W. E. SWIFT.

MAILING SHEET OR BLANK.

APPLICATION FILED JAN. 28, 1918.

1,343,419. Patented June 15, 1920.

Fig. 1.

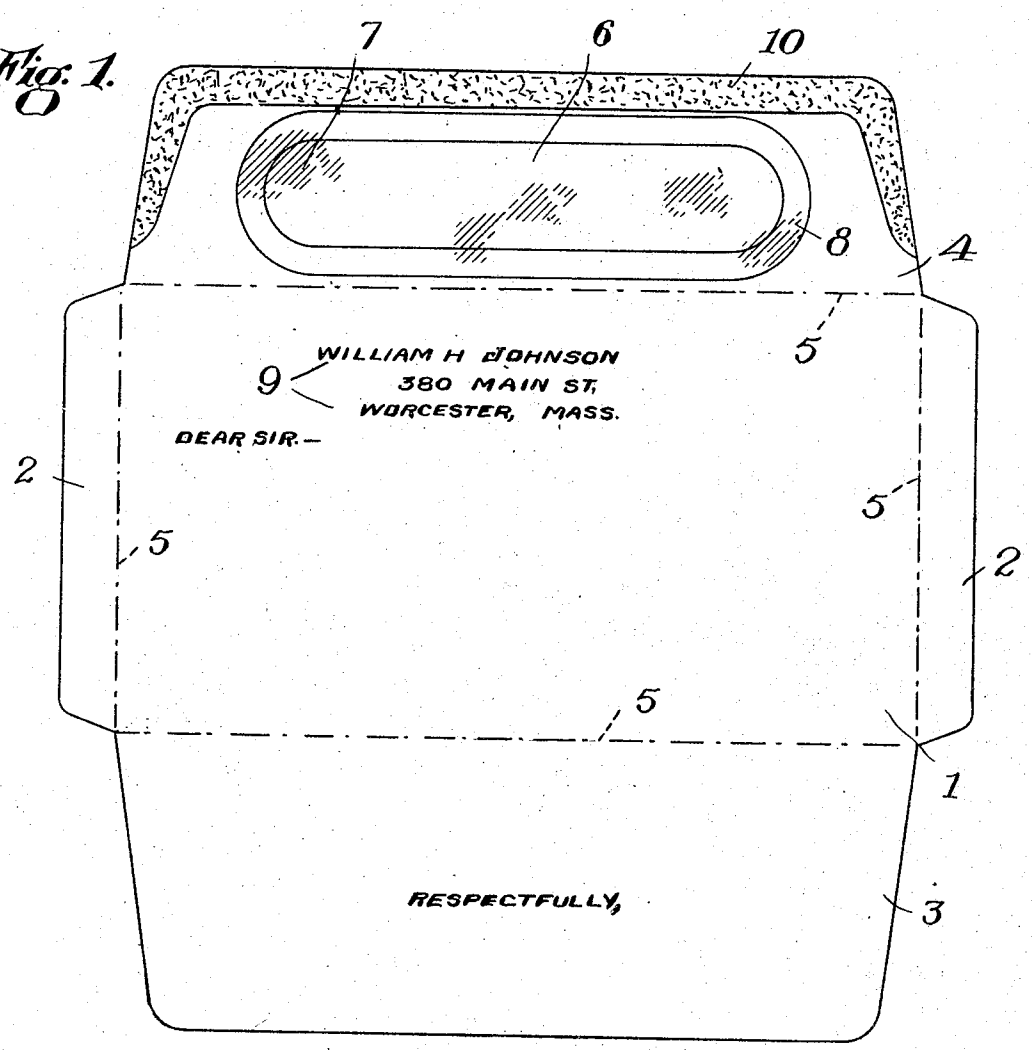
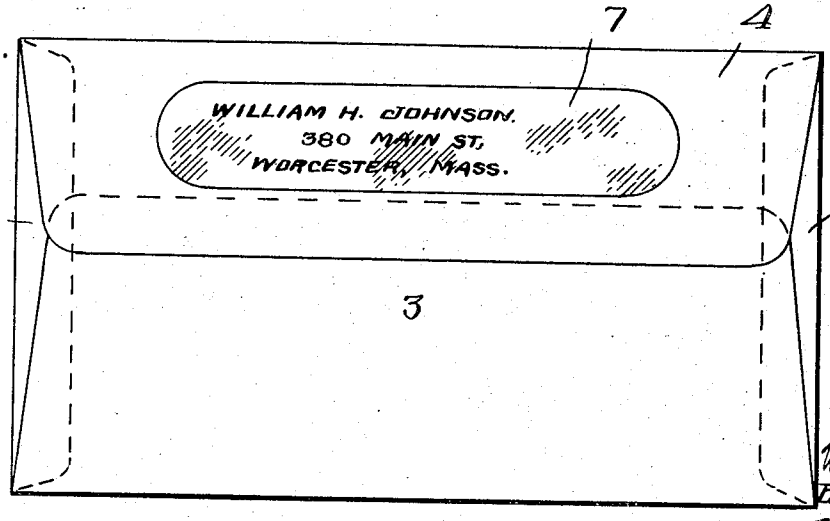


Fig. 2.



