

Oct. 27, 1942.

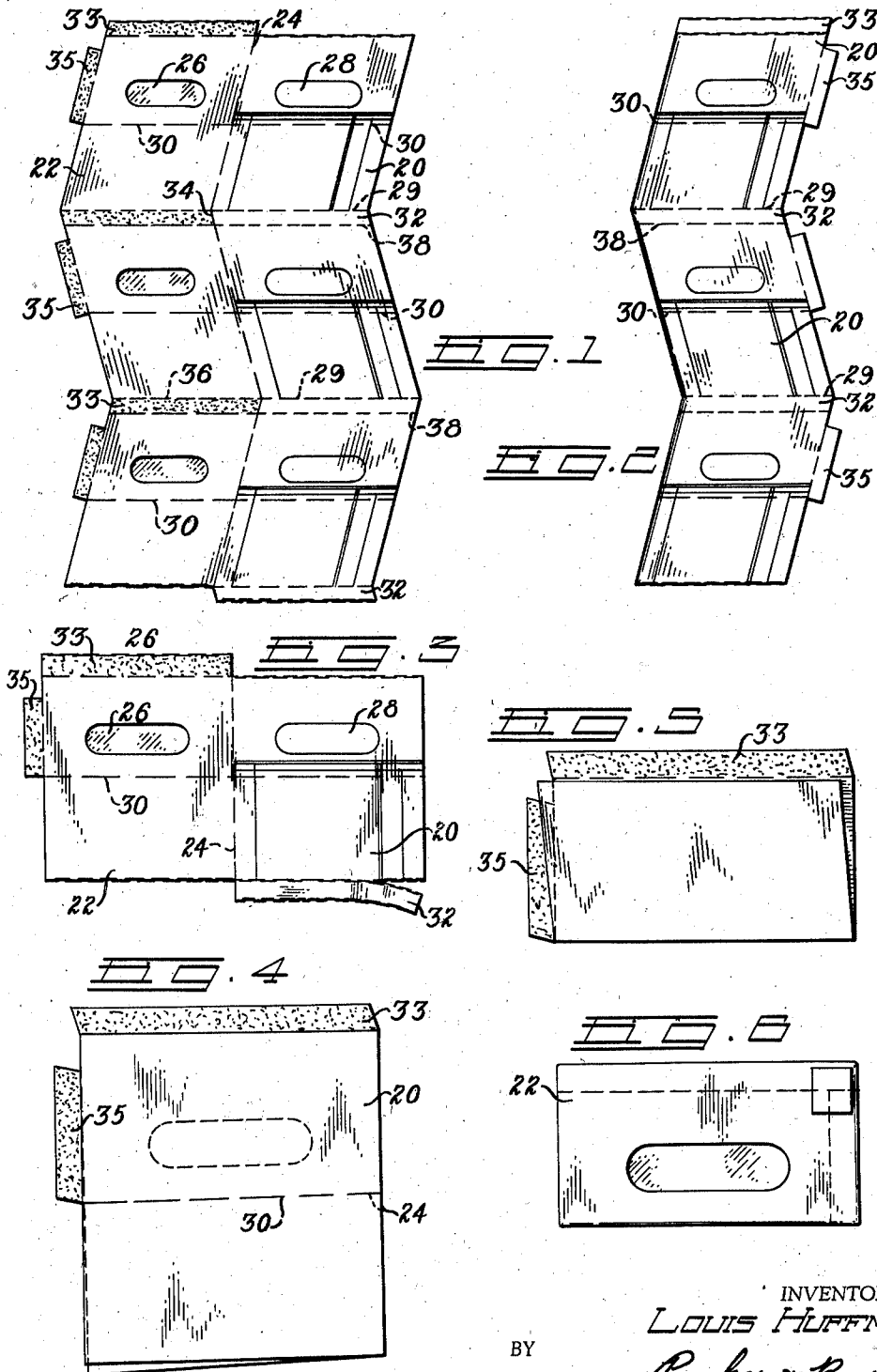
L. HUFFMAN

2,299,751

COMBINED RECORD FORM AND WINDOW ENVELOPE

Filed June 26, 1939

3 Sheets-Sheet 1



BY

INVENTOR.
LOUIS HUFFMAN
Parker & Burton
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Oct. 27, 1942.

