Confederate Post Office Department

Postal Forms and Blanks Used by the CSA POD and some of their USPOD Equivalents



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Mike Ludeman September 2018

Monograph CSA-01(01)

Introduction

This ledger is a collection (or perhaps accumulation) of Post Office forms. When John H. Reagan accepted the position of Postmaster General of the Confederate Post Office Department (CSAPOD), he issued a call to all Southerners employed in various departments of the US Post Office Department (USPOD), inviting them to join his new department, and to bring with them examples of all Post Office Forms (or blanks), account books, and other documentation which would be necessary to operate an efficient Confederate Post Office Department.

Virtually all individual who were invited answered that call, and many brought with them examples of the many forms which they had used in their offices.

This ledger is an accumulation of these forms, most pasted or tacked to the ledger pages. There is no obvious order, and the USPOD forms and intermingled with their subsequent Confederate equivalent. In most instances, the only different in the original USPOD forms and those of the CSAPOD are the heading, the location of the Headquarters (Richmond versus Washington, DC), and the type face used, and some occasional spacing of the text.

These forms are arranged in no apparent order within this ledger. To facilitate the location of a form a series of PDF bookmarks were created for each page with a unique item. This set of bookmarks was then converted into a **Table of Contents** page which appears at the beginning of the final PDF file. Because many of the forms were in a printed rather than manuscript format, an attempt was made to convert the file to one that was OCR searchable, and there are some entries for which this worked. If the reader is interested in a particular type of form, it might be worth the attempt to search for a keyword, but do not be disappointed if there are no successful matches.

Please report any problems to the compiler at the address below

Mike Ludeman

Denton, TX
September 2018
mike@ludeman.net

POST OFFICE DEPARTMENT

BLANK FORMS AND PRINTED REGULATIONS

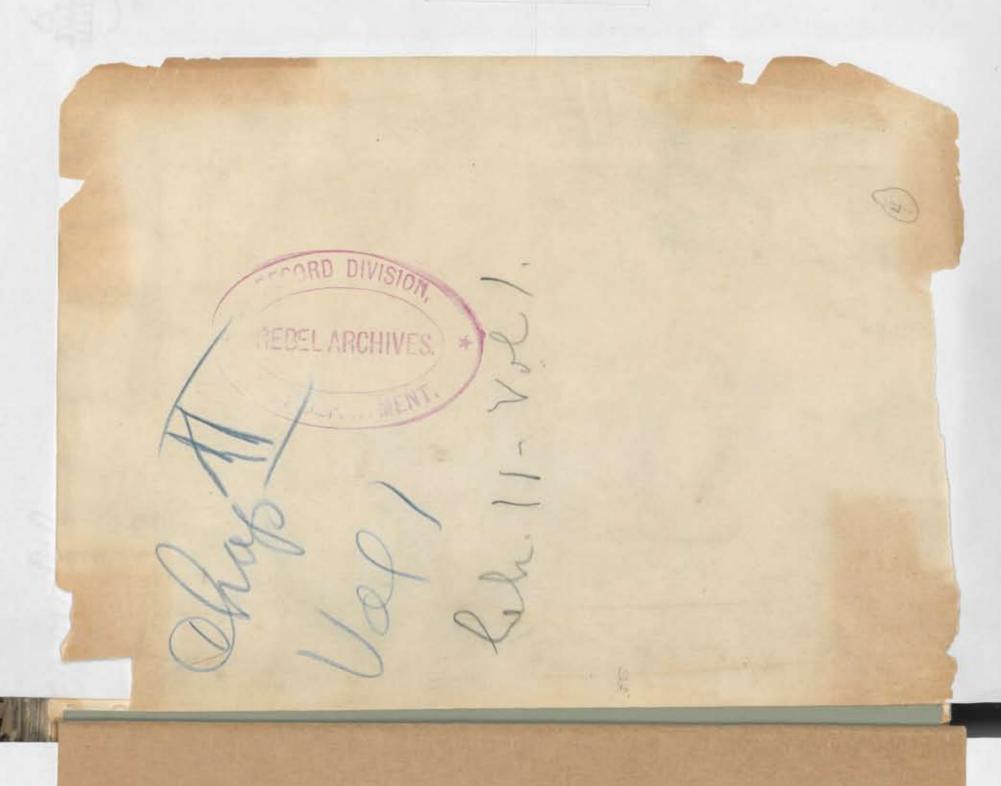
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State of

and the appointment

as postmaster

of thereof.

I have the honor to be, Very respectfully, Your obedient servant,

FIRST ASSISTANT POSTMASTER GENERAL

Hon.

Post Office Department,

APPOINTMENT OFFICE,

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Sip.

The Dostmaster General has ordered the ap-

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I have the honor to be, Very respectfully,

Your obelient servant,

FIRST ASSISTANT POSTMASTER GENERAL.

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		all planning				Memphis and Charleston Agents	
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Montgomery, Ala.		Montgomery, Ala,				Nashville.	
New Orleans.		Sex Orleans				Memphis.	
						Huntsville.	
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12	P. and Danville Agent. Danville.			1	Fro	From		Date.	REMARKS.
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三	Lynchburg.						Toledo.		
	Abingdon.						Detroit.		EDEL AROHINES
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	Chattanooga & Memphis Agents.						Milwaukie.	177	
	Memphis and Charleston Agents.	× -			100		Dubuque.	111	53/5
	Miss. Central Agents.						Galena.		
1	Chattanooga,						Burlington,		3
	Nashville.						Iowa City.	of day of	
	Memphis.		1 f					day o	
	Huntsville.						St. Louis.		
	Canton.							ledo	
	Jackson.						Total from Cleveland.	eland t To	
	New Orleans.						" rec'd at Toledo.	Left Cleveland Arrived at Toledo	

Received the above,

Received the above,

(Signature of Route Agent.)

(Signature of Route Agent-

(Signature of Local Agent, Toledo, for bags received.)

N. B.—Under the head of "Remarks" must be noted:
 Failures to make connections, with causes.
 Discrepancies between the number and description of bags entered, and the number and description of bags received.
 Irregularities, generally, of whatever nature, with their causes.

			in charge	Railway, this of	day of	
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			Canvas.	nsion Bridge.	DESTINATION.	REMARKS.
				- BANK		1 / 2 · · · · ·
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	Chicago, and	WAY	1		Toledo.	HERA THE STATE OF
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Married T. C.						
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			gived th	e above bags th	Annual Inc.	N. B.—Under the head of "Remarks" must be noted:
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					Local Agent, Detroit.	number received. 3. Irregularities generally, of whatever nature, with their ca

CAGO (ILL.) TO BURLINGTON (IOWA.)—Railroad. Account of Lock-mail Pouches conveyed

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in charge of Names of persons in charge, whether Roufe Agents or Baggage Masters. (Chicago to Burlington.) Despatched from Chicago by LABELLED FOR-DATE. (Local Mail Agent.) NAMES OF PERSONS TO WHOM D C. B. & Q. R. R. ü Aurora. I. C. R. R. via Mendota. Princeton. , at Galesburgh. Quincy. Quincy R. R. Peoria and Oquawka R. R. Keokuk, Iowa. day of Hannibal, Mo. Burlington. Arrive at Burlington Left Chicago

RECEIVED the above bags for Burlington.

SUSPENSION BRIDGE TO DETROIT.

BILL.

	EBMARKS. LAUGHLAND HON BRANK LOCK. Miss, Cent. Agent. Holly Springs. Canton. Jackson. Vicksburg. Natches. Natches. New Orleans. LABELLED— HEMARKS. Knoxville. Abingdon, Lynchburg. Petersburg. Richmond. Washington City. Baltimore. Philadelphia. New York. Boston.									
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					CHICAGO (I	LLINOIS)				
					BURLINGTO					

(No. 47 a,)	railroad to CHICAGO	NG.	Bags.	*	RI		L ARCHI	ES. *					Baggage "flent.)		
	BAGS despatched from MILWAUKEE on the railroad to CHICAGO, ties day of	LABELLED.	Chicago & M. R. R. New York.	Washington.	Philadelphia,	Albany.	Buffalo. Detroit, Chicago.	Kenosha, Baltimore,	Racine & Miss, R. R.		Received the above bags,		Route Agent.		
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	ay ofay of			M.	the undernen	Riceive			N. H. W.		(Route Agent, or Clerk in Past Office.)
The state of the s					ned 1	ü			N. W. L. V.	Baltimore. Philadelphia. New York.	
The state of the s				M. CONVAS fron	2	ü			N. V. V. V.	Baltimore. Philadelphia. New York. Boston.	
The state of the s		_18 ,nt	o'elock	M. RASS Fron Brass Lock. Lock.	the undermentioned mail bags, viz:	ü			N. V.	Baltimore. Philadelphia. New York.	
The state of the s		_18 ,nt		M. BASS Iron Reass Lock. Lock.	2	ü	Despai	tched fr	om Mon	Baltimore. Philadelphia. New York. Boston.	
		_18 ,nt	o'elock	M. RASS Fron Brass Lock. Lock.	2	ü	Despat	tched from	om Mon	Baltimore. Philadelphia. New York. Boston. Richm'd & Weld. Agent.	(Route Agent, or Clerk in Past Office.)
		_18 ,nt	o'elock	M. RASS Fron Brass Lock. Lock.	mail bags, wiz;	Route from Bristol to Richmond, Virginia		eft Mon		Baltimore. Philadelphia. New York. Boston. Richm'd & Weld. Agent. atgomery by (Route Agent, or Clerk in Post	(Route Agent, or Clerk in Past Office.)

