United States Patent [19]

Mayne

[11] **3,843,042**

[45] **Oct. 22, 1974**

[54] **MAILING DEVICE**

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[73] Assignee: **Datamation Communications, Inc.,** Indianapolis, Ind.

[22] Filed: **Mar. 9, 1972**

[21] Appl. No.: **233,270**

[52] **U.S. Cl.** **229/73,** 229/71, 229/92.1, 229/92.8

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

[58] **Field of Search** ..... 229/73, 92.1, 92.8, 71, 229/92.3, 69; 282/19 R; 283/62, 57

[56] **References Cited**

UNITED STATES PATENTS

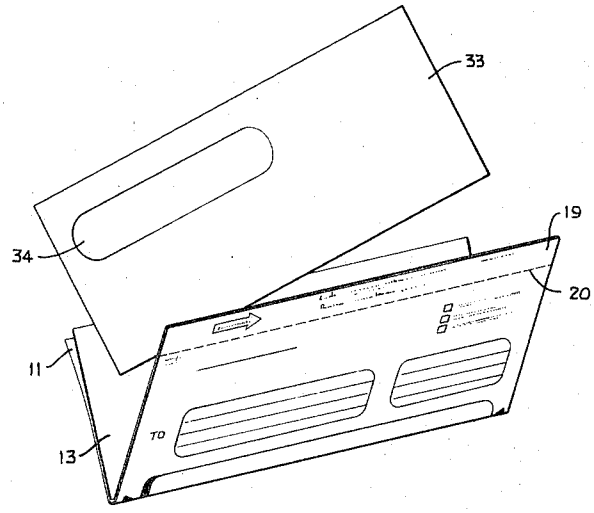
2,887,326	5/1959	Kramer	229/92.8 X
3,073,509	1/1963	Schuessler	229/71 X
3,250,456	5/1966	Schuessler	229/73 X
3,516,846	6/1970	Matson	117/36.2

Primary Examiner—William I. Price
Assistant Examiner—Stephen P. Garbe
Attorney, Agent, or Firm—Woodard, Weikart, Emhardt & Naughton

[57] **ABSTRACT**

A mailing and return device. A three sheet form having a sender section and a receiver section along with an area for writing messages is foldable along a fold indicator fitting within a mailing envelope which has a pair of windows in registry with the sender section and the receiver section. Each sheet has a top stub portion joined thereto by a tearable line. The middle sheet is retained by the sender whereas the bottom sheet is retained by the receiver. A return envelope is included within the mailing envelope to allow the receiver to write a message on the form and then remove the top sheet and return it to the sender within the return envelope. The return envelope is provided with a window in registry with the sender section. The lengths of the sheets are provided in such a way so as to automatically place the sections in registry with the appropriate windows or window.

