Oct. 13, 1964 W. L. HIERSTEINER 3,152,751

TWO-WAY ENVELOPE AND ENCLOSURE COMBINATION

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Fig. 1.

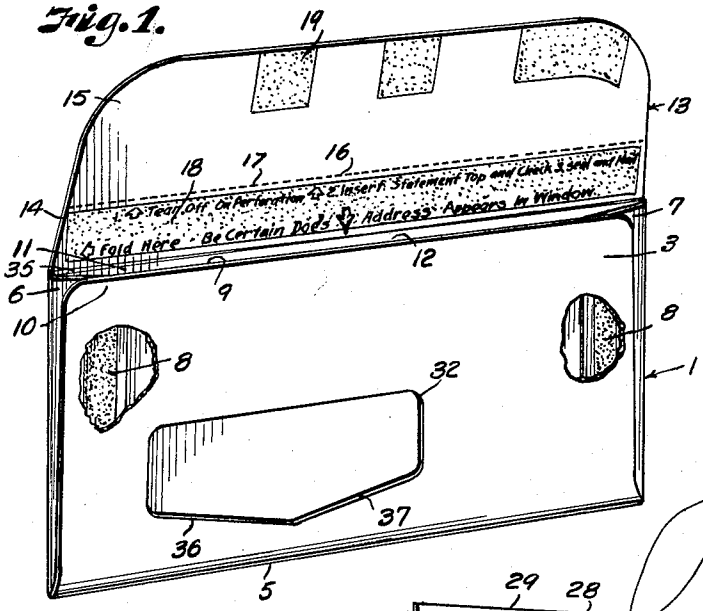

Fig. 2.

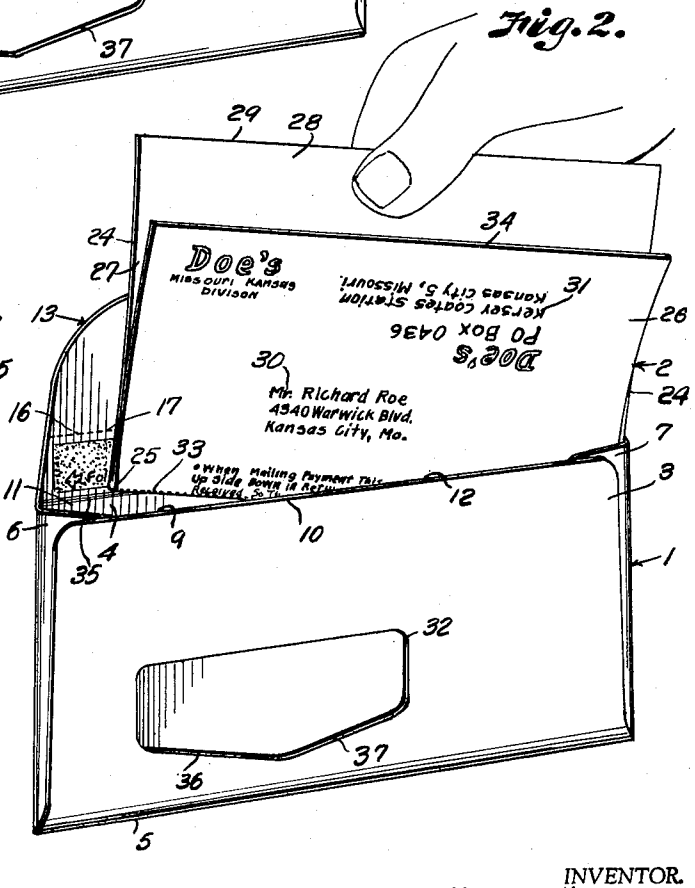

Fig. 7.