ONTGOMERY W Out of the BIL

Bag Register.

Contract time of Arrival

Contract time of Departure

Day of Departure
Monthly Date

Number of Through and Way

Bags sent

P. M.

Day of Arrival

Monthly Date

Number of Through and Way

Bags received

P. M.

The Postmaster at the office of departure will fill up blank with the exact date of departure of the mail, and the number of bags, whether through or way, sent, and enclose blank by same mail directed to Postmaster at the other end of the route; who, on its receipt, will at once enter the exact date of arrival and number of bags, whether way or through, received, then transmit at once to the Inspection Office, Post Office Department.

This Register will not dispense with regular Registers, which should also be sent according to printed regulations.

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100		

Undered time of Arrival

(Infraed time of Departure

Number of Through and Way

lay of Departure

3K 3L

Number of Elevery's cost 19tog Horpe received Day of Assimi

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to refer to all has all to extract to that there all the scale of the seating A to all the product of the seat of

And from being at patients are at the block side, while it about the exact his time and a

ACCOUNT OF MAIL BAGS sent on the route to LOUISVILLE (Kentucky.)

NASHVILLE (Tenn.) day of , 185 .

P. M. Nashville.

m	Fro	m	Fro	m		om vilte,		Postmastens and Agents will sign their names opposite their offices in this column, in
Lock Malls.	Сылуан Видж	Lock Mails.	Canvas Bags.	Lock mails.	Canvas Bags.	Lock Mails.	LABELLED-	they have received all the mail bags sent if not, they will specially note the defi- ciency in this bill, and immediately notify the Department thereof by letter addressed to "Inspection Office."
s of th	e seve	ral per	csons in	i oharg	ge of 1	nails o	Madison. Hendersonville. Sandersville. Gallatin. Goodlettsville. Bowling Green. Russellville. Louisville. Saint Louis. Way.	STORY OF THE STORY

(Kentualiy.)	Ħ	THASHI	0.1	ol ol		State		AIL		
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P. M. Madellie.

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	Senimerille		H		N		
	Callatin		LOUISVILLE (KY.)		NASHVILLE (TENN.		
			LILY	TO	TLL		
		ľ	E (F		(TE	1	
	Humallyillia		CY		NN.)		
		ľ					

principal in charge of malls on the route;

(No. 7.)

SPECIAL TRANSPORTATION.

POST OFFICE DEPARTMENT.

	376
	Contractor on special Mail Route from S
	10
	The Dostmaster at
	ha been instructed to pay over to you or your order, on demand, at
	the end of each quarter, so long as you shall actually carry the mail on
11	said route, or until shall be otherwise directed, the nett proceeds of
2	postage collected at office , together with the amount of postage
13	prepaid by stamps sent therefrom, as shown by Account Current:
14.	not exceeding \$ per year, or \$ per quarter,

Gury the mail, according to the terms of your contract.

You are requested to make demand as soon as possible after the first day of the next quarter, and report to the Department every failure or refusal to pay, with the reasons therefor, whether given by the Postmaster or otherwise known to you. The quarters end on the 31st March, 30th June, 30th September, and 31st December.

after deducting any penalties you may have incurred for failures to

Very respectfully,

Your obedient servant,

* REDILATEUR

Bet Office Department

Dir

Pursuant to the 9th dectors of the "act to proude for the better organization of the Greatury, and for the collection, afthefing, transfer and diebursement of the public revenue," approved injust 6. 1846, you are hereby directed to pay over, at the ond of each week, to the apietant Treasurer of the United States int of the Post Office Department, the not present of the Post Office Department, the not present of the postage collected at your office during the week, taking duplicate certificates for each deposite and transmitting one of them, without delay, to this office.

Should other money's of the Department own into your hands, you will include them in the first weekly deposite after their seception.

Very Respectfully

Post Office Department, FINANCE OFFICE,

18 .

Sir: Your letter of

is received

Very respectfully, Your obedient servant,

THIED ASSISTANT POSTMASTER GENERAL.

. 181

Voir land of

Play wefrestfally, The Andiens connect.

Tems 'desired' Instanta 'Indiana.

(

(No. 34.)

Post Office Department,

FINANCE OFFICE,

10

Sir.

You have failed to comply with Section the following Regulations of 1859:

9

CHAPTER XIX.

Accounts and papers to be returned by postmasters.

SEC. 253. The accounts, and papers connected therewith, to be returned by postmasters to the Post Office Department, are of four classes, as follows:

- The Quarterly Account Current, accompanied by transcripts of mails sent and received, and of registered letters and newspapers.
- 2. The Commission Account, returned by offices at which the commissions and surplus emoluments of the post-masters exceed \$500 per quarter.
 - 3. The Emolument Account, exhibiting the postmasters' receipts from box rents, branch offices, &c.
- 4. The General Account Current, in which postmasters charge themselves with the postage balances due the United States, and all sums collected, or received on deposit on account of the Department.

SEC. 254. At the end of every quarter, which is on the last day of March, June, September, and December, every postmaster must make up his accounts, and forward transcripts of them to the Third Assistant Postmaster General. The originals must be filed by the postmaster with his general account, and will, like it, be held subject to inspection.

SEC. 255. In case of death, resignation, or removal of a postmaster, or discontinuance of an office; or in case of the giving of a new official bond in consequence of a change in the name of an office, the expiration of the term for which the postmaster may have been appointed, or otherwise, the accounts must be made up to the day (though it be not the end of the quarter) in which the office ceases to operate, or the new appointment, or the new bond, as the case may be, takes effect.

SEC. 256. Many postmasters have been in the habit of forwarding to the Department, contrary to regulation, their original accounts, keeping no simplicate or copy. This violation of rule cannot be permitted or overlooked. Transcripts or copies only must be sent, and the original accounts must be carefully preserved for inspection by any agent of the Department who may require it.

Sac. 255s. The Quarterly Account Current and all other official papers must be signed by the postmaster himself, unless necessarily absent or sick, in which case it may be signed as follows:

By C D , Assistant Postmaster.

The blank heading of the Account Current is to be filled up with the name of the office, its county, district, or parish, and State.

Sec. 257. The accounts of all postmasters are examined and adjusted by the Auditor as they are received, and the errors, if there he any, are carefully corrected, and the postmaster notified of such as increase, by as much as fifty cents, the balance due to the United States.

Pest, Office Papartment,

18

N. B.—The Postmaster will please ascertain, if practicable, from the writer of the accompanying letter (or otherwise,) and report (with the return of this receipt,) whether the person for whom it was intended actually resided or was only a temporary visiter within the delivery of the Post Office to which it was addressed, and to what cause his failure to receive the letter may be attributed.

N. B.—The Postmaster will please ascertain, if practicable, from the writer of the accompanying letter (or otherwise,) and report (with the return of this receipt,) whether the person for whom it was intended actually resided or was only a temporary visiter within the delivery of the Post Office to which it was addressed, and to what cause his failure to receive the letter may be attributed.

N. B.—The Postmaster will please ascertain, if practicable, from the writer of the accompanying letter (or otherwise,) and report (with the return of this receipt,) whether the person for whom it was intended actually resided or was only a temporary visiter within the delivery of the Post Office to which it was addressed, and to what cause his failure to receive the letter may be attributed.

N. B.—The Postmaster will please ascertain, if practicable, from the writer of the accompanying letter (or otherwise,) and report (with the return of this receipt,) whether the person for whom it was intended ACTUALLY resided or was only a temporary VISITER within the delivery of the Post Office to which it was addressed, and to what cause his failure to receive the letter may be attributed.

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to the starting and report (with the return of the restore) whether the grant of the restore (with the return of the restore) whether the grant of the restore (which is return of the restore) whether the grant of the restore the print of the start of t

RECEIPT WARRANT NO.

