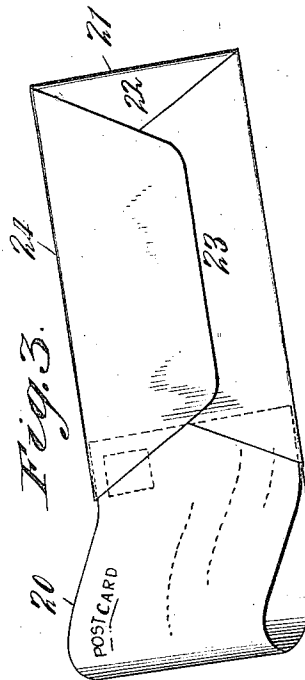
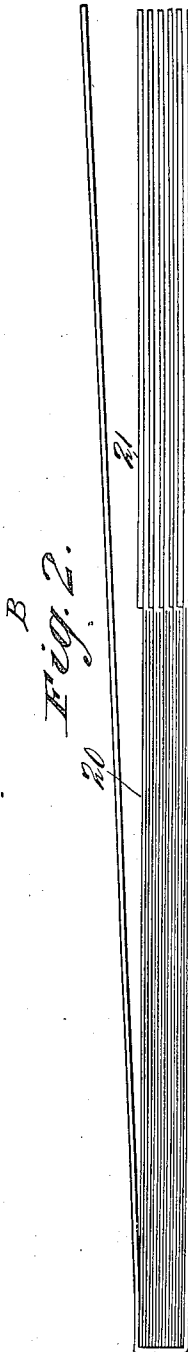
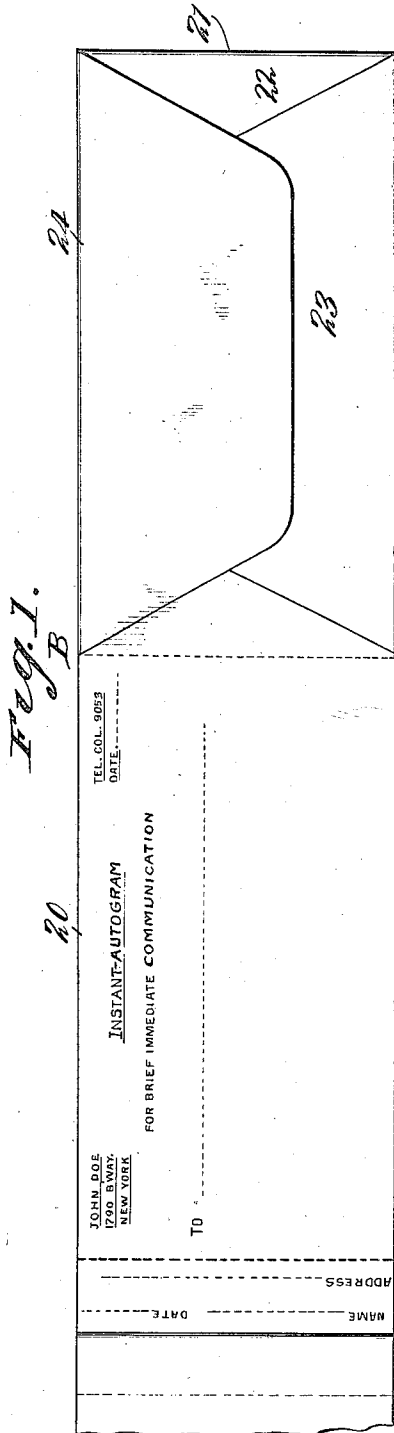


1,205,355.

Patented Nov. 21, 1916.



Witnesses:  
*Wm. J. Cohen*  
*Minna J. Miller*

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By his Attorneys  
*Ashley & Leoben*

# UNITED STATES PATENT OFFICE.

WILLIAM P. KENNEDY, OF NEW YORK, N. Y.

CORRESPONDENCE-PAD.

1,205,355.

Specification of Letters Patent. Patented Nov. 21, 1916.

Application filed January 14, 1914. Serial No. 812,086.

*To all whom it may concern:*

Be it known that I, WILLIAM P. KENNEDY, a citizen of the United States, and a resident of New York, in the county of New York and State of New York, have invented certain new and useful Improvements in Correspondence-Pads, of which the following is a specification.

This invention relates to correspondence pads.

During the course of business in commercial houses and among professional and traveling men, a large proportion of the correspondence consists of communications requiring but very few words and which may as quickly be written by hand as dictated and typed. Usually, a communication of this character is an answer to a letter which is best attended to at the moment the letter is read. In such case, a stenographer may not always be at hand or may be engaged on a matter which is too important to be interrupted. To write the communication upon the usual letter-head or on an ordinary postal card is not feasible on account of the absence of a record or copy of the letter which must be kept in all well regulated establishments.

To fill the want above indicated, I provide a correspondence pad of compact form containing easily detachable mailable sheets or leaves with condensed letter-heads on one side and post card insignia on the other. Between these mailable sheets are bound record sheets upon which the copy may be recorded preferably through a carbon sheet bound between the mailable and record sheets.

In one embodiment of my invention, the mailable sheet may constitute an extension of the flap of an envelop which may fold into the envelop to constitute a sealed letter or the envelop portion may be torn away and the mailable sheet used as a post card, or may be mailed otherwise as an inclosure.