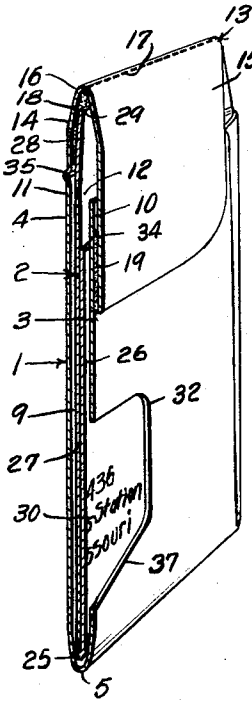

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Fig. 3.

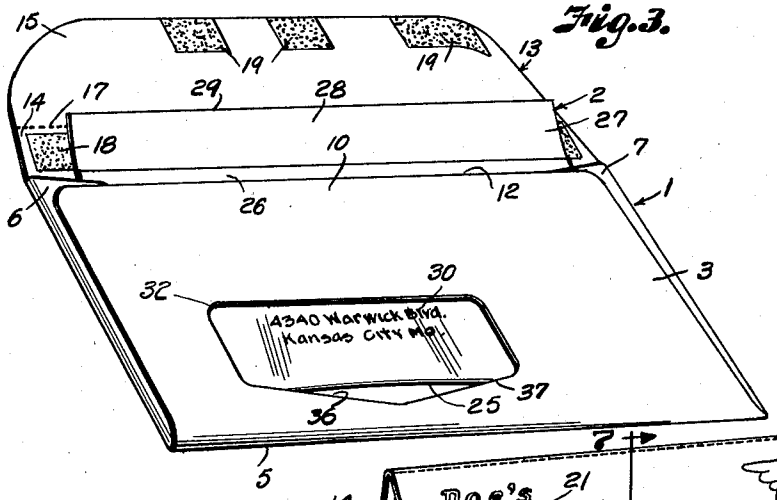


Fig. 4.

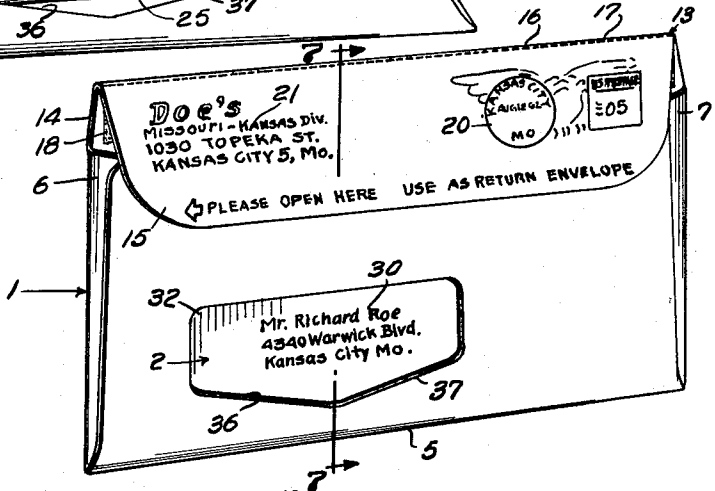


Fig. 5.

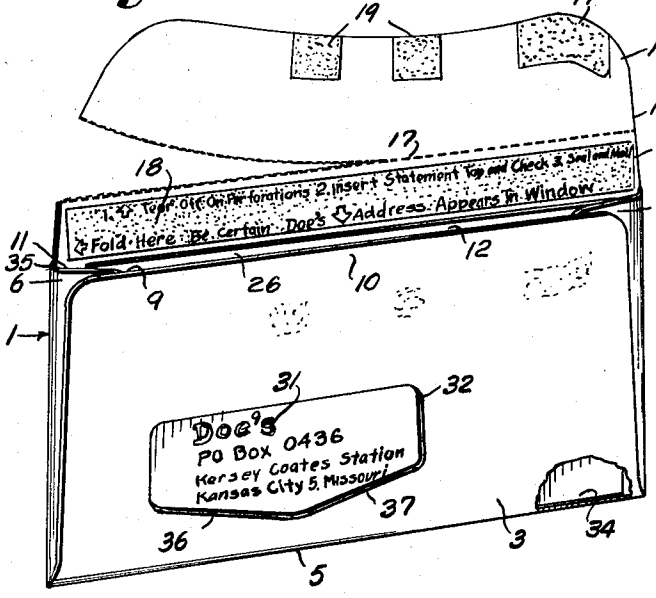
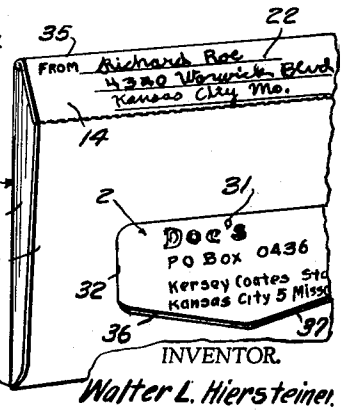