Post Office Department.

To the Treasurer of the United States :

This shall be your WARRANT for carrying into the Treasury the sum of

dollars

cents deposited to your credit, for the

service of the POST OFFICE DEPARTMENT, in the

184

1

Registered and charged,

Suditor P. O. Department.

Postmaster General.

RECEIPT WARRANT NO.

Post Office Department.

To the Treasurer of the United States:

This shall be your WARRANT for carrying into the Treasury the sam of

tollars

cents deposited to your credit, for the

service of the POST OFFICE DEPARTMENT, in the

8 ...

Registered and churged.

184

Auditor P. O. Department.

Postmaster General

RECEIPT WARRANT NO.

Post Office Department.

To the Treasurer of the United States:

This shall be your WARRANT for carrying into the Treasury the sum of

dollars

cents deposited to your credit, for the

service of the POST OFFICE DEPARTMENT, in the

8

Registered and charged.

Anditor P. O. Department.

Postmaster General.

184

Payt Office Department. To the Treasurer of the United States :

Received the amount of the within WARRANT into the TREASURY OF THE UNITED STATES.

wants deposited to your evedit, for the

SHOW THE POST OFFICE DEPARTMENT, N. C.

Treasurer.

Past Office Department.

Received the amount of the within WARRANT into the TREASURY OF THE UNITED STATES.

184

will not allowed to your expedit, the time

com's depictive to your reads, for the

15%

Treasurer,

OR THE PROPERTY NO.

Post Office Department,

Received the amount of the within WARRANT into the TREASURY OF THE UNITED STATES.

184

Acres P. O. Depressed

Treasurer.

Post Office Department.

CONTRACT OFFICE.

SIR:

The Postmaster General has appointed Mr. a Mail Messenger, to convey the Mails between your office and the at S per annum, but not to exceed the net proceeds of the office (including postage on letters and papers sent prepaid by stamps, as well as in money.)

You will see that he takes the oath required by law, and will give him the necessary instructions in the performance of his duties.

You will pay him at the above rate out of the proceeds of your office, deducting for all lost trips; and will take his receipts for the sums paid, and forward them, quarterly, to the Auditor, as vouchers for your credit.

Report the date of his commencement of the service: also, all failures and irregularities in its performance.

> Respectfully, Your obedient servant,

> > Second Assistant Postmaster General.

To Postmaster of

POST CERICE DEPARTMENT,

CONTRACT OFFICE,

185 .

Best possible image

Your application for leave to transfer the contract for route No.

to M having been received and considered, the Destmaster General consents to accept as Contractor on said route in your stead, from 185, whenever shall return to the Department a contract duly executed with approved sureties, as required by law.

Blank forms of Contract will be sent for execution.

Respectfully,

Your obedient servant,

Second Assistant Postmaster General.

To M



CONTRACT OFFICE.

Washington,

186 .

Sir.

The Dostmaster General accepts you as Contractor on route eNo.

lieu of M , whenever you shall return to the Department a contract duly executed, with approved sureties, to take effect from the

Blank contracts for that purpose will be forwarded to the Postmaster at your post office, which you will please, when properly executed, see are returned to the department without delay.

No payment can be made to you, until Contracts are executed, and on file in this and the Auditor's Office.

Respectfully, Se., Se.,

Best possible image.

The street of the same of the same of

is another hard described with approved weather to

Think water for that perfer will be fremanted to the

the st year for office, which you will please when frefitty

the same are returned to the definitioned without delay

the in this and the Author's Office

Respectfully Some

U. S. Post Office Department,

CONTRACT OFFICE,

Washington, _____186 .

SIR:

The POSTMASTER GENERAL has accepted

as Contractor on Route No.

from

to

in lieu of

, whenever

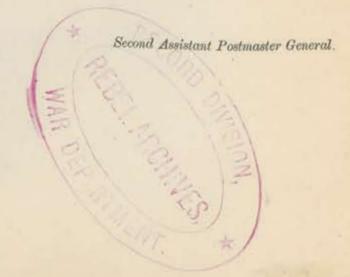
shall return to the Department a contract duly executed, with approved sureties, to take effect from the day of 186 .

Report as to the date of

commencement of service.

Respectfully, &c., &c.,

To the POSTMASTER at



Confederate States of America.

POST OFFICE DEPARTMENT.

CONTRACT BUREAU.

Montgomery, Ala.,

136

Sir:

By authority of the Bostmaster General, you are desired to rive answer to the underwritten inquiry; by writing it opposite thereto, and returning this sheet, containing such answer, signed and dated, without delay.

Respectfully;

Chief of the Contract Bureau,

To

1

ANSWER OF

INQUIRY OF THE CHIEF OF THE CONTRACT BUREAU.

On what role is your office situates and what office are the termini of the

Brown many briges pour much our partoner?

When does he reside?

" what is charaction of the more book!

Afther is the amount of the person pay

POST OFFICE DEPARTMENT,

Postmaster

[No. 10.]

Confederate States of America.

POST OFFICE DEPARTMENT,

CONTRACT BUREAU.

Montgomery, Ala.,

186

SIR:

The following is the schedule of departures and arrivals of the mail on Route No. ordered by the Postmaster General:

LEAVE

ARRIVE AT

LEAVE

 $A_{\rm RRIVE\ AT}$

Fines will be imposed for all failures to convey the mail in the time above prescribed.

**Inless satisfactorily explained, with proper proof. Copies of this schedule are furnished to the Postmasters at the ends of the route, who are required to report all failures and irregularities in the Performance of the service.

**Respectfully*,

Chief of the Contract Bureau.

To Mr.

Contractor

[No. 10a.]

Confederate States of America.

POST OFFICE DEPARTMENT,

CONTRACT BUREAU.

Montyomery, Ola.,

186

SIR:

No.

The following is the Schedule of departures and arrivals of the mail on Route, ordered by the Postmaster General:

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

 $L_{\rm EAVE}$

ARRIVE AT

LEIVE

ARRIVE AT



Fines will be imposed for all failures to convey the mail in the time above prescribed, unless entisfactority explained, with proper proof. Copies of this schedule are furnished to the Postmasters at the termini of the route, who are required to expact recry failure.

Respectfully,

Chief of the Contract Bureau.

To Mr.

Contractor.

WASHINGTON,

185 .

SIR:

The following is the Schedule for Route No.

on which

the Contractor:

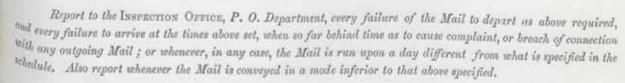
 $L_{\rm EAVE}$

ARRIVE AT

LEAVE

ARRIVE AT

Mode of Conveyance,



Me Registers of arrival and departure of Mail must be sent to the Inspection Office.

Respectfully, &c., &c.,

Second Assistant Postmaster General.

To the Postmaster at

Best possible image.

POST OFFICE DEPARTMENT,

[No. 11a.]

Confederate States of America.

POST OFFICE DEPARTMENT,

CONTRACT BUREAU.

Montgomery, Ala.,_

186

SIR:

The following is the Schedule of departures and arrivals of the mails on Route

No. the Contractor:

of which

LRAVE

ARRIVE AT

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

Mode of Conveyance.

he port to the INSPECTION OFFICE, P. O. Department, every failure of the mail to depart as above required, and every failure to act in any one set, when so far behind time as to cause complaint, or breach of connection with any out-going mail; or, whenever and ease, the mail is run upon a day different from what is specified in the schedule. Also report whenever the mail is conceyed in a inferior to that above specified.

Registers of arrival and departure of the small must be sent to the Inspection Office.

Respectfully,

To the Postmaster at

Chief of the Contract Bureau.

[No. 12.]

Confederate States of America.

POST OFFICE DEPARTMENT,

CONTRACT BUREAU.

Montgomery, Ala.,

186

81R:

A change of schedule of the departure and arrival of the mail is desired on Route

, on which

contractor , because



Annexed is a blank, which the Postmaster General requests you to fill up with such days and hours as will preserve the proper connection with other routes, and return it to me, verified by your own signature, and also the signature of the Postmaster at the other end of the route, and of the Contractor . Or, if they, or either of them, after proper consultation, shall not agree with you as to a schedule, let the reasons be given.

The service is

Be careful to allow no more than

hours running time each way.

Respectfully,

Chief of the Contract Bureau.

SCHEDULE.

The undersigned Postmasters and Contractor recommend the following departures and stravals on mail Route No. . State of

LEAVE

ARRIVE AT

LEIVE

ARRIVE AT

P. M. at

P. M. at

Contractor.

Dizzed

(No. 13.)