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MAILING SHEET OR BLANK.

1,343,419. Specification of Letters Patent. Patented June 15, 1920.

Application filed January 28, 1918. Serial No. 214,154.

To all whom it may concern:

Be it known that I, WILLARD E. SWIFT, a citizen of the United States, residing at Worcester, in the county of Worcester and Commonwealth of Massachusetts, have invented a new and useful Improvement in Mailing Sheets or Blanks, of which the following, together with the accompanying drawings, is a specification.

The present invention relates to a mailing sheet or blank, of the type adapted to carry thereon a written or printed communication, and at the same time, to constitute, in itself, an enveloping inclosure for the transmission of said communication through the mails. The invention resides in the provision of an article of this type in such form as to disclose only the address portion of the communication, the construction being such that a minimum of paper or stock is required in the manufacture, and also that the use of the articles is accomplished with greater facility and convenience than with other articles of this type heretofore known.

The details of the invention are set forth hereinafter, reference being had to the accompanying drawings, in which—

Figure 1 is a plan view of one of the improved mailing sheets or blanks in readiness for folding for transmission through the mails, and bearing a communication, and

Fig. 2 is a view showing the blank after folding, and after being sent through the mails.

Like reference characters refer to like parts in both figures.

The blank herein illustrated comprises a body portion 1, two end flaps 2, 2, a bottom flap 3 and a top flap 4. It is to be understood that these flaps are not confined to the various shapes herein shown, but, on the other hand, may be varied in shape as desired, it being clear that the blank, so far as the shape is concerned, may partake of the characteristics of any of the well known types of ordinary envelop blanks. As distinguished from an envelop blank however, there is no provision for the direct adhesion of the end flaps 2, 2 to the bottom flap 3 so as to provide a pocket or inclosure, and furthermore, in use, these flaps are folded in the opposite direction, with respect to the body portion 1 from the flaps of an ordinary envelop blank.

For convenience of use, all of the flaps are preferably made ready for folding by the provision of creases 5, 5 defining the edges of the body portion 1, each crease adapted to facilitate the turning of each flap upwardly from the plane of the paper in Fig. 1. The top flap 4 is provided with a window 6, which is adapted to reveal the addressed portion of the communication as written on the body portion 1, after said top flap has been folded over to close and seal the communication, as hereinafter described. By the term window is meant either an opening which may be protected or not by a transparent panel, or an area in the flap which has been treated so as to render it sufficiently transparent for the reading of the address therethrough. In the present instance the window 6 is constituted by an opening cut in the opaque stock of flap 4, and covered by a panel 7 of transparent or glacine paper, adhesively secured by a margin of gum 8 over said opening.

The window 6 is so located in the flap 4 that the end flaps 2, 2 when folded in will not interfere therewith, and for purposes of registration with said window, the body portion 1 is provided with an address field or designated space 9. Such address field may consist of lines printed on the paper or a printed rectangle, or other equivalent designation.

In the use of the blanks, the address is written in the designated space 9, and then the body of the communication is written directly therebeneath, beginning first on the body portion 1, and extending down as far as need be onto the bottom flap 3. The latter, due to the location of the address near the top of the body portion 1, may be made of sufficient area to afford room for the writing or printing of a communication or notice of considerable length, it being clear that the only restriction on the width of bottom flap 3 is that it shall not, when folded, obscure the address on the body portion 1. After the communication has been written, the user first preferably folds in the end flaps 2, 2, then folds in the bottom flap 3, and finally folds in the top flap 4; the latter carries along its edge an adhesive coating 10 for sealing, which is moistened and stuck down upon the already folded flaps, as shown in Fig. 2. As thus folded,

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the address of the communication is revealed through the window 6, and the sheet is in readiness for transmission through the mails, it being clear that only the address, and no other part of the communication is revealed until the addressee breaks the seal, or tears off the top flap 4. If desired, the bottom flap 3 may be folded in prior to the folding of the end flaps 2, 2, but the preferred method of use is that first described.

I claim:

A mailing sheet having a rectangular body portion with side flaps and a back flap of such width as to just disclose an address field at the top of said body portion when said back flap is folded over thereon, and a seal flap having an opening immediately above its line of fold for registering with the address field on said body portion when folded over thereon, said seal flap then overlapping portions of the side flaps and of the back flap.

Dated this 23rd day of January, 1918.

WILLARD E. SWIFT.

Witnesses:

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M. HEDLUND.