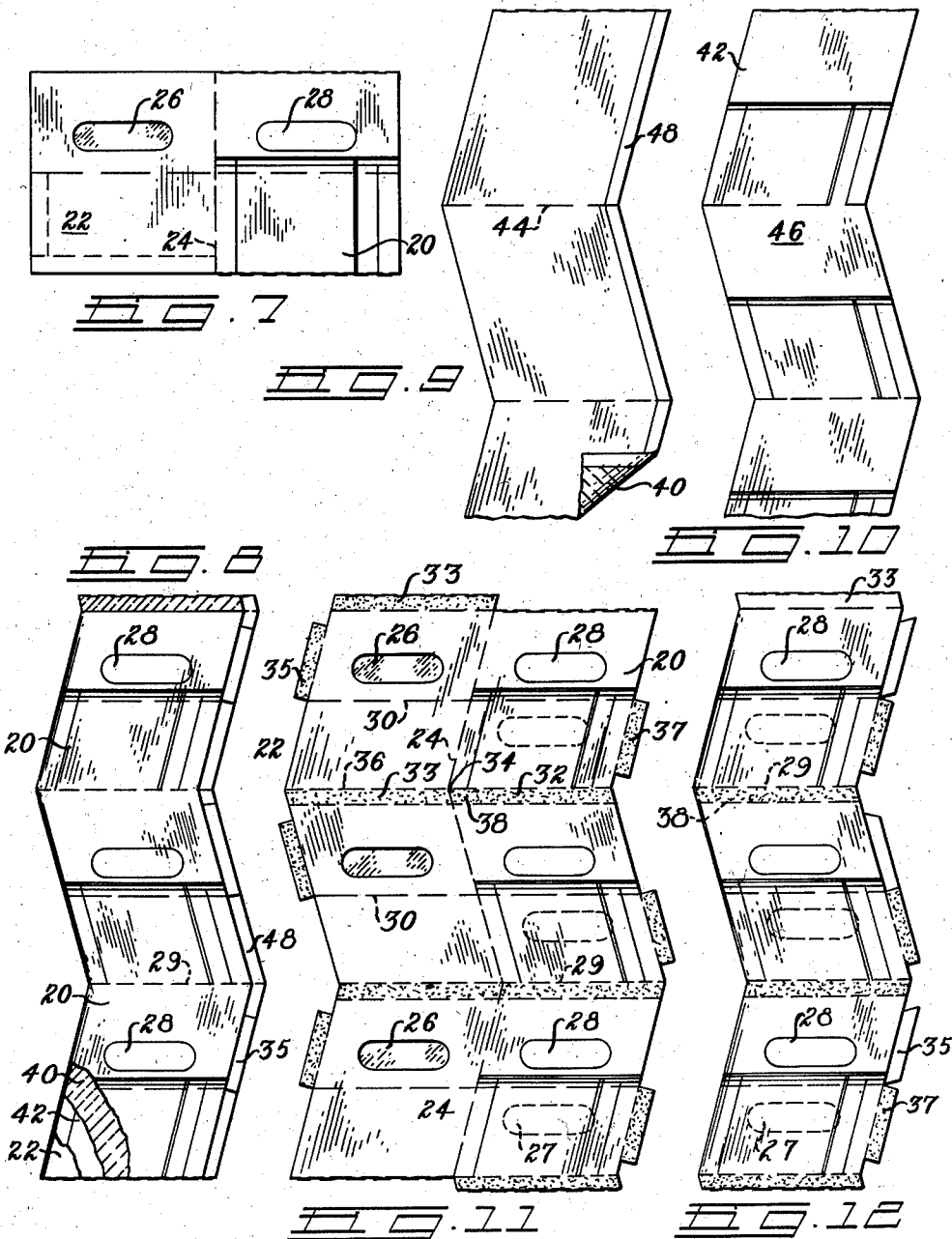
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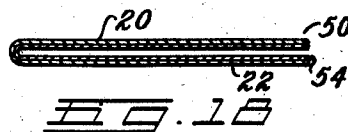
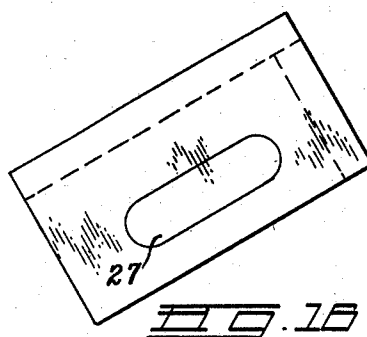
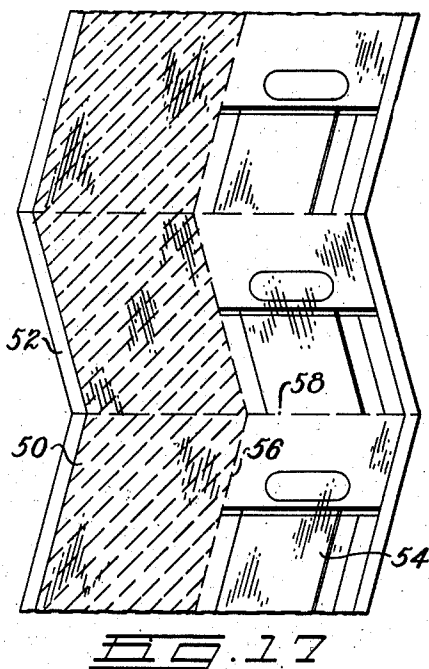