The various objects and advantages will more fully appear from the detailed description and the features of novelty will be particularly pointed out in the claims.

In the drawings, Figure 1 is a plan view of one embodiment of my invention. Fig. 2 is a longitudinal view showing the carbon and record sheets disposed between the mailable sheets. Fig. 3 illustrates the manner

in which the mailable sheet is inserted in the pocket of the envelop.

Referring in detail to the drawings, in this form, the mailable sheet 20 has integral therewith an envelop portion 21, of which three of the flaps 22, 23, 24, may have the surface at their adjacent overlapping edges gummed in the usual manner. At the junction of sheet 20 with envelop portion 21, perforations are provided along the line B—B to permit of ready detachment. When the communication is written, the sheet 20 can be folded under the flaps 22, 23, 24, as shown in Fig. 11. The adjacent gummed portions of the flaps 23 and 24 may then be moistened and pasted together for attachment, including flap 22 but not being attached to sheet 20 which now forms the fourth flap of the envelop. This sheet 20 although free from flaps 22, 23, and 24 cannot be readily removed without detachment of other parts. It is thus clear that the communication in this form is substantially as concealed or confidential as in an ordinary sealed envelop. Upon opening this envelop part 20 is free to be detached along perforated line B—B from its other members.

In case of a short note which is not of a confidential nature, it may be desirable to use portion 20 as a post card, not requiring two cent postage. The portion 20 may have the post card insignia printed on the reverse side thereof and when detached along perforated line B—B may serve for use in this manner.

Whenever it is desirable to use the mailable portion 20 for inclosure under other cover than the envelop 21 and its attached parts, the perforations along line B—B provide a ready means for detachment. In this form of pad, the carbon and record sheets are inserted between the mailable sheets as in the other forms or they may be omitted and a single carbon sheet used.

As an incentive or excuse for using this time saving device for prompt and brief communications it is intended in all of the embodiments of the invention to have printed upon the face of the mailable sheets some qualifying phrase as shown in Fig. 1 to indicate their utility and purpose.

I have described in the preferred embodiment of the invention the mailable sheets

only as perforated and detachable from the stub. It will be understood, however, that the record sheets may also be perforated so as to be readily detachable from the stub  
5 for the purpose of filing.

It will be seen from the foregoing that I have provided a correspondence pad which may be used for writing in longhand short communications which may be as quickly  
10 written in that manner as taken down stenographically and typed. This, not only facilitates the progress of business in offices, but serves to relieve the business man or professional man from the mental strain  
15 arising through accumulation of work. Furthermore, it will afford, in many cases, a ready means of escape from the embarrassment of more lengthy communications. Thus, it is a much simpler matter and more  
20 economical to answer a communication as soon as it is read than to permit a large number of these to accumulate and to later dictate them to the stenographer and to subsequently be in attendance to sign them.

This correspondence device is provided with condensed letter-head data and some short statement indicating that the device is for brief immediate communication. Provision is made for keeping the record of the  
30 communication which may be very important, and if it is desired, an envelop may be associated with the correspondence sheet for the convenience of those who desire the advantages of a portable and complete  
35 means of communication as well as those who desire to effect the seclusion of their correspondence from office employees or other associates. A further advantage is that communication by such means may be  
40 considered to be more indicative of personal attention than that now conducted with machine-like formality.

Having thus described my invention, I claim as new and desire to secure by Letters  
45 Patent:—

1. A correspondence pad rectangular in shape comprising a plurality of easily detachable mailable sheets, each having an envelop portion integral therewith and adapted to be inserted between the flaps of the envelop and the body thereof, and record sheets between the mailable sheets bound in  
50

the pad adapted to record the communication written upon the mailable sheet, the free end edge of said record sheets being  
55 adjacent the inner end of the envelop portion and approximating in thickness that of the flaps of the envelop portion to equalize the thickness of the pad throughout.

2. A correspondence pad comprising a  
60 plurality of easily detachable mailable sheets, each having an envelop portion integral therewith and adapted to be inserted between the flaps of the envelop and the body thereof, record sheets bound in the  
65 pad between the mailable sheets, and carbon sheets between the mailable and record sheets, said carbon and record sheets being equal in length to the mailable sheets, their free lateral edges being adjacent the inner  
70 lateral end of the envelop portion, the combined thickness of said carbon and record sheets approximating the thickness of the flaps of the envelop portion so as to make the thickness of the pad uniform through-  
75 out.

3. A correspondence pad comprising a plurality of easily detachable mailable sheets and record sheets interposed therebetween, an envelop pocket connected with  
80 each mailable sheet and readily detachable therefrom, said mailable sheet being adapted to be inserted within the pocket without detaching the same therefrom to close the envelop and serve as a confidential com-  
85 munication.

4. A correspondence pad comprising duplicate mailable and record sheets, each mailing sheet having an envelop pocket extending therefrom and integral therewith  
90 and adapted to receive the mailable sheet therein without detachment therefrom, there being a weakened portion between the mailable sheet and the body of the envelop pocket whereby the sheet may be detached  
95 from the envelop for the purpose of filing.

Signed at New York, in the county of New York and State of New York, this 12th day of January, A. D. 1914.

WM. P. KENNEDY.

Witnesses:

FRANK M. ASHLEY,  
MINNIE S. MILLER.