REGULATIONS

RESPECTING CHANGES IN THE SCHEDULES OF DEPARTURES AND ARRIVALS.

1. Application cannot be granted without the assent of the Postmasters at the ends of the Route, excepting in cases of manifest necessity.

2. Or, unless agreed to by the Contractor, except in cases where the propriety of the change is clearly shown.

3. It cannot be granted if more running time is asked than is given in the contract schedules.

4. Or, if it breaks connection with any other Route.

5. Or, if it puts the Mail on a wrong day for the Newspapers circulated over the Route.

6. Or, if it prevents or lessens any other special accommodation to the public.

7. Or, if it fails to show a good reason for the change.

8. Or, if the contracts be not executed and on file in the department.

POST OFFICE DEPARTMENT.

CONTRACT OFFICE,

WASHINGTON

, 185 .

SIR:

The application for change of the schedule of departures and arrivals on Route No. is declined, under the section of the foregoing regulations.

By authority of the Postmaster General:

Respectfully, &c., &c.,

SECOND ASSISTANT POSTMASTER GENERAL.

CONTRACT OFFICE,

WASHINGTON,

185 .

SIR:

The Postmaster General requires that the annexed blanks be correctly filled, signed and returned to this office, before your application to transfer the contract for route No.

can be considered.

Respectfully,

Your obedient servant,

Second Assistant Postmaster General.

Mr.

Contractor

Best possible image.

	from to	
miles	times per week.	
	16.15	
To the Postmaster Ge	NERAL:	- DEL ARCHIVES
Sir:		O DE PROPERTY
I request that th	e contract for the above Route and serv	ice be transferred to and
made with	of	
ih lieu of myself, to to	ake effect from	No. 1
		Contractor.
Dated at	State of	185 .
SIR:		
I agree to take t	he contract for the above named Route ar	d service, as proposed by
MIT.	and will engage to perform the with sureties, as required by law.	service required thereon,
MIT.	and will engage to perform the	service required thereon,
MIT.	and will engage to perform the	e service required thereon,
and execute contracts	and will engage to perform the with sureties, as required by law.	

Postmaster at

WASHINGTON,

185 .

The following is the Schedule for Route No.

on which

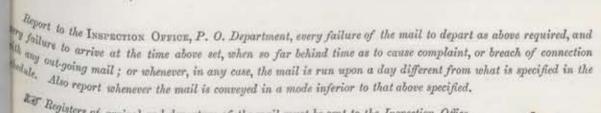
the Contractor:

BAVE

PRIVE AT

ARRIVE AT

ODE OF CONVEYANCE,



Registers of arrival and departure of the mail must be sent to the Inspection Office.

Respectfully, &c., &c.,

Second Assistant Postmaster General.

to the Postmaster at

(No. 11 a.)

Post Office Department,

CONTRACT OFFICE,

WASHINGTON,

185 .

SIR:

The following is the Schedule of departures and arrivals of the mails on Route No. , of which the Contractor:

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

Mode of Conveyance,

Report to the Inspection Office, P. O. Department, every failure of the mail to depart as above required, and thery failure to arrive at the time above set, when so far behind time as to couse complaint, or breach of connection with any out-going mail; or whenever, in any case, the mail is run upon a day different from what is specified in the schedule. Also report whenever the mail is conveyed in a mode inferior to that above specified.

Registers of arrival and departure of the mail must be sent to the Inspection Office.

Respectfully, &c., &c.,

Second Assistant Postmaster General.

To the Postmaster at

Post Office Department,

CONTRACT OFFICE,

WASHINGTON,

, 185 .

SIR:

The POSTMASTER GENERAL has ordered a change of site of the Post Office at , in the County of

State of

and appointed

Best possible image.

, Postmaster.

You will visit said office at its new location with the mail regularly, both going and returning, on Route No. from to

, to

Respectfully, &c., &c.

Second Assistant Postmaster General.

Contractor.

with recent for the color of the following recent of the cold facility of the color for scale and fall to pulse at yould

. der .

Wanterpart,

The Poststanta Grantan has ordered a change of the Post Office at and . and

Detalogga Imn

Fortmenter.

You will wish said office at the new location with the said regularly, both going standing, on Route No. from

Hasportfully, fig. for,

Second Andreast Protection Control

reduction).

(No. 18.)

Post Office Department,

CONTRACT OFFICE,

Washington, 18

SIR:

The Postmaster General has changed the name of the Post Office hitherto called , in the County of

, and State of

to

, and appointed

Postmaster.

It is on mail route No.

from

to

Respectfully, &c., &c.,

SECOND ASSISTANT POSTMASTER GENERAL

Best possible image.

(No. 19.)

Post Office Department,

Washington, 185

SIR:

The POSTMASTER GENERAL has discontinued the Post Office at

in the county of

, and State of

You will cease to visit it with the mail on your Route No.

Respectfully, &c., &c.,

Second Assistant Postmaster General.



To Mr.

Contractor.

Best Office Department,

The Postmaryan Cananas has changed the name of the Post Office hitherto

in since pine,

patrioqui bar .

north south 15ch at the fire of

Respectfully, &c., &c.,

Door Security Consess Steam

(No. 22.)

POST OFFICE DEPARTMENT,

CONTRACT OFFICE,

WASHINGTON,

185 .

By direction of the POSTMASTER GENERAL the enclosed contracts for conveying the mail are atrusted to you to be signed by

, the contractor therein named, and two sureties.

You are requested to present them to the parties IMMEDIATELY, and see-

1st. That the names of the sureties are correctly inserted in each of the two blank spaces left the purpose.

2d. That the contracts are signed by each of the parties, the contractor to sign first and Posite the upper seal and the date of signing (day, month, and year) be written against each Shature on the right of the seals.

3d. That the signatures be witnessed by one or more persons, on the left of the signatures.

4th. After making particular inquiry as to the entire sufficiency of the sureties, and satisfying stelf fully on that point, you will sign the certificate, in your official capacity, and as under outh of office.

You will permit no erasure or alteration whatever on the contracts or the schedule; nor suffer addition to be made, except the insertion of the sureties' names; and will see that the signatures with the names of the parties as written in the body of the contracts. You will also be that the sureties sign on the same day, or after the contractor, never on a prior day.

Both contracts, with the schedules, are to be returned to this office without delay; one to be filed the office of the Auditor, and the other to be retained in the Department, agreeably to law. they are received, executed correctly in every respect, a copy will be sent to the contractor the be requested.

48 no payments can be made until the two contracts are executed and in the possession of the Partment, the interests of the contractor as well as your duty as an officer of the government, hand of you careful and prompt attention to these requirements.

If the contracts are not executed within ten days of their receipt, you will report that fact to office, and the cause of delay.

Respectfully, &c., &c.,

Second Assistant Postmaster General.

simuster at

Best possible image

[No. 24]

Confederate States of America.

POST OFFICE DEPARTMENT.

CONTRACT BUREAU.

Montgomery, Ala.,

181

SIRE

By direction of the Postmaster General, blank contracts were sent to you on the to be executed by

tontractor therein named, and two sureties, for conveying the mails on route No.

You are requested to see that they are immediately executed, in strict compliance with the instructions which accompanied the contracts, and returned to this office, or state why they are delayed.

Respectfully,

CHIEF OF THE CONTRACT BUREAU.

To the Postmaster at

Washington, 186 .

SIR:

The Postmaster General orders that the service on Route No.

from

to



This order is to take effect

Respectfully, &c., &c.,

Second Assistant Postmaster General.

Mr

Contractor

Best possible image.

U. S. Post Office Department,

(No. 27.)

CONTRACT OFFICE,

WASHINGTON,

186 ..

, and

Sip.

The Contractor on Route No.

, has been instructed, in pursuance of

an order of the Postmaster General, to



The order is to take effect you will report the date when it is complied with.

Respectfully, So, So.,

Second Assistant Postmaster General.

To Postmaster at

Best possible image.

[No. 29.]

Confederate States of America.

POST OFFICE DEPARTMENT.

CONTRACT BUREAU.

Montgomery, Ala.,

186

SIR:

Herewith is transmitted a copy of your contract for transporting the mail on route No.

Respectfully, your obedient servant,

CHIEF OF THE CONTRACT BUREAU.

 M_{r}



CONTRACT BUREAU.

Montyomery, Ala.,

Sin:

Herewith is transmitted a copy of your contract for transporting the mail on route No

Respectfully, your obedient servant,

CHIEF OF THE CONTRACT BUREAU.

Mr.

(No. 31.)

U. S. Post Office Department,

CONTRACT OFFICE,

Washington, ______ 186 . -

SIR:

The Dostmaster General has made an order authorizing the "Auditor of the Treasury for the Dost Office Department" to adjust the account for service performed by

in carrying the mails of the United States

The Auditor will, according to law and in due course of business, report the amount payable, which will then be remitted with-out unnecessary delay.