11 Claims, 7 Drawing Figures



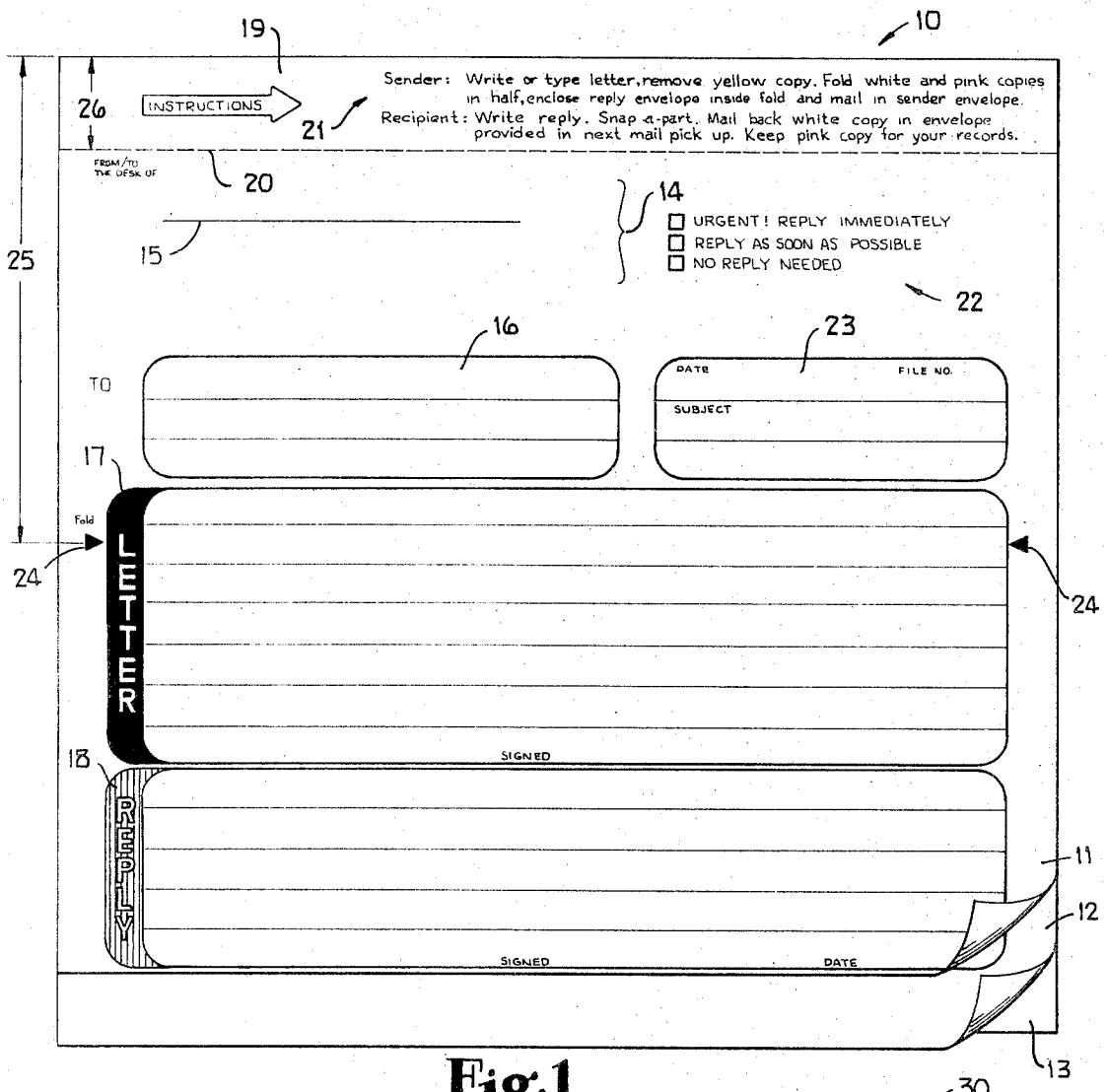

10
19
26
INSTRUCTIONS
21
Sender: Write or type letter, remove yellow copy. Fold white and pink copies in half, enclose reply envelope inside fold and mail in sender envelope.
Recipient: Write reply. Snap a-part. Mail back white copy in envelope provided in next mail pick up. Keep pink copy for your records.
FROM/TO THE DESK OF
20
14
URGENT! REPLY IMMEDIATELY
REPLY AS SOON AS POSSIBLE
NO REPLY NEEDED
15
25
22
16
23
TO
DATE
FILE NO.
SUBJECT
17
Fold
24
LETTER
SIGNED
24
18
REPLY
11
12
SIGNED
DATE
13