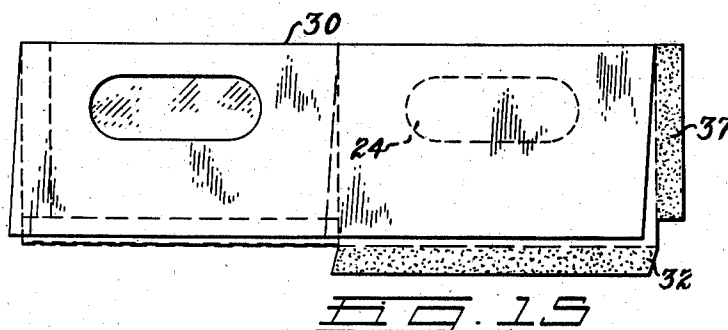
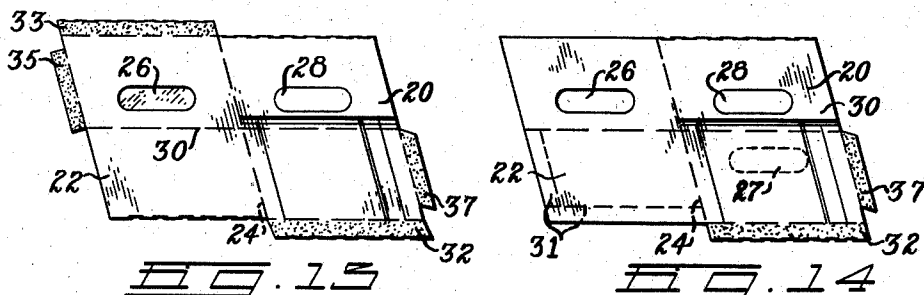
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COMBINED RECORD FORM AND WINDOW ENVELOPE