Fig. 6.



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TWO-WAY ENVELOPE AND ENCLOSURE COMBINATION

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2 Claims. (Cl. 229—73)

This invention relates to a two-way envelope particularly adapted for sending out enclosures such as monthly statements and the like and for return of a part of the statement together with a check or other form of payment.

The principal object of the invention is to provide an open window envelope of this type that has the characteristics of an ordinary open window envelope, so that it may be inexpensively manufactured, using a minimum of paper, and be well adapted for use in automatic inserting and sealing machines.

The envelope of the present invention, therefore, has front and back panels connected together along three edges thereof to provide a pocket, and one of the panels is provided with an open window for exposing addresses on the statement that is placed therein through an insert opening formed between the unconnected edges of the panels. In accordance with the present invention, the closure flap includes a gummed flap portion projecting integrally from the free edge of one of the panels and an outer gummed flap section separated from the inner gummed flap portion by a line of fold, so that on the first use the outer flap portion is folded on the line of fold and overlies the inner gummed flap section, to be sealed to the marginal portion of the other panel. On the second use, the outer flap section of the flap is detached from the inner flap portion along the line of fold, to leave the inner flap portion to be folded along the insert opening and sealed to substantially the marginal portion of the same panel to which the outer flap portion had been previously sealed.

To accommodate the statement to the envelope for the first use, the statement is once folded transversely to provide a panel section that conforms to the width and depth of the pocket plus the depth of the inner or second sealing flap section, and a smaller overlying section that substantially conforms to the width and depth of the pocket. In this way, the larger section of the statement holds the smaller section with the first address thereon centered under the window opening during the first use of the envelope, and when the envelope has been opened and the larger section of the statement detached from the smaller section, a second address on the smaller section of the statement is kept centered under the window opening upon folding and sealing of the inner flap portion.

An envelope thus constructed in accordance with the present invention is well adapted for two-way use, but thinness of the paper on which the statements are printed and the folding thereof produces a single thickness where it is engaged for insertion into the pocket and makes it difficult to insert because the leading edge of the statement tends to catch on the lower edge of the window opening. This difficulty applies to insertion by machine as well as insertion by hand. Therefore, it is an additional object of the invention to provide a window opening having a shape to guide the edge of the statement back into the pocket.

In accomplishing the above objects and other objects of the invention, as hereinafter described, I have provided improved structure, the preferred form of which is illustrated in the accompanying drawings, wherein:

FIG. 1 is a perspective view of an envelope constructed in accordance with the present invention and illustrating

both flap portions of the closure flap in folded-back position, ready for insertion of a statement or the like, portions of the window panel being broken away to show the adhesive which secures the side flaps thereto.

FIG. 2 is a similar view showing insertion of a folded statement for the first use of the envelope.

FIG. 3 is a perspective view showing the forward edge of the statement being guided back into the pocket of the envelope.

FIG. 4 is a perspective view showing the name and address of the debtor appearing in the window opening and the envelope sealed for the first use.

FIG. 5 is a perspective view showing the portion of the statement that is to be returned with payment in a position in the pocket in which the name of the creditor appears in the window opening, and the outer flap portion that was used for the first use being detached from the inner flap portion to provide the closure flap to be used for the second use.