Fig. 1

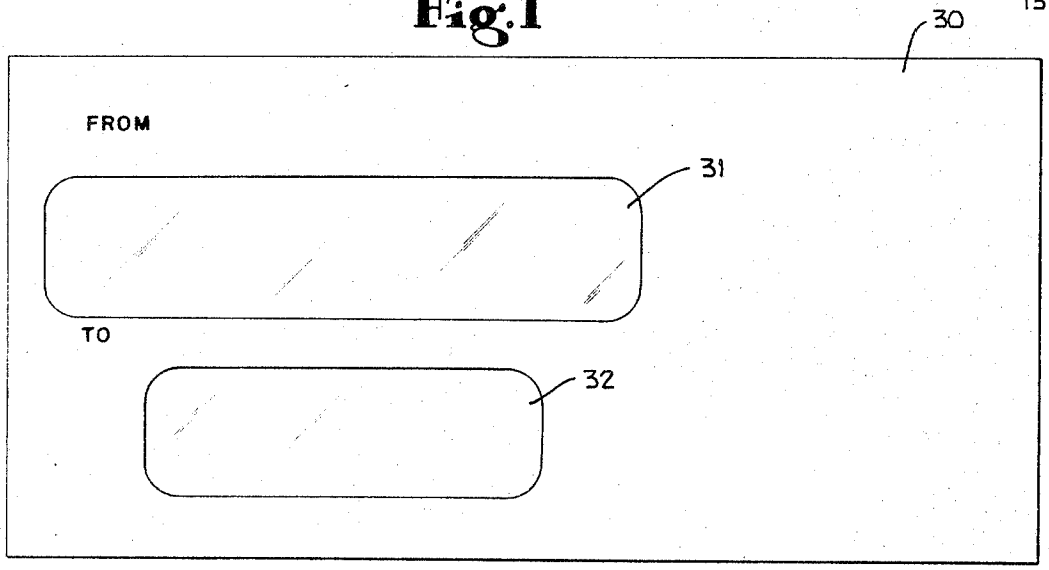

30
FROM
31
TO
32

Fig. 2

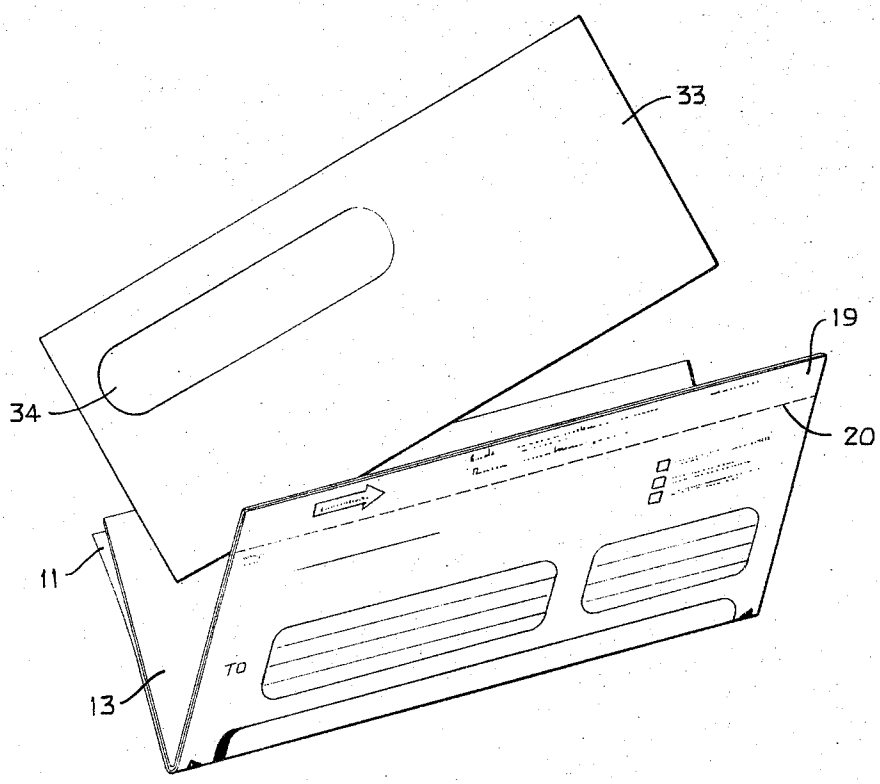


Fig.3

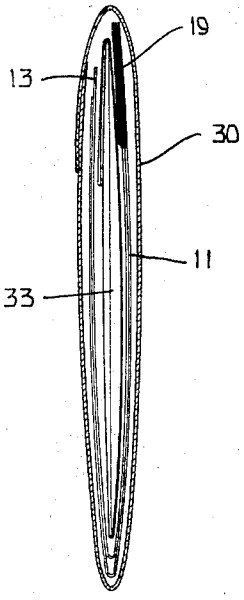


Fig.4

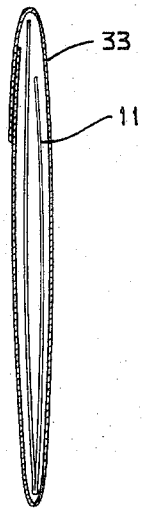


Fig.5

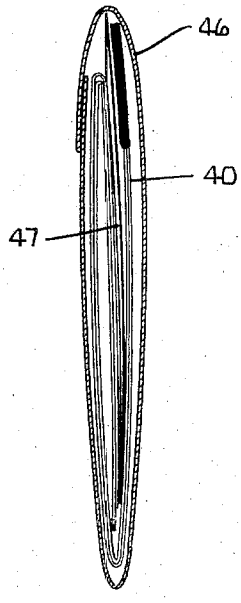


Fig.7

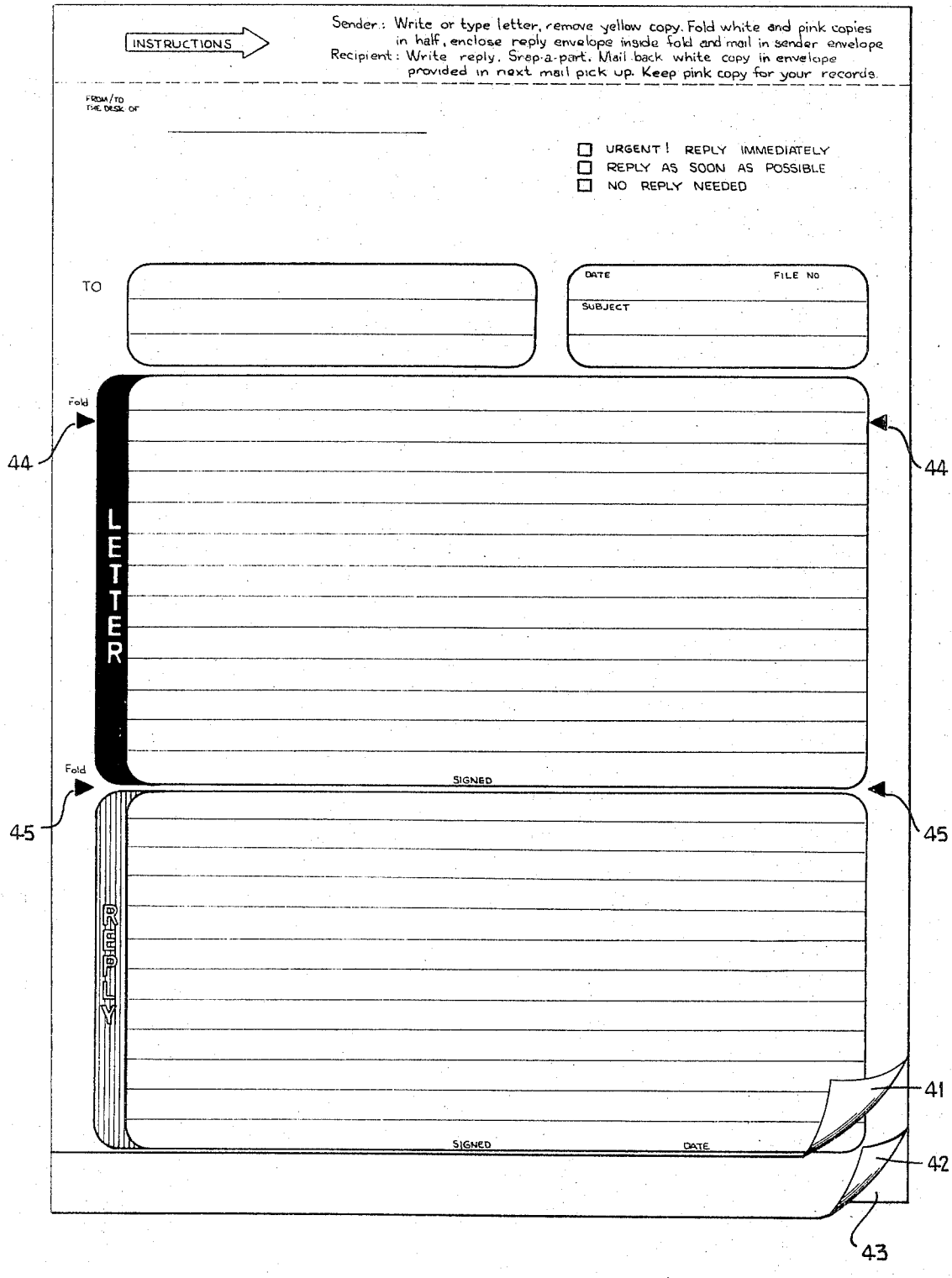

INSTRUCTIONS
Sender: Write or type letter, remove yellow copy. Fold white and pink copies in half, enclose reply envelope inside fold and mail in sender envelope
Recipient: Write reply. Snap-a-part. Mail back white copy in envelope provided in next mail pick up. Keep pink copy for your records.
FROM/TO THE DESK OF
URGENT! REPLY IMMEDIATELY
REPLY AS SOON AS POSSIBLE
NO REPLY NEEDED
TO
DATE
FILE NO
SUBJECT
Fold
44
LETTER
SIGNED
Fold
45
COPY
SIGNED
DATE
41
42
43
40

Fig. 6

MAILING DEVICE

BACKGROUND OF THE INVENTION

Field of the Invention

This invention is in the field of mailing devices.

Description of the Prior Art

A representative sample of the prior art is disclosed in the following U.S. Pat. Nos.: 1,708,574 issued to L. P. Hazen; 3,073,509 issued to L. R. Schuessler; and, 3,288,351 issued to S. J. Benz, Jr.

Many of the prior art mailing devices are designed for a specific type of business such as banks. The mailing device disclosed herein has been designed so as to be utilized for basic business transactions regardless of the type of business involved. The mailing device disclosed herein is distinguishable from the prior art devices in that the lengths of the sheets of the device determines the positioning of the names and addresser of the sender and receiver ith respect to the windows of the original mailing envelope and the return envelope.

SUMMARY OF THE INVENTION

One embodiment of the present invention is a mailing device comprising a first, second and third parallel paper sheet each having a top stub portion attached together with the second sheet disposed between the first and third sheet, the first sheet having a sender section and a receiver section, the second sheet being removable therefrom subsequent to information being written on the first sheet and transferred to the second and third sheet, the first sheet having a first fold indicator for the first and third sheets to be folded thereat positioning the third sheet inward of the first sheet and the sender section and the receiver section on the same side of the fold, a return envelope positioned inward of the first sheet, the first and third sheet being in a folded condition, the envelope having a first window in registry with the sender section when the stub portion of the first sheet is removed therefrom and the first sheet is removed from the third sheet and folded at the indicator and inserted in the envelope, and a sending envelope containing the first and third sheet in the folded condition and the return envelope positioned inward of the first sheet, the sending envelope having a second and third window in registry respectively with the sender section and the receiver section.