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3 Sheets-Sheet 3



BY

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UNITED STATES PATENT OFFICE

2,299,751

COMBINED RECORD FORM AND WINDOW
ENVELOPE

Louis Huffman, Toronto, Ontario, Canada, as-
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Hamilton, Ontario, Canada

Application June 26, 1939, Serial No. 281,110

8 Claims. (Cl. 229-69)

My invention relates to an improved combined record form and window envelope.

An object is to provide a combined record form and window envelope of improved construction and which is preferably made up as a duplex runner comprising a plurality of combined record form and window envelope sets, which sets are individually separable from each other, and which runners are adapted for insertion as a duplex runner in a typewriter to receive on successive forms the desired data.

The invention is illustrated as embodied in a record form and window envelope usable for "one way" (forwarding only) mail transmission and as embodied in a record form and window envelope usable for "two way" (forwarding and return) mail transmission. Each embodiment is illustrated in a duplex runner comprising a succession of duplex sets. Each set includes a duplex window envelope sheet and a duplex record form sheet. The form sheet is provided with an address space visible through the window of the envelope sheet when received therein.

The window envelope sheets are arranged in succession in one runner and the record form sheets are arranged in succession in the other runner. The duplex runner is provided with a longitudinal fold line between the window envelope runner and record form runner and along which the two runners may be folded into juxtaposition. The duplex runner is also provided with a plurality of longitudinally spaced apart horizontal fold lines extending transversely continuously across the two runners between the successive sets and along which the duplexed runners may be fanfolded or folded into zigzag form.

Single or duplicate copies of records may be made with the structure of either embodiment. The arrangement is such that there will be a saving of time and a convenience of typing a plurality of records. The combined record form and window envelope here shown is usable in carrying out many different commercial transactions, such as preparing and mailing invoices of the articles sold, statements of accounts, notifications of due dates, commercial transactions, rental charges, receipts, checks or drafts and service accounts such as telephone, gas and electricity charges and the construction may be such that the one set may be used to forward a notice or record and thereafter re-used to return payment thereon or make objection thereto.

A meritorious characteristic of the duplex runner record form and window envelope here shown is that the duplex window envelope sheets in

one runner and the duplex record form sheets in the other runner are successively spaced apart by panel portions of each runner certain or all of which panel portions carry adhesive and are adapted to serve as adhesive flaps to form the envelope structure itself.

Another meritorious feature is that the transverse fold lines with which the duplex runner is provided extend along one margin of said panel portions and the duplex runner is provided with lines of severance extending transversely across both runners and along which the successive sets may be severed one from another. These lines of severance extend along one margin of a panel portion and preferably in such a manner for each line of severance of the duplicate runner that the panel portion of one runner is positioned on one side of the line of severance and the corresponding panel portion of the other runner is positioned on the opposite side of the same line of severance.

Another meritorious feature is that preferably the record form sheet is provided with an address space which is visible through the window of the envelope sheet in the one way embodiment of my invention or in the first mailing of the two way embodiment and in such two way embodiment is also provided, but upon the opposite surface, with a record address space for the return mailing.

Other objects, advantages, and meritorious features of this invention will more fully appear from the following specification, appended claims, and accompanying drawings, wherein:

Figure 1 is a perspective of an embodiment of what is termed the "one way" form of my invention showing a plurality of combined record form and window envelope units arranged in a duplex runner shown unfolded,

Fig. 2 is a perspective of the same embodiment of my invention illustrated in Fig. 1 showing the duplex runner duplexed along its longitudinal fold line with the window envelope runner underlying the record runner,

Fig. 3 is an elevation of a single unit of the embodiment of Fig. 1 detached from the duplex runner,

Figs. 4, 5, and 6 are each elevations showing steps in the folding of the single unit of Fig. 3 into envelope form,

Fig. 7 is an elevation of the unit shown in Figs. 4, 5, and 6 after the envelope has been opened,

Fig. 8 is a perspective of the structure shown in Fig. 1 with a corresponding carbon runner and

record duplicate runner interleaved therein and with the overlying runners partially broken away and with the record form runner of Fig. 1 uppermost,

Fig. 9 is a perspective of the carbon runner 5 used in Fig. 8,

Fig. 10 is a perspective of the record duplicate runner used in Fig. 8,

Fig. 11 is a view similar to the view of Fig. 1 10 but showing a second embodiment of my invention being what is herein termed the "two way" form,

Fig. 12 is a view similar to the view of Fig. 2 showing the structure of Fig. 11 duplexed with the record form runner uppermost,

Fig. 13 is a view of one of the "two way" units detached.

Fig. 14 is a perspective of the unit shown in Fig. 13 after the same has been folded and sealed into envelope form and thereafter opened and with the envelope flaps of the first folding detached.

Fig. 15 illustrates the first step in one method of re-folding the blank of Fig. 14 to return the same,

Fig. 16 is a perspective of the envelope form after re-folding the unit of Fig. 14,

Fig. 17 is a perspective of a combined carbon and duplicate record runner adapted for insertion within the duplexed runner of Fig. 12, and

Fig. 18 is a cross-sectional view through the duplexed runner of Fig. 12 with the combined carbon and duplicate record runner of Fig. 17 interleaved in duplexed form therein.