FIG. 6 is a fragmentary view showing the flap for the second use folded and sealed, illustrating the return address thereon.

FIG. 7 is an enlarged cross section of the envelope taken on the line 7—7 of FIG. 4, and particularly showing the position of the flap portions during the first use.

Referring more in detail to the drawings:

1 designates an envelope constructed in accordance with the present invention for mailing out statements and the like, designated 2, and for use in returning a part of the statement together with a remittance.

The envelope 1 includes substantially rectangular front and back panels 3 and 4 overlying each other and connected along one edge thereof, preferably the bottom edge, by a fold 5. Opposite sides of one of the panels, for example, the back panel 4, have inturned side flaps 6 and 7 sealed to the corresponding side edges of the front panel 3 by adhesive 8 to complete a pocket 9. The edge portions 10 and 11 of the panels opposite the fold 4 are unconnected, to provide an insert opening 12 to the pocket 9.

Extending from one of the portions 10 or 11, for example, the portion 11 as illustrated, is a closure flap 13 coextensive therewith and of sufficient depth to provide an inner flap portion 14 and an outer flap portion 15 that are divided by a transverse line of fold 16 along which is a line of perforations 17, for a purpose later described. The inner flap portion 14 has a gum stripe 18 extending substantially along the length thereof, and the outer flap portion 15 has smaller gum areas 19, whereby the respective flap portions may be sealed to the upper marginal portion 10 of the panel 3, the smaller gum areas 19 providing a quick opening seal, as later described. The outer flap portion 15 may be provided with a stamp 20 and a return address 21, for the first use (FIG. 4). The inner flap portion 14 may be provided with lines 22 on which to write a return address for the second use (FIG. 6).

The statement 2 to be enclosed in the envelope is of a width to pass freely through the insert opening 12, with the side edges 24 guided by the folds of the side flaps 6 and 7 (FIG. 2). The statement is folded transversely on a line of fold 25 to provide a part or section 26 having a depth no larger than the depth of the pocket 9 when the folded edge 25 of the statement is seated within the bottom fold 5 of the envelope (FIG. 7). The fold 25 also provides a larger part or section 27 that has a portion 28 projecting above the upper edge of the part 26 and which, when the entire statement is inserted into the envelope, overlies the inner flap portion 14. In this position the upper edge 29 thereof is slightly below the line of fold 16 when the fold 25 of the statement is located within the fold 5 of the envelope.

The smaller part 26 constitutes the heading for the

statement and carries thereon the name and address of the debtor 30 and the name and address of the creditor 31. The debtor's address 30 is printed on the heading in an area thereof preferably to the right of the longitudinal median line of the statement, to register with an open window 32 in one of the panels 3 or 4, for example, the panel 3. The creditor's name and address 31 is printed on the part 26 in reverse to the printing of the debtor's address 30, and is located from the lefthand edge 24 of the statement substantially the same distance that the debtor's address is printed from the righthand edge 24 of the statement, as shown in FIG. 2. The creditor's address is thus printed upside down with respect to the debtor's address (see FIG. 2).

When the statement is first mailed out by the creditor, it is folded as described and inserted into the pocket of the envelope so that the fold 25 lies within the bottom fold 5 of the envelope. In this position the portion 28 of the larger part 27 of the statement projects from the pocket and overlies the inner flap portion 14 (see FIGS. 3 and 7), with the upper edge 29 thereof extending along the line of fold 16, in which position the address 30 of the debtor appears within the open window 32 (FIG. 4). When the gum 18 on the outer flap portion 15 is moistened and the flap portion 15 is folded on the line of fold 16 and sealed to the upper marginal portion 10 of the front panel 3, the upper edge 29 of the portion 28 is contained within the fold 16 and shifting of the statement 2 is restricted in both up and down directions by the fold 16 and the fold 5, and in a lateral direction by the side flap folds, so that it is impossible for the address 30 to move out of registry with the window opening 32 during the first mailing (FIG. 4).