It is an object of the present invention to provide a new and improved mailing and return device.

It is the further object of the present invention to provide a mailing and return device which has sheets of critical length determining the registration of the name and address of the addressee and addresser with respect to the envelope windows.

Related objects and advantages of the present invention will be apparent from the following description.

BRIEF DESCRIPTION OF THE DRAWING

FIG. 1 is a plan view of a mailing and return form utilized with the present invention.

FIG. 2 is a plan view of a mailing envelope utilized with the present invention.

FIG. 3 is a perspective view of the form of FIG. 1 in a folded condition and with the middle sheet removed. The return envelope is shown as being positioned between the folded portions of the form.

FIG. 4 is a cross sectional view of the envelope and folded form of FIG. 3 positioned within the mailing envelope of FIG. 2.

FIG. 5 is a cross sectional view of the top sheet of the form of FIG. 3 positioned within the envelope of FIG. 3.

FIG. 6 is a plan view of an alternate embodiment of the form of FIG. 1.

FIG. 7 is a cross sectional view of the form of FIG. 6 shown folded with a return envelope positioned within the folds of the form and with both the form and return envelope shown contained within a mailing envelope.

DESCRIPTION OF THE PREFERRED EMBODIMENTS

For the purposes of promoting an understanding of the principles of the invention, reference will now be made to the embodiments illustrated in the drawings and specific language will be used to describe the same. It will nevertheless be understood that no limitation of the scope of the invention is thereby intended, such alterations and further modifications in the illustrated device, and such further applications of the principles of the invention as illustrated therein being contemplated as would normally occur to one skilled in the art to which the invention relates.

Referring now more particularly to FIG. 1, there is shown a mailing and return form 10 having a top sheet 11, a middle sheet 12 and a bottom sheet 13 connected together at the top portion of each sheet. The printed matter on sheet 11 is identical with the printed matter on sheets 12 and 13 and thus, the following description of the printed matter of sheet 11 will apply equally to sheets 12 and 13. Area 14 is reserved for placing the name and address of the sender. Area 16 is reserved for the placing of the name and address of the receiver. The letter or message placed on the sheet by the sender is positioned in area 17 whereas the reply or message of the receiver is placed in area 18.

Each sheet has a top stub portion 19. The top stub portion may be removed from each sheet by simply tearing along a perforated line 20. Various instructions 21 are located on the stub 19 of the top sheet. In addition, additional printed instructions 22 are positioned near perforated line 20 of each sheet. The date and subject may be placed in area 23 of each sheet. As shown in the lower right hand corner of FIG. 1, each sheet has a different length. In addition, each sheet may be of a different color. The length of the sheets are critical to the operation and success of the invention. It is desired to have means whereby the written information placed on sheet 11 will automatically be transferred to sheets 12 and 13. This can be accomplished by either placing carbon paper between sheets 11 and 12, and 12 and 13 or producing sheets 12 and 13 from carbonless imaging paper. Such paper is disclosed in the U.S. Pat. No. 3,516,846 issued to Gale W. Matson and the disclosure contained therein relating to said paper is hereby incorporated by reference. Another similar paper is disclosed in the U.S. Pat. 2,730,457 issued to Barrett K. Green and Lowell Schleicher which is also hereby incorporated by reference. By utilizing carbonless imaging paper, the marks or writing on the imaging paper will appear as a result of pressure applied to the paper by any type of element. Thus, by writing with a pencil on sheet 11, the writing will automatically be

transferred to sheets 12 and 13 if sheets 12 and 13 are carbonless imaging paper.

Sheets 11, 12 and 13 are parallel and each have a top stub portion 19 attached together with the middle sheet disposed between the top and bottom sheet. The middle sheet is removable from the top and bottom sheets subsequent to the information being written on the top sheet and transferred to the middle and the bottom sheet. After the message has been written into section 17 and the appropriate addresses have been placed in areas 14 and 16, the middle sheet 12 is removed from the form. Sheet 12 is kept for record purposes in the sender's files. The top and bottom sheets are then folded along a line defined by fold indicators 24 so as to position the bottom sheet 13 inward of the top sheet 11 as shown in FIG. 3 and so that the address of the sender and the address of the receiver appear on the same side of the fold. A return envelope 33 having a window 34 is then positioned inward of the top and bottom sheets which are in the folded condition. Folded sheets 11 and 13 along with return envelope 33 are then positioned in a larger mailing envelope 30 (FIG. 4) which has a pair of windows 31 and 32 (FIG. 2). The top and bottom sheet when in the folded condition have a folded length equal to the distance 25 between the top edge of the form and the first fold indicator 24. Mailing envelope 30 has an interior length approximately equal to distance 25 but not less than distance 25 so as to prevent excessive lengthwise shift of the top and bottom sheet and to prevent lengthwise movement of areas 14 and 16 which are in registry with windows 31 and 32. By stating that the distance 25 is approximately equal to the interior length of envelope 30 is meant that the form will not be able to shift upward or downward sufficiently so as to prevent visual observation through windows 31 and 32 of the names and addresses contained in areas 14 and 16 of sheet 11. Area 14 is provided with a horizontal line 15 below which the address of the sender may be positioned with the name of the sender being positioned above line 15. Thus, if the form is to e utilized by a company, then the company name and address may be printed below line 15 with the name of the individual sender being typed above line 15. The horizontal boundaries of stubs 19 are defined by the top edge of the form and tearable lines 20.