This invention pertains to the provision of a record form and window envelope as an integral unit and so constructed and arranged in multiple succession as to be adapted for convenient use in a typewriter without the necessity of inserting each separate unit to receive the written record. 40 In what is termed the "one way" embodiment the unit is adapted merely for one transmission through the mail and in what is termed the two-way embodiment the same unit may be re-used for return through the mail. The one-way structure is shown particularly in Figs. 1 to 7 inclusive, while Figs. 8 to 10 inclusive show it in combination with a duplicate record form. The "two way" embodiment is shown specifically in Figs. 11 to 16 inclusive while Figs. 17 and 18 show it in combination with a duplicate record form. Each embodiment includes the invention with differences characteristic of the demands of the two embodiments.

Each embodiment is illustrated in a duplex runner. The two runners which make up the duplex runner are joined together along a longitudinal fold line. They are adapted to be duplexed together along this line. These two runners are provided with transverse fold lines extending across both runners and along which the duplex runner is adapted to be folded into zigzag or fanfold form. When so folded it will make up a packet. One end of this runner may be inserted in a typewriter and the entire runner presented through the machine with entries being made successively upon successive forms. Successive units may be detached following the entry, folded, sealed and mailed.

In the two way form the person receiving the envelope which includes the record form may open it, re-fold it and re-mail it. The one way form carries only the name and address of the first recipient. The two way form will carry in addition the name and address of the second 75

recipient. The arrangement is such that the proper name and address will be exposed. The arrangement is such that in each instance the message or record will be concealed from view when the envelope is folded.

In Fig. 1 the duplex runner is shown partially unfolded. One runner comprises a plurality of record form sheets indicated as 20. The other runner comprises a plurality of window envelope sheets 22. These two runners are connected together along a longitudinal fold line 24. The window envelope sheet 22 is provided with a window opening 26. The record form sheet 20 is provided with an address space 28 which is adapted to register with the window 26 when the two sheets are properly folded together.

The duplex runner is provided with a plurality of longitudinally spaced apart transverse fold lines 29. These fold lines extend across both runners as shown. In Fig. 2 the runner shown in Fig. 1 is duplexed by being folded along the fold line 24 with the window envelope runner underlying the record form runner. The successive units or sets may then be fanfolded together along the transverse fold lines 29 to make a substantially flat packet of fanfold form as is well understood. The fold line 24 may be weakened so that the envelope sheet may be separated from the record sheet for filing or the like if desired.

It will be seen that between each pair of transverse fold lines 29 there is a record form sheet 20 and a window envelope sheet 22 and that these are connected together along the longitudinal fold line 24. These two sheets are capable of being duplexed along a horizontal fold line 30 as hereinafter described.

Each runner is provided between successive unit sheets with a panel portion which is of narrow width and one margin of which extends along the transverse fold line 29. Corresponding panel portions in the two runners are preferably of the same width. Preferably these corresponding panel portions in the two runners are separated from each other by an incision therebetween extending along the line 34.

The two runners are provided with weakened lines of severance which extend transversely thereacross between the successive unit sheets. Such a line of severance is shown at 36 in the runner which comprises the window envelope sheets and at 38 in the runner which comprises the record form sheets. These two weakened lines 36 and 38 are joined by the severance line 34. It would appear, therefore, that when a unit was detached from the duplex runner such unit would have the shape shown in Fig. 3 when the panel portion 32 attached to sheet 20 was detached.

The narrow panel portions in the runner which is made up of record forms are indicated as 32. The panel portions in the runner made up of window envelope sheets are indicated as 33. Panel portion 32 is shown partially detached in Fig. 3. The line of its attachment to sheet 20 which extends along the fold line 29 is weakened so as to permit detachment of such panel portion if such detachment is desired. The panel portion 33 which is connected to the window envelope sheet is provided with an adhesive coating as indicated. When the unit is detached such panel portion forms a projecting tab along a transverse margin of the window envelope sheet, which tab serves as an adhesive flap in the formation of the envelope. Each window envelope sheet is also provided with a projecting flap element 35 upon its longitudinal margin

which forms an end adhesive flap for the completely formed envelope as hereinafter described.