When the envelope is received by the debtor, the adhesive spots 19 securing the flap portion 15 to the front panel 3 are easily broken loose, and the flap portion 15 is folded back on the line of fold 16 to permit withdrawal of the statement from the pocket of the envelope. This is readily effected by gripping the projecting portion 28 of the larger part 27 of the statement and drawing it outwardly.

To use the envelope for remitting payment, the heading or smaller part 26 of the statement is detached from the part 27 along a line of perforations 33 (FIG. 2) that are coextensive with the line of fold 25. The part 26 of the statement is then reinserted into the pocket of the envelope, but this time the part 26 is reversed with the edge 34 leading downwardly into the pocket so that it seats within the fold 5 (FIG. 5). In this position the creditor's address 31 is presented in the window opening 32, as shown in FIGS. 5 and 6. A remittance is enclosed behind the part 26 of the statement, and the flap portion 15 is detached from the flap portion 14 along the line of perforations 17 (FIG. 5). The gum on the flap portion 14 is moistened and the flap portion 14 is then folded on a score line 35, to overlie the front panel, so that the flap portion 14 may be sealed thereto. The remittance (not shown) and heading part of the statement is now securely sealed within the envelope, and being of a size relative to the panels, movement thereof is restricted so that it cannot shift the name and address of the creditor 31 out of position in the opening 32. After the debtor applies his return address on the lines 22 (see FIG. 6), the envelope is ready for return mailing.

The envelope also has an additional feature to facilitate insertion of the statement past the lower edge of the window opening. This feature consists of forming the lower edge of the opening 32 along converging lines 36 and 37, so that should the leading edge 25 of the statement tend to bulge out through the opening, it will strike

the downwardly sloping edges 36 and 37 and be cammed thereby back into the pocket, as shown in FIG. 3. This is especially desirable with statements printed on thin paper material and with the statement folded as described, because the portion 28 of the statement becomes unwieldy if the lower fold 25 is stopped by the lower edge of the window. However, with the converging edges, sufficient pressure may be applied to the portion 28 to cause the edges 36 and 37 to slide the folded edge back into the pocket before the portion 28 begins to bend. This feature is especially desirable where the statements are inserted mechanically in an inserting machine. It is also useful when the debtor places the single thickness part 26 into the pocket for return mailing.

What I claim and desire to secure by Letters Patent is:

1. In combination, a window envelope for two-way use and an enclosure,

said enclosure including

a sheet having a transverse fold providing a larger part and a smaller part overlying the larger part with said smaller part of the enclosure having thereon a first address and a separate second address and said fold providing a line of severance for said parts,

said envelope including

rectangular front and back panels of a size substantially corresponding to the smaller part of the enclosure,

said panels being connected along three edges to provide a pocket for containing the enclosure and unconnected at the other edges to provide an insert opening to said pocket and through which a portion of the larger part of the enclosure projects when the folded enclosure is in the pocket of the envelope, and

a closure flap extending from an unconnected edge of one of the panels and having an inner gummed flap portion underlying said projecting portion of the enclosure and an outer gummed flap portion separated from the inner gummed flap portion by a line of fold whereby when the enclosure is contained in said pocket with the fold and sides of the enclosure substantially abutting bottom and sides of the pocket and the outer gummed flap portion is folded over the projecting portion and sealed to said other panel the first address on the smaller part of the enclosure is retained in registry with the window opening during the first use of the envelope.

said smaller part of the enclosure being detachable from the larger part for insertion of said smaller part into the envelope for the second use with the second address appearing in the window opening,

and said outer gummed flap portion of the envelope being detachable along its line of fold and the inner gummed flap portion folded and sealed to the said other panel to retain the said smaller part of the enclosure in said pocket with said second address in the window opening during the second use of the envelope.

2. The combination as defined in claim 1 wherein the window opening has converging edges of the side thereof opposite the insert opening to facilitate insertion of the enclosure into the pocket for the first mailing.

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