After the receiver receives the envelope 30 (FIG. 4) with the folded top and bottom sheets and return envelope contained therein, the receiver will open and discard envelope 30. The receiver will then write his message or reply in section 18 on the top sheet with the message being automatically transferred to bottom sheet 13. The receiver then removes sheet 13 from the form and places the bottom sheet 13 in his files for storage purposes. The receiver then removes sheet 11 from stub portion 19 by tearing along line 20 and then refolds the sheet along fold indicators 24. The return envelope 33 has an interior length approximately equal to but not less than the folded length of sheet 11 after the sheet has been removed from stub 19. The distance from fold indicator 24 to the bottom edge of sheet 11 is greater than the distance from the fold indicator 24 to the new top edge of sheet 11 which was previously defined by perforated line 20. The folded length of sheet 11 after removal from stub 19 is therefore equal to the distance from fold indicator 24 to the bottom edge of sheet 11. Folded sheet 11 is then inserted into envelope 33 as shown in FIG. 5 with the sender's name and address which is positioned within area 14 being placed in registry with window 34. The folded length of sheet 11 prevents excessive lengthwise shift of the sheet and movement of area 14 with respect to window 33. It may be seen that due to dimension 25, sections 14 and 16 are automatically in registry with windows 31 and 32 whereas with sheet 11 removed from stub 19, the distance from indicator 24 to the bottom edge of sheet 11 automatically places area 14 in registry with window 34.

In many cases, the message to be placed in areas 17 and 18 will be sufficiently long so as to require a longer form than that shown in FIG. 1. Therefore, an alternate embodiment of the form is shown in FIG. 6. Long form 40 contains all of the printed matter of form 10 and includes two different pairs of folded indicators 44 and 45 in lieu of only a single pair of fold indicators 24 for form 10. Form 40 includes a top sheet 41, a middle sheet 42 and a bottom sheet 43 which are joined at their top portions in a manner identical to form 10. That is, each sheet of form 40 is provided with a top stub portion separated from the remaining portion of the sheet by a perforated line. The stub portions may be secured together by means such as adhesives or other similar fastening means. The sheets of form 40 may have carbon paper disposed therebetween or alternatively the middle and bottom sheets may be made from carbonless imaging paper. The second pair of fold indicators 45 are located between the first fold indicators 44 and the bottom edge of sheet 41. Form 40 in the folded condition shown in FIG. 7 has the portion between the bottom edge and the second fold indicators 45 folded inwardly between the portion defined between fold indicators 44 and 45 and the portion defined by fold indicators 44 and the top edge of the form. The first pair of indicators 44 are spaced from the second pair of indicators 45 a distance greater than the distance between the first pair of indicators 44 and the tearable line. The distance from indicators 44 to indicator 45 is less than the distance from indicators 44 to the top edge of the form. The sender and receiver areas will be in registry with the pair of windows of envelope 46, identical to envelope 30, when the form is folded as shown in FIG. 7 with the return envelope 47, identical to envelope 33, being disposed inwardly of the top and bottom sheet. As described for the short form embodiment, the receiver will write his reply on the top sheet and then remove the bottom sheet for his files. The receiver will then remove the top sheet from the stub portion and refold along indicators 44 and 45 repositioning the folded top sheet within return envelope 47 which is provided with a window in registry with the addresser area of the top sheet in a manner similar to that described for the short form.

The return envelopes of both embodiment have an exterior width not greater than but approximately equal to the interior width of the larger mailing envelope. As a result, when the return envelope is positioned with the top and bottom sheet within the larger mailing envelope, the return envelope will not shift and will therefore prevent lateral movement of the sender area and receiver area with respect to the pair of windows of the mailing envelope.

A variety of different sizes may be utilized for the short and long form. In one embodiment, the short form had a top sheet with a length of 7⅝ inches, a mid-

dle sheet with a length of 8 inches and a bottom sheet with a length of 7⅞ inches. The length 26 of the stub portion was three-fourths inches and is included in the above sheet lengths. The fold indicators were positioned approximately 3 15/16 inches from the top edge of the form. In an embodiment of the long form, the top sheet had a length of 10 11/16 inches, the middle sheet had a length of 11¼ inches and the bottom sheet had a length of 10 15/16 inches. The stub was three-fourths inches long with the distance from the top edge to the first fold indicators being 3 15/16 inches. The distance from the first fold indicator to the second fold indicator was 3 15/32 inches.

