16.** As shown in FIG. **3** the first carbon sheet **46** may have a width equal to one half the width of the other sheets. Likewise, as shown in FIG. **1,** the middle sheet **42** may be slightly wider than the top sheet to display its label.

As seen in FIG. **2,** the front side of the bottom panel **14** is glued or otherwise suitably secured to the back of the bottom sheet **44** along its entire surface. The top of the manifold carbon set coincides with the line between the base and bottom panels. A first fold line **60** is indicated on the back of the bottom sheet **44** and is located approximately midway along the width of the bottom sheet **44.** A second fold line **62** is shown in FIG. **2** on the back of the device at the intersection of the bottom of the base panel and the top of the bottom panel.

A third fold line **64** and a fourth fold line **66** are shown on the back of the bottom sheet **44** with the fourth fold line **66** being spaced from the bottom of the bottom sheet **44** a distance equal to one third of the width of the bottom sheet. The third fold line **64** is along the bottom edge of the bottom panel **14** and is spaced from a fourth fold line a distance equal to one third of width of the bottom sheet **44.** The width of the bottom panel **14,** as seen in FIGS. **1** and **2,** is also equal to one third of the width of the bottom sheet **44.**

Turning again to FIG. **1,** the bottom panel **14** and the message-carrying portion **20** are foldable relative to the base panel **12** along the second fold line **62.** Similarly, the cover flap **18** is foldable relative to the top panel **16** along a fifth fold line **70** at the intersection of the top panel and the cover flap. When the cover flap **18** is removed, as will be described hereinafter, the top panel **16** will be folded along a sixth fold line **72** at the intersection of the top panel and the base panel. The left side flap **24** is foldable relative to the base panel and top panel along a seventh fold line **74** and the right side flap **22** is foldable relative to the base and top panels along an eighth fold line **76.** These fold lines are at the intersection of the flaps with the top and base panels.

In using the device in accordance with the present invention for a first mailing, the cover flap **18** and the top panel **16** are folded together along the fold line **72** so that the carbon spot **34** covers the area on the top sheet **40** adjacent the place for the address of the person to whom the first mailing is directed. This position is shown in FIG. **4.**

The address of the first recipient is then either typed or written in the area defined by the carbon spot **34.** This address is transmitted from the carbon spot **34** to the top sheet **40** directly and then to the middle and bottom sheets **42** and **44** by the first and second carbon sheets **46** and **48** interposed therebetween. After the

address is completed, the message may be written or typed in that area designated for the message on the top sheet **40**. That message is transmitted to the middle and bottom sheets by the carbon sheets **46** and **48**. When the message is completed and signed, the cover flap **18** and the top panel **16** are folded back to a position as shown in FIG. **1**. The follow-up sheet **42** is removed by tearing it along its perforated connection to the support **50** and filed by the sender for his records. The first carbon sheet is now discarded. The manifold carbon set is then folded in half along the fold line **60** such that the bottom of the manifold set, as seen in FIG. **1**, is adjacent the fold line **62** between the bottom panel and the base panel **12**. Then the manifold set and the bottom panel **14** are folded relative to the base panel **12** such that the fold line **60** is adjacent the fold line **70** which is along the line separating the top panel **16** and the cover flap **18** as seen in FIG. **1**. The side flaps **22** and **24** are next folded towards the base panel along the respective fold lines **76** and **74** so that they rest on the now-folded bottom panel and a portion of the back sheet. Finally the cover flap **18** is folded along the fold line **70** so that the cover flap **18** covers the folded side flaps and the bottom panel and a portion of the bottom sheet **44**. The adhesive area **32** is moistened or otherwise activated to secure the top of the cover flap **18** to the bottom panel adjacent the fold line **62**. A front view of this now completely folded and enclosed letter is shown in FIG. **5** by a front-view and in FIG. **6** in a cross-sectional view taken substantially along lines **6—6** in FIG. **5**. The proper address of the first recipient appears in the carbon spot **34** and the return address **36** of the sender appears in the top left-hand corner of the cover flap **18**.

The proper postage is applied to the envelope in the upper right-hand corner of the cover flap **18** and the envelope, with the message on the letter inside, is mailed.

On receipt of the letter and envelope, the envelope is preferably opened by cutting it along the fold line **70**, which line connects the top panel **16** and the cover flap **18**. The cover flap **18** is next removed and the manifold set unfolded to a position shown in FIG. **7**. The removal of the cover flap may be facilitated by providing a perforated line along the edge of the strip **32** and the edges of carbon spot **34**. The recipient of the letter and envelope then writes his reply to the message on the top sheet **40** and removes that sheet for his records by tearing it along the perforated connection to the support **50**. Because the second carbon sheet **48** is still interposed between the top and bottom sheets that reply message is transmitted to the bottom sheet **44** which is not detached from the envelope **10**. This reply constitutes the return message.

