

HAMMERMILL BOND

is one of the standard writing papers of the country. It is made in bond finish, linen finish and the newer ripple finish.

250 sheets of paper and 250 envelopes are put up into a handsome package called a _____

CABINET

The paper is in a separate compartment at the top, protected by a cover and the envelopes are in a drawer at the bottom--each easy of access. There is no waste. Different sizes for different purposes--Commercial--Social.

Every business man has frequent occasion to write letters that are not strictly of a business nature. Every official of a company, every department head, every representative and executive has such semi-business letters to write in addition to his purely personal correspondence. The right way to do it is to have a personal letterhead. Many firms even provide special office letterheads, with designations such as "Office Of The President" or use the man's name with his department or official position and business address as part of the heading.

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