While the invention has been illustrated and described in detail in the drawings and foregoing description, the same is to be considered as illustrative and not restrictive in character, it being understood that only the preferred embodiments have been shown and described and that all changes and modifications that come within the spirit of the invention are desired to be protected.

The invention claimed is:

1. A mailing device comprising:

a packet originally including a first, second and third parallel paper sheet each having a top stub portion originally attached together with said second sheet originally disposed between said first and third sheet, said first sheet having a sender section and a receiver section, said second sheet being removed therefrom subsequent to information being written on said first sheet and transferred to said second and third sheet, said first sheet having first fold indicator for said first and third sheets to be folded thereat positioning said third sheet inward of said first sheet and said sender section and said receiver section on the same side of the fold;

a return envelope positionable inward of said first sheet subsequent to said second sheet being removed from said packet and with said first and third sheet being in a folded condition, said envelope having a first window in registry with said sender section when said stub portion of said first sheet is removed therefrom and said first sheet is removed from said third sheet and folded at said indicator and inserted in said envelope; and,

a sending envelope for containing said first and third sheet in said folded condition and said return envelope positioned inward of said first sheet, said sending envelope having a second and third window in registry respectively with said sender section and said receiver section when said first sheet and said third sheet are in said folded condition and inserted in said sending envelope;

said first sheet has a top edge spaced a fixed distance from said first fold indicator, said sending envelope has an interior length not less than said distance and approximately equal thereto preventing excessive lengthwise shift of said first sheet and movement of said sender section and receiver section with respect to said seocnd window and said third window.

2. A mailing device comprising:

a packet originally including a first, second and third parallel paper sheet each having a top stub portion originally attached together with said second sheet originally disposed between said first and third sheet, said first sheet having a sender section and a receiver section, said second sheet being removed therefrom subsequent to information being written on said first sheet and transferred to said second and third sheet, said first sheet having a first fold indicator for said first and third sheets to be folded thereat positioning said third sheet inward of said first sheet and said sender section and said receiver section on the same side of the fold;

a return envelope positionable inward of said first sheet subsequent to said second sheet beihg removed from said packet and with said first and third sheet being in a folded condition, said envelope having a first window in registry with said sender section when said stub portion of said first sheet is removed therefrom and said first sheet is removed from said third sheet and folded at said indicator and inserted in said envelope; and,

a sending envelope for containing said first and third sheet in said folded condition and said return envelope positioned inward of said first sheet, said sending envelope having a second and third window in registry respectively with said sender section and said receiver section when said first sheet and said third sheet are in said folded condition and inserted in said sending envelope;

said first sheet has a top edge spaced a fixed distance from said first fold indicator, said sending envelope has an interior length not less than said distance and approximately equal thereto preventing excessive lengthwise shift of said first sheet and movement of said sender section and receiver section with respect to said second window and said third window;

said first sheet has a top edge and a tearable line defining boundaries of said stub portion of said first sheet, said first sheet and said third sheet when in said folded condition have a folded length equal to the distance between said top edge and said first fold indicator; and,

said sending envelope has an interior length not less than said distance and approximately equal thereto preventing excessive lengthwise shift of said first sheet and movement of said sender section and receiver section with respect to said second window and said third window.

3. The device of claim 2 wherein:

said return envelope has an interior length approximately equal to but not less than the folded length of said first sheet with its stub portion removed thereby preventing excessive lengthwise shift of said first sheet and movement of said sender section with respect to said first window.

4. The device of claim 3 wherein:

said first sheet has a bottom edge and a second fold indicator between said bottom edge and said first fold indicator, said first sheet in said folded condition has the portion between said bottom edge and said second indicator folded inwardly between the portion defined by said first indicator and said second indicator and the portion defined by said frist indicator and said top edge, said first indicator is spaced from said second indicator a distance greater than the distance between said first indicator and said tearable line but less than the distance from said first indicator to said top edge.

5. The device of claim 4 wherein:

said second and third paper are carbonless imaging paper.

6. The device of claim **5** wherein:

said return envelope has an exterior width not greater than but approximately equal to the interior width of said sending envelope so said return envelope when positioned inside said first and third sheets while in said sending envelope will not shift and will prevent lateral movement of said sender section and said receiver section with respect to said second and third window.