The structure shown in Fig. 1 is folded into the form shown in Fig. 2 with the record form runner uppermost overlying the window envelope form runner and one end may be inserted in a typewriter to enter the name of the addressee in the space 28 and to enter the various items of an invoice or any other record in the lower half of the duplex sheet considering the sheet as being capable of being duplexed along the transverse line 30. Successive entries may be made upon successive record forms as desired. After the entries have been made the units may be detached along the lines of severance 36, 34 and 38. The panel 32 may, if desired, then be detached from the sheet 20 or if it is not desired to do this it may be folded over the sheet 22 to bring the address record on the space 28 into registration with the window opening 26. This fold is shown in Fig. 4. The structure of Fig. 4 is then folded along the line 30 as shown in Fig. 5 and the flaps 33 and 35 are folded over and sealed.

Fig. 6 shows the window side of the envelope with the addressee's name and address visible therethrough. It will be seen that this envelope is closed at both transverse margins and at one end but open at the other end. Through this open end the addressee may insert an opener in the envelope and when it has been slitted open and unfolded it will present the form shown in Fig. 7.

If duplicate record copies are desired as is frequently the case a carbon runner such as shown in Fig. 9 and as indicated at 40 may be used in combination with a duplicate record runner indicated as 42 and shown in Fig. 10. Each of these runners is adapted to be fanfolded along transverse lines 44 in runner 40 and 45 in runner 42. The carbon runner 40 is provided with a clean margin 48 and is of such a width that this margin will project beyond the margin of runner 42. These two runners, namely the record runner 42 and carbon runner 40 may be interleaved with the duplexed runner shown in Fig. 3 presenting the form shown in Fig. 8. The clean margin 48 of the carbon runner is here shown as projecting beyond the adjacent margins of the runner 20, 22 and 42. This projection is to facilitate removal of the carbon. The sheets of the duplicate record runner 42 may be collected for record purposes and the original record entry on the original record runner 20 may be mailed in the envelope formed from the envelope runner 22.

In Figs. 11 to 16 is shown a two way embodiment of this invention. The two way embodiment shows the construction heretofore described insofar as concerns the first mailing. In this two way embodiment there are two runners, one of which is the record form runner indicated by the numeral 20 and the other of which is the window envelope runner indicated by the numeral 22. The longitudinal fold line is indicated as 24. Numeral 26 indicates the window opening and 28 the address space on the record form sheet. Numeral 30 is a transverse fold line extending across the two sheets in each unit and along which they may be folded as hereinabove described. The panel portion 32 is shown as attached to the record form sheet and the panel portion 33 is shown as attached to the window envelope sheet and an adhesive flap 35 is provided on the window envelope sheet. All this is as heretofore described.

In this construction, however, the panel portion 32 is likewise provided with an adhesive coating as indicated and each duplex sheet of the record form runner is provided with a projecting flap portion 37 which extends along a portion of its longitudinal margin and which is also provided with adhesive to make up the two way unit. Lines of severance 36 and 38 are present in Fig. 11 as in Fig. 2 and there is also a line of severance 34 between the two panel portions 32 and 33 also all as heretofore described. This duplex runner is also provided with transverse fold lines 30 also as heretofore described.

It will be noted that it differs from the structure of Figs. 1 to 6 in that the panel portion 32 is provided with an adhesive coating and in that there is a projecting adhesive flap 37 on the record form sheet and in that there is provided on the reverse side of the record form sheet and on its lower half an address space 27 shown in dotted line in Fig. 11 and in Fig. 12. This address space 27 would carry the return address which might be printed or typed thereon.

The duplexed runner shown in Fig. 12 is insertable in a typewriting machine in the same manner as the duplexed runner shown in Fig. 2 to receive the addresses and record data on the successive record form sheets. After these records have been entered and a unit is detached this unit will appear as shown in Fig. 13. The flaps 32 and 37 will be folded over upon the record form sheet 20 without being adhered thereto. The unit will then be folded as shown in Fig. 4 along its longitudinal fold line 24 bringing the address portion of the space 28 in registration with the window opening 26. It will then be folded as shown in Figs. 5 and 6 and the adhesive flaps 33 and 35 adapted to complete the envelope as heretofore described and as shown in Fig. 6 heretofore described. The envelope is then ready for its first mailing.