Respectfully, So., So.,

Second Assistant Postmaster General.

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Annal Scient Persons Street

Confederate States of America.

POST OFFICE DEPARTMENT.

CONTRACT BUREAU.

Montgomery, Ala.,

196

SIR:

The Postmaster General, requests you to insert the enclosed advertisement, dated , inviting proposals for conveying the mails

week for

successive weeks, in the

Provided it can be done for a sum not exceeding

Let it appear in the first number issued after the receipt hereof, which number you will please transmit to the Contract Bureau as soon as published. When the entire publication is completed, tate an account against the Confederate States, and forward it, with one copy of each paper containing the advertisement, as evidence of the publication, to the Auditor of the Treasury for the Post Office Department, by whom payment will be made.

Respectfully,

CHIEF OF THE CONTRACT BUREAU.

Proprietor of the

The paper mentioned be discontinued, merged in another establishment, or the name changed, suspend the publication, report the facts to the Department, and await instructions.

Confederate States of America.

POST OFFICE DEPARTMENT.

CONTRACT BUREAU.

Montgomery, Ala.,

190

SIR

The Contracts for Route No.

returned by you, are imperfectly executed.



which you will please to have done; and then return them to the Department under cover.

CHIEF OF THE CONTRACT BUREAU.

POST OFFICE DEPARTMENT, CONTRACT OFFICE,

Washington, 185 .

SIR:

The Postmaster General has ordered that a contract be made with you for carrying the mail on route No.

and back,

times a week.

You will please put the service into operation as soon as practicable.

Blank contracts will be sent to the Postmaster at your place of residence to be executed by yourself and sureties.

Respectfully, &c., &c.,

Second Assistant Postmaster General.

POST OFFICE DEPARTMENT,

CONTRACT OFFCE,

SIR:

The POSTMASTER GENERAL has ordered that a contract be made with

of

for conveying the mail on Route No.

times

a week,

and back,

Report the date of commencement of service.

Respectfully, &c., &c.,

SECOND ASSISTANT POSTMASTER GENERAL.

Postmaster

d. S. Post Office Department,

CONTRACT OFFICE,

WASHINGTON.

186 .

SIR .

By order of the Postmaster General, your office is to be supplied with the mail a week, or oftener, from , or any

"ther office that will best accommodate its patrons.

The expense of so supplying it is to be defrayed wholly out of the net proceeds of postage collected at your office, including postage on letters and papers sent prepaid by dollars a year, dollars a quarter; the surplus, if any, to be retained, subject

the order of the Department.

Employ a suitable person to perform this service, and at the close of each quarter you mill report to the Auditor for the Post Office Department, the amount of the net proceeds of your office, as shown by your account current; and also the amount of postage on letters and from the office, which were prepaid by stamps. The amount of net proceeds you will pay to the carrier at once, taking care not to exceed the limit above mentioned, and howard his receipt as a voucher to entitle you to the credit for the amount so paid. A countract is not required to be executed by the carrier.

The quarters expire on the last days of March, June, September, and December.

Respectfully, your obedient servant.

Second Assistant Postmaster General

POSTMASTER at

(No. 1.)

POST OFFICE DEPARTMENT,

CONTRACT OFFICE,

185 .

IR:

You are hereby authorized and instructed, by order of the Postmaster General, to engage *suitable person to convey the mails from the

to your office and from your office to the

* frequently as the public service requires.

In no instance will it be allowed to give more than the net proceeds of the office; (which include postage on letters and papers sent prepaid in money and by stamps,) nor more than a fair and reasonable compensation for the service; nor more than the lowest amount offered for the performance.

Advertise for proposals, by public notice or otherwise, so as best to draw general sention, but without expense to the Department, and report the names of all that offer, the amount and number of weekly trips proposed by each. Put the service in Pration.

Respectfully,

Your obedient servant,

Second Assistant Postmaster General.

to the Postmaster of

* REBLINCHIVES *

Post Ollies Depurement,

WASHINGTON.

185 .

Best possible image

SIR:

The distance of your office relieving the Contractors from the duty of delivering the mails into it, and devolving the expense of such service on the Department, the Postmaster General authorizes and instructs you to advertise by public notice or otherwise, so as best to draw general attention, but without expense to the United States, for proposals to carry the mails between your office and the

(No. L.)

 88 often as the public interest requires, and forward all proposals received to this $0_{\hbox{\rm Mice.}}$

No more than the net proceeds of your office can be allowed, (which includes postage on letters and papers sent prepaid in money, stamps, and stamped envelopes,) nor more than a fair and reasonable compensation for the service.

If necessary, employ the lowest bidder until further instructed by the Department; see that he takes the oath required by law, and report the date of his commencement of service.

Postmasters and assistants cannot be employed in the conveyance of the mail, n_{0p} any person under the age of sixteen years.

Respectfully, &c., &c.,

Second Assistant Postmaster General.

 $P_{0stmaster}$

MAR DEPARTM

OFFICE DEPARTMENT,

Office Department,

APPOINTMENT OFFICE,

. 185 .

SIR.

The POSTMASTER GENERAL has appointed you POSTMASTER at State of

in which

capacity you will be authorized to act upon complying with the following requirements: 1st. To execute the enclosed bond, and cause it to be executed by two sufficient sureties, in the presence of suitable witnesses; and the sufficiency of the sureties, and their oath or affirmation, to be certified by a qualified magistrate.

2d. To take and subscribe the oath or affirmation of office enclosed, before a magistrate, who will certify the same, and deposit them in the mail, under an envelope, addressed to me.

After the receipt, at this Department, of your bond and qualification, duly executed and certi-After the receipt, at this Department, or your bond and the approval of the same by the Postmaster General, a commission will, in due course of hisiness, be sent to you.

You will then be entitled to enter upon the duties of the office, and to take charge of the public Property belonging to the Post Office aforesaid, such as desks, cases, boxes, tables of the Post Office, and instructions, mail keys, blanks, letters and papers on hand, and stationery.

If you accept the appointment, the bond and oath must be executed and returned without blay. If you decline, notice thereof should be immediately given to this office.

It will be your duty to continue in the charge of the office, either personally or by assistant, butil you are relieved from it by the consent of the Department, which will be signified by the discontinuance of your office, or the appointment of your successor.

Respectfully,

Your obedient servant,

First Assistant Postmaster General.

N. B .- The quarters expire on the 31st of March, 30th June, 30th September, and 31st December. Accounts must be rendered N. B.—The quarters expect of the duarter within two days after its close.

Postmasters are not authorized to give credit for postage. Want of funds, therefore, is no excuse for failure of payment. A postmaster must not change the name by which his office is designated on the books of the Department, without the order the Postmaster General.

Be careful in mailing letters and transient newspapers, to post-mark each one, in all cases, with the name of your office and and in all communications to the Department, to embrace the date, the name of your Post Office, county, (or district,) and

In stamping letters, great care should be observed to render the impression distinct and legible.

186 .

Sip.

The Postmaster General has discontinued the Post Office at

County of _

and State of

On the receipt of this, you

will transfer all the articles of Post Office property in your possession (money excepted) to the nearest Post Office, and take the Post-

master's receipt for the same, which you will send to the Auditor

I the Treasury for this Department. It will become the duty of

the newest Dostmaster to open the packets, and distribute all that may

wive addressed to your office.

Respectfully, Your obedient servant,

First Assistant Postmaster General.

Lostmaster.

Best possible image.

(CIRCULAR No. 2.)

Post Office Department,

APPOINTMENT OFFICE,

186

Sin.

The POSTMASTER GENERAL has this day discontinued the Post Office of in the County of

and State of

on account of

EBEL APCH YES

The Postmaster of the most convenient office to the foregoing is required by the Postmaster General to obtain the public property belonging to the late post office of such as mail-keys.

belts, desks, books, stationery, &c., and to transmit the keys and books to this Department, addressed to this Office; also to direct the mail contractor, or the carrier, to omit upplying said office with the mail.

He is furthermore requested to make known to the people interested in the office cause, as above stated, of its discontinuance; and it becomes the duty of such Post-likely to open, deliver, and account for, the mails addressed to the late office.

His doings in the premises he is required to report with all convenient despatch, under address to me.

This letter, sir, is sent to you, under a belief that you are the most convenient Postmaster to the office above named. If you are not, be pleased to forward it, without delay,
to the Postmaster who is, who will perform the duties above required.

Very respectfully,

Your obedient servant,

First Assistant Postmaster General.

Postmuster

ADDRESS TEXTS TRACKS

(No. 4.)