After the reply or return message is written or typed on the top sheet **40** and that sheet and the carbon sheet **48** is removed, the remaining bottom sheet is folded first along fold line **66** so that the bottom of the bottom sheet **44** is adjacent the line **64** and then is folded again along line **64** so that the fold line **66** is adjacent the fold line **62** which is between the base panel **12** and the bottom panel **14**. Then the remaining bottom sheet **44** along with the bottom panel **14** are folded so that the fold line **64** is adjacent the fold line **72** on the front of the envelope, which line separates the top panel and the base panel. The side flaps **22** and **24** are next folded over the bottom panel **14**. The top panel **16** is then moved from the phantom position shown in FIG. **8** by folding it along fold line **72** to the position shown by solid lines in FIG. **8**. The adhesive material **30** on the top portion of the top panel **16** is moistened or otherwise activated to secure the top panel to the bottom panel. The required postage is placed in the upper right-hand corner of the top panel **16** and the envelope and letter containing the reply message are mailed. Because the name and address of the initial sender have been printed at **38** on the top panel **16** as shown in FIGS. **2** and **8**, the original sender becomes the addressee of the return mailing. FIG. **9** shows in cross-section the configuration of the returned letter and envelope described above.

On receipt of the second mailing, the original sender opens the envelope **10** by cutting it along the line **72** and unfolds the envelope and the letter. The bottom sheet **44** containing the original message and the reply message is then removed from the envelope by tearing it along its perforated connection to the support **50**. The envelope is finally discarded.

A second embodiment of the present invention is shown in FIG. **10** wherein the bottom sheet **44** and the bottom panel **14** of the previously described embodiment are integrally formed from one sheet **44'**. Additionally, it may be noted that the support **50** in this embodiment is attached to the sheet **44'** and carries the rest of the sheets of paper and carbon that form the message carrying portion **20** with the sheet **44'** acting as the bottom sheet **44** of the message carrying portion **20** described previously. Also, sheet **44'**, panel **12**, flaps **22** and **24**, panel **16** and flap **18** can advantageously be integrally formed from one sheet of paper, or other suitable material, as seen in FIG. **10**.

While various advantageous embodiments have been chosen to illustrate the invention, it will be understood by those skilled in the art that various changes and modifications can be made therein without departing from the scope of the invention as defined in the appended claims.

What is claimed is:

1. A two-way envelope and letter combination comprising:

an envelope portion having foldable means for enabling said envelope portion to function as both a mailing envelope and a return envelope; and

message means, attached to and enclosable in said envelope portion, for carrying messages, said message means having a first portion upon which the sender can write a message to the recipient and a second portion upon which the recipient can write a return message to the sender,

wherein said foldable means comprises a single sheet which includes

a central panel,

top and bottom panels connected respectively to the top and bottom edges of said central panel,

side flaps connected to the side edges of said central panel, and

a cover flap connected to the top edge of said top panel, and

wherein said foldable means includes adhesive means for securing said sheet into a mailing envelope, said adhesive means including a first adhesive portion on said top panel and a second adhesive portion on said cover flap, to thereby permit securing of said cover flap to said bottom panel during the first

mailing and to permit securing of said top panel to said bottom panel during the second mailing.

2. A two-way envelope and letter according to claim 1, wherein the address of the original sender is imprinted on the cover flap to act as a return address during the initial mailing and is also imprinted on said top panel to act as the address for the return mailing.

3. A combination two-way envelope and letter comprising

envelope means formed by a single foldable sheet, said sheet having a front surface and a rear surface;

said sheet being divided into a central panel portion, a top panel portion and a bottom panel portion connected respectively to the top and bottom of said central panel portion, a pair of side flap portions connected respectively to the sides of said central panel portion, and a cover flap portion connected to said top flap portion;

adhesive means on said sheet front surface including a first adhesive portion on said top panel portion adjacent its juncture with said cover flap portion and a second adhesive portion at the outer edge of said cover flap portion; and

message means formed by a multiple sheet set including means for transmitting a message written on the top sheet of said set onto the remaining sheets in said set;

said message means being attached to the front surface of said bottom panel portion;

said message means including means enabling individual sheets from said set to be separated and removed from said set, while the remaining sheets in said set remain attached to said bottom panel portion.

4. A combination two-way envelope and letter according to claim 3 wherein the original sender's address is imprinted on the rear surface of said cover flap portion and on the rear surface of said top panel portion.

5. A combination two-way envelope and letter according to claim 3 wherein a carbon spot is provided on the front surface of said cover flap portion.

* * * * *