Following its receipt the addressee, after opening it, will have a structure such as shown in Fig. 14. It will be seen that this structure will exhibit on the reverse side from the record data the return address on the space 27. The dotted lines 31 in Fig. 14 indicate the flaps 33 and 35 which are adhered to the reverse side of the sheet.

The record form sheet will now form the envelope for return. The structure may be folded as shown in Figs. 15 and 16. In this method of folding the fold is first along the line 30. The window envelope sheet is next folded along the line 24 to bring its window portion in juxtaposition with the folded record form sheet and the flaps 32 and 37 may then be folded over and adhesively secured in place to form the complete modification shown in Fig. 16. It will be noted that this will bring the return address space 27 into view and that there is now provided a sealed envelope for the return which makes up the two way embodiment.

In this two way embodiment a carbon record may also be maintained if desired and in Fig. 17 is shown a carbon and duplicate record runner. The carbon runner is indicated as 50 and is provided with a clean margin 52 the record runner is indicated as 54. The two runners are connected along a longitudinal fold line 56 and these two runners are also provided with transverse fold lines 58 which correspond with the transverse fold lines 28 of the runners shown in Figs. 11 and 12. This carbon and record runner may be folded to bring the carbon runner uppermost

with its clean margin 52 projected and so duplexed that it may be interleaved as shown in Fig. 18 within the duplexed runner of Fig. 12. Duplicate records may then be made of entries and these duplicate records removed for storage.

It is apparent that the successive sheets in the runner might be numbered and that the duplicate record sheet might be maintained in fan-fold form for convenient storage and if numbered it would show if all the records were present. It is also apparent that the envelope sheets may be used for the writing of a return message in the two way form or may be used for memorandum purposes. It is likewise apparent that the envelope sheets might be detached if desired to facilitate storage merely of the record form sheets. It is also obvious that more than one duplicate record might be made if more than one such duplicate record were desired.

What I claim is:

1. A duplex runner window envelope and record form comprising two longitudinal runners connected along a longitudinal fold line and foldable along said line into duplex form, each runner comprising a plurality of corresponding duplex sheets, each duplex sheet being foldable along a transverse line into duplex form, the duplex sheets of one runner each being adapted to serve when duplexed as an envelope and provided with a window opening, the duplex sheets of the other runner each being adapted to serve as a record form, said two runners provided with transverse fold lines extending continuously transversely across both runners between successive duplex sheets and along which said runners are foldable duplexed into zigzag form.

2. A duplex runner window envelope and record form comprising two longitudinal runners connected along a longitudinal fold line and foldable therealong into duplex form, said duplex runners provided with a succession of longitudinally spaced apart transverse fold lines extending continuously across both runners and along which said runners are foldable duplexed into zigzag form, each runner having between each pair of transverse fold lines a duplex sheet, the duplex sheets of the two runners between any two transverse fold lines being connected together along said longitudinal fold line and being foldable into duplex form along a fold line extending continuously transversely across said two duplex sheets, each duplex sheet of one runner being an envelope sheet provided with a window opening, and having an adhesive coated flap projecting from and extending along a portion of its longitudinal margin, each duplex sheet of the other runner being a record sheet, said two runners having corresponding panel areas of narrow width separating successive duplex sheets, the panel areas between the envelope duplex sheets of the one runner being provided with adhesive to serve as adhesive flaps, each runner having a transverse weakened line of severance extending thereacross separating each duplex sheet in the runner from the panel area at one end of the duplex sheet, the transverse weakened lines of severance of one runner coinciding with said transverse fold lines, said other runner having transverse weakened lines of severance offset by the width of the panel area from said transverse fold lines.

3. A duplex runner window envelope and record form comprising two longitudinal runners connected along a longitudinal fold line and foldable therealong into duplex form, said duplex

runners provided with a succession of longitudinally spaced apart transverse fold lines extending continuously across both runners and along which said runners are foldable duplexed into zigzag form, each runner having between each pair of transverse fold lines a duplex sheet foldable along a transverse line into duplex form, each duplex sheet of one runner being an envelope sheet and provided with a window opening, each duplex sheet of the other runner being a record sheet and receivable when duplexed within the duplex envelope sheet of the first runner, said two runners having corresponding panel areas of narrow width separating successive duplex sheets, each narrow panel area connected with one of its duplex sheets by a weakened line of severance, said panel areas disposed between the envelope duplex sheets being provided with adhesive and adapted to serve as adhesive envelope flaps.