Post Office Department, APPOINTMENT OFFICE,

18

SIR: The POSTMASTER GENERAL has changed the name of your Post Office from

in the county of

and State of

; by which name only will it be hereafter officially known.

You will be careful, in correspondence from your office, especially with the Departheht, to designate your office by its official name only; and in the date of your comhunications to the Department, to insert the name of your county, and the initials of your
State, as well as the name of your office.

You will have the enclosed bond properly executed, with two sufficient sureties. When received here and approved, a new commission will be sent to you.

Very respectfully, your obedient servant,

First Assistant Postmaster General.

POSTMASTER

Sin:

A proper regard to the economical and efficient administration of this De-Partment forbids the multiplication of Post Offices within short distances of each other, or at points not directly on mail routes. In the former cases, it has been found that the revenues of the service are not generally increased, nor the public con-

Post Office Department,

APPOINTMENT OFFICE,

18 .

The Postmaster General is therefore constrained to decide against the appliin the county of

and the appointment of

Very respectfully,

Your obedient servant,

Second Assistant Postmaster General.

benience promoted, as expected. In the other case, where the travel of the mail is increased, the expense almost invariably exceeds the proceeds of the new office.

cation for a post office at and State of

as Postmaster, because

Balance brought down......

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DATE. 185 ,	FROM WHOM RECEIVED.			LEATE	TER POU	CHES.			CANV	AS POU	CHES.		н	LEATHE DESE BA	R GS.	CANVA	S HORSE	BAGS.	CA	NVAS B.	AGS.	MAIL I	LOCK
	Office.	State.	No. 1.	No. 2.	No. 3.	No. 4.	No 5.	No. L	No. 2.	No. 3.	No. 4.	No. 5.	No. 1.	No. 2.	No. 3.	No. 1.	No. 2.	No. 3.	No. 1.	No. 2.	No. 3.	Prass.	In
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Best possible image.

CONFEDERATE STATES OF AMERICA, Office of the Zuditor of the Treasury for the P. O. Department, RICHMOND, 1861.

I have to report to you that I have completed the examination of the Quarterly Returns of Postmaters for the quarter ending

and estimated to contain

I have personally examined the additions and other calculations in said Returns, and wherever found Tropeous have made the proper corrections in red ink. I have submitted for revision and decision, according to the laws and regulations of the Department, all vouchers of Contingent, Miscellaneous or ther expenses. I have reported to you in writing all cases in which Returns have been found defective form, and I now subjoin an acknowledgment of the clerk who registers the accounts for the said betion that the same have been duly delivered to him.

I am, respectfully,

Examining Clerk.

AUDITOR'S OFFICE, P. O. D.

1861.

I hereby acknowledge that I have duly received, and in proper form, the accounts above mentioned.

To

Register.

Esq.

Principal Clerk on Postmasters' Quarterly Returns.

Attested, and submitted to the Auditor:

Principal Clerk.

Auditor of the Treasury for the Post Office Department.

CONFIDERATE STATES OF AMERICA,

Office of the Auditor of the Trussery for the D. D. Department,

1861

Euroesco

to report to you dot I have completed the examination of the Questorly Delayer of North

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I am respectfully

Zennining Care.

AUDITORS OFFICE, IN O. D.

188

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Principal Clerk on Postmenties' Quarterly Mouron.

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Principal Civils

James of the Training for the Past Office Department.



REGULATIONS.

Fach Examining Clerk will make his report according to the form on the preceding page, and with acknowledgment of the proper Register subscribed, on the fifth day of the second quarter following the quarter to which the accounts appertain, and the Principal Clerk is expected to deliver such report to the Auditor on the next day.

Office of the Inditor of the Treasury for the Post Office Department,

1861.

The foregoing Form and Regulations having been submitted to the Secretary of the Treasury and Postmaster General, and been approved by them, will be used and observed by the Clerks of the Examining Division of this office from and after this date.

BOLLING BAKER,

Auditor.

REGULATIONS.

If Familians Clerk will make his report according to the form on the preceding page, and with now believed of the proper Heybrid schoolsbed, on the fifth day of the second quarter following for its which the second quarter following the its which the second appearate, and the Principal Clerk is expected to deliver such report below on the part that.

Office at the Andrier of the Transmin for the Post Stier Fepretmint,

1861.

or forceoing Phane and Hogolations having been submitted to the Sometary of the Tremery and the Green to the state of the approved by them, will be used and observed by the Cherks of the log Division of the office from and after this date.

HOLLING BAKER,

CONFEDERATE STATES OF AMERICA.

Office of the Auditor of the Treasury for the P. O. Department,

RICHMOND, VA.

1861.

I have to report to you that I have completed the Registry of the Quarterly Returns of PostSection No. , embracing the States of

and estimated to contain

accounts.

I have reported to you in writing every instance in which the examination of any of the said Returns, and allowances made therein, appeared to me to be inaccurate or improper; I have been careful to fix exhibit the period of each return; to enter in the proper columns the debits and credits of every find. I have noted all cases in which a Postmaster has received a new appointment and given a new hald and made corresponding entries of the accounts when so rendered. I have made all the necessary legistions and recapitulations, proving the same; and subjoin an acknowledgment of the proper Book-legist that my Register has been duly delivered to him.

I am, respectfully,

Register.

Principal Clerk on Registry of Accounts.

I hereby acknowledge that I have duly received, and in proper form, the Register of Accounts above

Bookkeeper.

Attested and submitted to the Auditor:

Principal Clerk.

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REGULATION.

Each Register will make his report according to the form on the preceding page, on the twentieth of the second quarter following the quarter to which the returns appertain, and the Principal Clerk expected to deliver such report to the Auditor on the next day.

Office of the Auditor of the Treasury

for the Postoffice Department,

RICHMOND,

1861.

The foregoing Form and Regulations having been submitted to the Secretary of the Treasury and Postumaster General, and approved by them, will be used and observed by the Clerks of the Register's of this office, from and after this date.

BOLLING BAKER,

Anditor.

REGULATION.

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MARKAT DAILLION

CONFEDERATE STATES OF AMERICA,

Office of the Souditor of the Treasury for the P. O. Department,

RICHMOND, VA.

1861.

I have to report that I have completed all the entries in the Ledgers of Postmasters' Accounts the quarter ending 186 , for Section No. embracing the

and estimated to contain

accounts.

The entries therein, of every kind, have been applied to their appropriate accounts, and then careby compared by me, in conjunction with Mr.

I am, respectfully,

REBEL APCHIVES,

Bookkeeper.

Principal Bookkeeper.

Respectfully submitted to the Auditor:

Principal Bookheeper.

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Committee regard that I have another all the entities in the Landson at Particular Accounts Accounts to the Committee of the

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Principal Manhager

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DECITE ASSTORS

REGULATIONS.

Ist. Each Bookkeeper will make his report according to the form on the preceding page, on the day of the second quarter following the quarter to which the postings appertain.

2nd. Each Bookkeeper will furnish a list of balances of such present Postmasters' Accounts in the little appear more than one quarter's postage due, for the quarters ending 30th September and March, in each year.

The foregoing Form and Regulations having been submitted to the Secretary of the Treasury and Postmaster General, and approved by them, will be used and observed by the Bookkeepers of this from and after this date.

BOLLING BAKER,

Auditor.

 T_0

Postmaster at

Sun

A Contract, for supplying the office of

185 , to June 30, 185 , with the special mail from having been duly executed by

he is, thereby, entitled to the compensation of \$ a year, or \$ a quarter: provided the nett

Proceeds of the office supplied, together with the amount of postage prepaid by stamps sent therefrom, will yield

**Efficient for that purpose.

He has been authorized to demand and receive from the Postmaster of office aforesaid, at the end of each burder, so long as he shall actually earry said mail, or until he shall be otherwise directed, the nett proceeds of said the as above specified and limited. The quarters end on the 31st March, 30th June, 30th September, and 31st becomber.

At the close of each quarter, you will, at once, pay to Mr.

| bounds, limited as above, collected at your office; taking two receipts; one of which you will forward, by the next wall, not in your quarterly return, but in a letter, addressed "to the Auditor for the Post Office Department." In the letter enclosing the receipt, you should report the amount of postage, if any, on letters prepaid by stamps sent from your office for the quarter; for which amount, or so much thereof as may be necessary, to pay the contractor, will be furnished with a draft at the close of each fiscal year.

When demand is made of you, as herein prescribed, it is expected that you will make instant payment, and the contractor is instructed to report, forthwith, to the Department every refusal or failure on your part.

You are required, within two days after the close of each quarter, to forward your quarterly account to this partment, or, if there be no mail from your office within that time, then by the next mail.