7. A mailing device comprising:

a first and second parallel paper sheet each having a top stub portion attached together, said first sheet having a sender section and a receiver section, said second sheet being removable therefrom, said first sheet having a first fold indicator for said first and second sheets to be folded thereat positioning said second sheet inward of said first sheet and said sender section and said receiver section on the same side of the fold;

a return envelope positioned inward of said first sheet, said first and second sheet being in a folded condition, said envelope having a first window in registry with said sender section when said stub portion of said first sheet is removed therefrom and said first sheet is removed from said second sheet and folded at said indicator and inserted in said envelope; and,

a sending envelope containing said first and second sheet in said folded condition and said return envelope positioned inward of said first sheet, said sending envelope having a second and third window in registry respectively with said sender section and said receiver section;

said first sheet has a top edge spaced a fixed distance from said first fold indicator, said sending envelope has an interior length not less than said distance and approximately equal thereto preventing excessive lengthwise shift of said first sheet and movement of said sender section and receiver section with respect to said second window and said third window.

8. A mailing device comprising:

a first and second parallel paper sheet each having a top stub portion attached together, said first sheet having a sender section and a receiver section, said second sheet being removable therefrom, said first sheet having a first fold indicator for said first and second sheets to be folded thereat positioning said second sheet inward of said first sheet and said sender section and said receiver section on the same side of the fold;

a return envelope positioned inward of said first sheet, said first and second sheet being in a folded condition, said envelope having a first window in registry with said sender section when said stub portion of said first sheet is removed therefrom and said first sheet is removed from said second sheet and folded at said indicator and inserted in said envelope; and,

a sending envelope containing said first and second sheet in said folded condition and said return envelope positioned inward of said first sheet, said sending envelope having a second and third window in registry respectively with said sender section and said receiver section;

said first sheet has a top edge and a tearable line defining boundaries of said stub portion of said first sheet, said first sheet and said second sheet when in said folded condition have a folded length equal to the distance between said top edge and said first fold indicator; and,

said sending envelope has an interior length not less than said distance and approximately equal thereto preventing excessive lengthwise shift of said first sheet and movement of said sender section and receiver section with respect to said second window and said third window.

9. The device of claim **8** wherein:

said return envelope has an interior length approximately equal to but not less than the folded length of said first sheet with its stub portion removed thereby preventing excessive lengthwise shift of said first sheet and movement of said sender section with respect to said first window.

10. The device of claim **9** wherein:

said first sheet has a bottom edge and a second fold indicator between said bottom edge and said first fold indicator, said first sheet in said folded condition has the portion between said bottom edge and said second indicator folded inwardly between the portion defined by said first indicator and said second indicator and the portion defined by said first indicator and said top edge, said first indicator is spaced from said second indicator a distance greater than the distance between said first indicator and said tearable line but less than the distance from said first indicator to said top edge;

said second paper is carbonless imaging paper; and,

said return envelope has an exterior width not greater than but approximately equal to the interior width of said sending envelope so said return envelope when positioned inside said first and second sheets while in said sending envelope will not shift and will prevent lateral movement of said sender section and said receiver section with respect to said second and third window.

11. A mailing device comprising:

a first and second parallel paper sheet each having a top stub portion attached together, said first sheet having a sender section and a receiver section, said second sheet being removable therefrom, said first sheet having a first fold indicator for said first and second sheets to be folded thereat positioning said second sheet inward of said first sheet and said sender section and said receiver section on the same side of the fold;

a return envelope positioned inward of said first sheet, said first and second sheet being in a folded condition, said envelope having a first window in registry with said sender section when said stub portion of said first sheet is removed therefrom and said first sheet is removed from said second sheet and folded at said indicator and inserted in said envelope; and,

a sending envelope containing said first and second sheet in said folded condition and said return envelope positioned inward of said first sheet, said sending envelope having a second window in registry with said receiver section;

said first sheet has a top edge spaced a fixed distance from said first fold indicator, said sending envelope has an interior length not less than said distance and approximately equal thereto preventing excessive lengthwise shift of said first sheet and movement of said receiver section with respect to said second window.

* * * * *

UNITED STATES PATENT OFFICE
CERTIFICATE OF CORRECTION

Patent No. 3,843,042 Dated October 22, 1974

Inventor(s) David R. Mayne

It is certified that error appears in the above-identified patent and that said Letters Patent are hereby corrected as shown below:

Col. 4, line 17, "folded" should be "fold".

Col. 4, lines 40 and 41, "indicator" should be "indicators".

Col. 4, line 57, "embodiment" should be "embodiments".

Col. 5, line 32, insert "a" after "having" and before "first".

Col. 6, line 10, "beihg" should be "being".

Col. 6, line 62, "frist" should be "first".

Signed and sealed this 28th day of January 1975.

(SEAL)
Attest:

McCOY M. GIBSON JR.
Attesting Officer

C. MARSHALL DANN
Commissioner of Patents

FORM PO-1050 (10-69)

USCOMM-DC 80376-P69
* U.S. GOVERNMENT PRINTING OFFICE : 1969 O—366-334