4. A duplex runner window envelope and record form comprising two longitudinal runners connected along a longitudinal fold line and foldable along said line into duplex form, each runner comprising a plurality of corresponding duplex sheets, each duplex sheet being foldable along a transverse line into duplex form, the duplex sheets of one runner each being adapted to serve when duplexed as an envelope and provided with a window opening, the duplex sheets of the other runner each being adapted to serve as a record form, each runner provided with a relatively narrow panel area extending transversely thereacross between successive duplex sheets, corresponding panel areas of the two runners being of substantially the same width, the panel areas of one runner being adhesive coated on one side, and connected with one duplex sheet by a weakened line of severance, the panel areas of the other runner being free from adhesive and connected with the two adjacent duplex sheets of such runner by weakened lines of separation along which is severable therefrom, said two runners provided with transverse fold lines extending continuously transversely across both runners between the successive duplex sheets of the runners and along one margin of said panel portions, said runners being foldable duplexed into zigzag form along said transverse lines.

5. A duplex runner window envelope and record form comprising two longitudinal runners connected along a longitudinal fold line and foldable along said line into duplex form, each runner comprising a plurality of corresponding duplex sheets, each duplex sheet being foldable along a transverse line into duplex form, the duplex sheets of one runner each being adapted to serve when duplexed as an envelope and provided with a window opening, the duplex sheets of the other runner each being adapted to serve as a record form, each runner provided with a relatively narrow adhesive coated panel area extending transversely thereacross between successive duplex sheets, each runner having a weakened line of severance extending along one margin of said panel area and an adjacent duplex sheet, said two runners provided with transverse fold lines extending continuously transversely across both runners between said duplex sheets and along one margin of said panel area and along which line said runners are foldable duplexed into zigzag form.

6. A duplex runner window envelope and record form comprising two longitudinal runners connected along a longitudinal fold line and fold-

able along said line into duplex form, each runner comprising a plurality of corresponding duplex sheets, each duplex sheet being foldable along a transverse line into duplex form, the duplex sheets of one runner each being adapted to serve when duplexed as an envelope and provided with a window opening, the duplex sheets of the other runner each being adapted to serve as a record form, each runner provided with a relatively narrow adhesive coated panel area extending transversely thereacross between successive duplex sheets, each runner having a weakened line of severance extending thereacross along one margin of each panel area separating the same from the adjacent duplex sheet, each duplex sheet of each runner having an adhesive coated flap projecting from and extending along a portion of its longitudinal margin.

7. A duplex runner window envelope and record form comprising two longitudinal runners connected along a longitudinal fold line and foldable along said line into duplex form, each runner comprising a plurality of corresponding duplex sheets, each duplex sheet being foldable along a transverse line into duplex form, the duplex sheets of one runner each being adapted to serve when duplexed as an envelope and provided with a window opening, the duplex sheets of the other runner each being adapted to serve

as a record form, each runner provided with a relatively narrow adhesive coated panel area extending transversely thereacross between successive duplex sheets, each runner having a weakened line of severance extending along one margin of each panel area separating the same from an adjacent duplex sheet, the weakened lines of severance of one runner being offset longitudinally of the runner with respect to the corresponding weakened lines of severance of the other runner by the width of a panel area.

8. A duplex window envelope and record form comprising two duplex sheets connected along a longitudinal fold line and foldable therealong into overlying relationship, said duplex sheets foldable along a transverse fold line into duplex form, one duplex sheet being an envelope sheet and provided with a window opening, the other duplex sheet being a record sheet and provided with an address space adapted to register with said window opening when said two duplex sheets are folded together along said longitudinal fold line, each duplex sheet having one adhesive flap projecting from a transverse margin and having a second adhesive flap projecting from a portion of its longitudinal margin, the two flaps of one duplex sheet being disposed diagonally opposite the two flaps of the other duplex sheet.

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