By having your accounts of mails sent and mails received copied beforehand up to the last day, you can fluish copies, make the calculations, and have them ready to be forwarded in a few hours.

Very respectfully,

Your obedient servant,

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BOLLING DESIGNA

Third Assistant Postmaster General.

Best possible image

Auditor's Office of the Treasur	Auditor's	Office	of	the	Treasur
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FOR THE POST OFFICE DEPARTMENT.

Sir : Please date and sign the annexed Acknowledgment, and

return it by the first mail to this office.

The draft must be presented for payment before the expiration of sixty days from its coming to your hand by due course of mail. If, by possibility, it shall not be paid on being presented, the draft must be returned within the next calendar month, or it will not be renewed.

I am, sir, respectfully,

Auditor P. O. Department,

Auditor of the Treasury for the Post-Office Department.

It is entirely unnecessary for you to employ any person on your behalf to expedite the settlement of your accounts, as such settlement is always made in due order of business, and no unofficial interference can affect the action of the office. The same prompt attention is given to business when transmitted by letter, as if presented in person; and hence the employment of an agent to transact such business is not only unnecessary, but involves an actual loss to at least the amount paid such agent.

Auditor's Office of the Treusury.

POR THE POST OFFICE BEFAREAST.

Fire it by the first mad to this effice.

The deap most to this effice proposed before the expiration of the day deap most be proveded for proposed by the course of mail. Of, by the course of mail. Of, by said they day done course of mail. Of, by said they do the head not be paid on being provented the draft mad be done do done and the day on the draft and the done done do done done do

fielder J. G. Algoritamit.

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Ludden of the Transactific the Post-Office Department.

there is a control, many one year to seed by any parson on your health to expedite this actions at it was a control of a control of the contr

Post Office Department,

APPOINTMENT OFFICE,

18

SIR:

A proper regard to the economical and efficient administration of this Department forbids the multiplication of Post Offices within short distances of each other, or at points not directly on mail routes. In the former cases, it has been found that the revenues of the service are not generally increased, nor the Public convenience promoted, as expected. In the other case, where the travel of the mail is increased, the expense almost invariably exceeds the proceeds of the new office.

The Postmaster General is therefore constrained to decide against the application for a post office at in the county of and State of and the appointment of as Postmaster, because

Very respectfully,

Your obedient servant,

FIRST ASSISTANT POSTMASTER GENERAL

Post Office Department, APPOINTMENT OFFICE,

185 .

To the POSTMASTER

At Boston, Massachusetts.

Six: You will please to forward, to the Post Offices hereinafter named, Letter Balances, agreeably to the schedule below.

Respectfully,

First Assistant Postmaster General.

* RESCRIPTION OF THE PROPERTY	NAME OF POST OFFICE.	STATE.	8 Ouxces.	2 Pounds.	
* (REDEL ADVISOR DE LA CONTROL	CCCOPP D	TVE			
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		THE STATE OF	Page 1		
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Post	Office	Departmen	nt:
	APP	OINTMENT	OFFICE,

186 :

Superintendent of Public Printing,

Washington City, D. C.

Sin: You will please to furnish, for the Post Offices hereinafter named, in District No. 1, of the Blank Agency of the Post Office Department, Signature Post Bills, agreeably to the schedule below.

Respectfully,

First Assistant Postmaster General.

Name of Post Office.	State.	Name of Postmaster.	18 on a sheet. No. of sheets.	Distribution, No. of sheets.	Reg. Let. Bills No. of sheets.
1 100		As			
	3				
	45				
	100				
	No.				
				-	
					1

2500 75-04 3000

Post Office Department,

APPOINTMENT OFFICE,

1

SIR:

Your official bond and oath of office having been received and placed on file, I have the pleasure, herewith, to forward your commission.

Respectfully,

Postmaster,

Your obedient servant,

HORATIO KING,

First Assistant Postmuster General.

Post Office Department,

APPOINTMENT OFFICE,

Six:
Your official bond and oath of office having been received and placed on file, I have the pleasure, herewith, to forward your commission.

Respectfully,

Your obedient servant,

HORATIO KING,

First Assistant Postmuster General.

Postmaster,

(No. 14.)

Post Office Department,

APPOINTMENT OFFICE, ______, 186 .

Sip.

County of

the Postmaster at State of

Before submitting this case to the Postmaster General, I have to request the favor of any information you may possess, or be able conveniently to obtain, respecting it.

> I have the honor to be, Very respectfully, So.,

> > FIRST ASSISTANT POSTMASTER GENERAL.

RECOT	GIVI
Men.	-
CRET AN	OH was
10	The Land

(No. 15.)

Post Office Department, APPOINTMENT OFFICE,

Washington, _____, 18

Sip. FRATMEN

The Postmaster General desires that public notice be given, without expense to the Department, to the citizens of

(evidence of which notice you will please forward to this office,) of the expected vacancy in the Dost Office, that they may have a voice in recommending a person for appointment. If the Office is no longer required for public convenience, you will please to advise me accordingly.

Respectfully, your obedient servant,

First Assistant Postmaster General.

W. A. Stranger

to the made from the pate wife to given

witness of which whice you will place forward to the office) of a special receiving in the Des Office, that they way have a wine amount with receiving a present for appointment. If the Office is no received for faults assumined, you will place to advise me

Despetfully year chains sevent,

Joseph relevants Statistics, nett.

Post Office Department,

APPOINTMENT OFFICE,

185

Sir.

AD DIVISI

Frequent changes of the names of Bost Offices are productine of confusion and irregularity in heeping the accounts of Bostmasters, causing, very often, errors in the books, and much extra labor.

Besides, they lead to irregularity in the transmission of mail matter,
as Dostmasters cannot, for some time at least, become familiar with
such changes. For these reasons it is deemed inexpedient to change
the name of the Bost Office at

Respectfully, Your obedient servant,

First Assistant Postmaster General.

0

Best possible image

(No. 20.)

Post Office Department, FRANKE

APPOINTMENT OFFICE,

185 .

SIR.

You have been reported by the Chief Clerk of this Department to me for a failure to return Registers of service by Contractors as required by law and the regulations of the Department. This is an important duty enjoined upon you by the laws regulating the Post Office service. Upon assuming the duties of Postmaster, you not only executed a bond, conditioned to discharge, faithfully, the duties of the office, but you were required to take an bath, faithfully to execute, to the best of your skill and judgment, and according to law, the duties required.

The keeping of a Register, and its return to this Department, are essential to the regularity and fidelity of the duties required, not only of the Contractors, but of the head of this Department. How is it to be known here, officially, that a Contractor has carried, or failed to carry, the mail, without your Report? How can the Department promptly pay a faithful Contractor after he has performed the service, or exact the penalty of the faithless, if the Postmasters fail to report the fact of performance or non-performance?

This letter is addressed to you under the hope you have some valid excuse for a failure of duty on so important a point. Further action will be suspended for a reasonable time, that you may furnish such excuse as the facts may enable you to do. An early reply is respectfully solicited.

Yours, respectfully,

FIRST ASSISTANT POSTMASTER GENERAL.

Post Office Department,

APPOINTMENT OFFICE,

Washington, D. C.,

186 .

SIR:

You have been reported by the Postmaster at for failure to cancel a postage stamp placed upon a letter sent from your office, and postmarked 186 .

Your attention is called to that section of the general postage law prescribing your duty in this regard, and making it obligatory upon all postmasters to report to this Department, omissions like the one complained of in this instance. The following is a copy of the section referred to:

"Sec. 4. And be it further enacted, That it shall be the duty of every postmaster to cause to be defaced, in such manner as the Postmaster General shall direct, all postage stamps attached to letters deposited in his office for delivery, or to be sent by mail; and if any postmaster sending letters in the mail with postage stamps attached shall omit to deface the same, it shall be the duty of the Postmaster to whose office such letter shall be sent for delivery to deface the stamps, and report the delinquent postmaster to the Postmaster General. And if any person shall use or attempt to use in prepayment of postage any postage stamps which shall have been before used for like purposes, such person shall be subject to a penalty of fifty dollars for every such offence, to be recovered in the name of the United States in any court of competent jurisdiction."

I also call your attention to the oaths of postmasters, of which the following is the form:

"I _____, being appointed _____ at ____, in the county of _____, and State of _____ do swear _____ that I will faithfully perform all the duties required of me, and abstain from every thing forbidden by the laws in relation to the establishment of Post Offices and Post Roads within the United States; and I do solemnly swear that I will support the Constitution of the United States."

The following is also a copy of certain regulations of this Department:

"All postage stamps affixed to letters, packets, or parcels of any description must be immediately and effectually cancelled in the office its which the letters, packets, or parcels may be deposited for transmission or delivery.

"The cancellation should be effected by the use of black printers' ink whenever the material can be obtained, and where it cannot, the operation should be performed by making several heavy crosses or parallel lines upon each stamp with a pen dipped in good black writing ink.

"If the cancellation has been omitted on the mailing of the letter, packet, or parcel, or if the cancellation be incomplete, the potentiagter at the office of delivery will cancel the stamp in the manner directed, and forthwith report the delinquent postmaster to the Postmaster General, as the law requires.

"The use of the office dating or post-marking stamp as a cancelling instrument is prohibited, unless it be used with black printers' ink."

You will be more vigilant in future.

When you report a postmaster for failure to cancel a stamp, you will please give the NAME of the COUNTY and the STATE in which his office is located.

Do not fail to give the date of the post-bill received with the letter.

Very respecfully, yours, &c.,

AND AMERICAN STREET, S

named and published and and and

AND THE RESIDENCE AND ADDRESS OF THE PARTY O

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Very sessed fully years for

AND DESCRIPTION OF THE PARTY OF

Post Office Department,

APPOINTMENT OFFICE,

185 .

Sin

An application for the establishment of a Post Office at

in the County

State of

transmitted by

You, has been received at this Office, and the usual letter of interrogatories, as to locality, the Post Office it is nearest to, the number of families within two miles, &c., sent to (the person recommended as Postmaster) to the care

of the Postmaster at

As soon as they are answered

and returned, the case will be prepared for the action of the Postmaster General, and you informed of his decision in the case.

I have the honor to be, very respectfully,

Your obedient servant,



First Assistant Postmaster General.

lion.

Post Office Department,

APPOINTMENT OFFICE,

1859.

Sip.

In view of the failure of the late Congress to provide for the necessary expenses of this Department, it has been determined not to establish new Post Offices, except in extreme cases, until an appropriation is made at the ensuing session.

This course is rendered necessary by the financial position of the Department, for each new office, even if situated immediately on a mail route, causes an additional expenditure for desh, blanks, mail heys, &o., while the exercise of the franking privilege by the new postmaster is a loss to the revenue, and for his compensation he draws a higher percentage than is allowed to the postmaster of a larger office.

These considerations, comparatively unimportant under other circumstances, are of great weight at a moment like the present, when economy is a matter of duty and necessity.

If the accompanying queries are returned with the required answers, the case will be placed on file, and will be considered as soon as possible after the Department is relieved from its present embarrassment.

Respectfully, your obedient servant,

HORATIO KING,
First Assistant Postmaster General.

Post Office Department, APPOINTMENT OFFICE,

18

Sir.

It is alleged that



If you have any reply to make or evidence to offer, in disproof of these allegations, I shall be pleased to receive it.

Respectfully, So.,

First Assistant Postmaster General.

Postmaster

To be conspicuously posted in the mail car.

Post Office Depurtment,

APPOINTMENT OFFICE,

185 .

SIR:

The Car or apartment used by you in the performance of your duties is furnished in compliance with an express provision in the existing contract with the mail contractors and the Post Office Department. The apartment should not only be suitable in all respects, but you are to have the exclusive use and occupancy of it; and you are instructed to grant admission only to Special Agents of this Department, or persons acting in that capacity, upon the exhibition of their credentials, or persons known to be connected with the Department who may have the railroad company's tickets; and all such cases you will bring to the notice of the conductors. The disobedience of this instruction will be deemed good cause for your removal.

In consequence of complaints from some railroad companies; that persons not entitled to the privilege, travel free in the mail cars, you are warned most carefully to guard against the abuses on your route.

Should you, from any cause whatever, find it out of your power to comply with these instructions, you will report the facts to the Department, addressed to the Chief Clerk.

By order of the Postmaster General:

Respectfully, your obedient servant,

First Assistant Postmaster General.

Mr

Route Agent.

Post Office Department,

186 .

Sip.

It will, probably, be necessary to make a new appointment of Dostmaster at in the country of and State of or to discontinue the office, in conse-

quence of the failure of the present incumbent to

as required by law, and the regulations of the Department.

The Dostmaster General will be gratified, if you will favor him with your advice in the premises.

Should the office be discontinued? If not, will you be good enough to furnish the name of a suitable person to be appointed to the office?

An early reply is requested, as the action of the Dostmaster General will be deferred a reasonable time for the purpose of obtaining your advice. If no suitable person can be found who will accept the office and give the requisite bond, it will necessarily be discontinued.

Very respectfully,

Your obedient servant,

First Assistant Postmaster General.

Post Office Department,

INSPECTION OFFICE,

185 .

Sm:

The Postmaster of

is instructed to forward to your office

mail

Receipt to him for the same and place

on route No.

advising

this office thereof.

Your supplies of mail bags and locks should be obtained by direct application to this Department, and not by retaining such as belong to other offices. You will therefore be careful to return promptly all bags and locks, whether there be mail matter to send with them or not, to the offices whence they were received. Whenever surplus mail bags or locks may accumulate at your office from points unknown to you or where they are not be the nearest one of the mail bag depositories below mentioned, advising the Postmaster thereof, at the same time, of the number and kinds of bags or locks so forwarded.

The following Post Offices are constituted depositories for mail bags and locks, viz:

Providence, R. I.; Hartford and New Haven, Conn.; New York, Albany, Rochester and Buffalo, N. Y.; Trenton, N. J.; Philadelphia, Harrisburgh and Pittsburgh, Pa.; Baltimore, Md.; Washlington, D. C.; Richmond, Wheeling, and Abingdon, Va.; Raleigh and Ashville, N. C.; Charlesban and Columbia, S. C.; Augusta, Savannah, and Columbus, Ga.; Tallahassee, Fla.; Mobile, Tuscaloosa, Montgomery, and Huntsville, Ala.; Jackson and Natchez, Miss.; New Orleans, La.; Little Rock, Ark.; Knoxville, Nashville, and Memphis, Tenn.; Louisville, Ky.; Columbus, Cindanati, and Cleveland, Ohio; Detroit, Mich.; Indianapolis and Vincennes, Ind.; Springfield, Galena, and Chicago, Ill.; Saint Louis, Jefferson City, and Independence, Mo.; Madison, Wis.; Reokuck and Iowa City, Iowa; Galveston, Clarksville, and Nacogdochez, Texas; San Francisco, Cal.; and Astoria, Oregon.

Respectfully,

Your obedient servant,

CITIEF CLERK.

Postmaster of

Post Office Department, INSPECTION OFFICE,

18

Sip.

You are respectfully desired to give answer to the underwritten inquiry, by writing it opposite thereto, and returning this sheet, containing such answer, SIGNED AND DATED. without delay.

Respectfully, Sc., So.,

0%

INQUIRY OF CHIEF CLERK P. O. DEPT.

ANSWER OF

Magnifelly, in the

Post Office Department, H. JEL ARCHIVES) *

INSPECTION OFFICE,

185 .

Sip.

You will please report to the Department, the date of every failure of the Contractor on Route No.

) to supply your office with

the mail.

Respectfully,

Your obedient servant,

Chief Clerk, Post Office Department.

To the Postmaster,

Post Office Depar	tment,
-------------------	--------

INSPECTION OFFICE,

185 .

You are requested to report forthwith to this Department, every instance in which any portion of the mail has been thrown off and left behind at your office, or at any other place within your knowledge, on route No.

You will state the date and number of bags left, and the reason why they were left, and state particularly if they were thrown off to accommodate passengers, or any other interest.

I am, respectfully, Your obedient servant,

Chief Clerk.

	ann	Direction
200	DHD	UEV
- Garage		
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REBEL ARCH

Post Office Department,

INSPECTION OFFICE,

186

Sip.

Complaint is made to the Department, that you fail to supply

the Post Office at

, on Route

eVo.

with the mail.

You are reminded that every such failure subjects you to a fine.

Respectfully,

Your obedient servant,

18, M. Cluments

Chief Clerk, Post Office Department.

To

Contractor.

CORD D/V (No. 3.) REBEL ARCH Post Office Department,

The Postmaster General has adopted the following regulations for the government of this

"Inasmuch as failures to arrive at the end of their routes and other points within contract time cannot but be khown in all cases to Contractors or their Agents, it cannot be necessary to give them information thereof when reported by Postmasters; and it is considered their duty to send to the Department forthwith their excuses for such fulures, if any they have; therefore,

"Ordered. That no notice be given to Contractors of failures to arrive at any Post Office in contract time as Inputed by Postmasters to the Department; and if no excuse be received from them within a reasonable time, the

Chief Clerk is directed to present the case thus reported to the Postmaster General for fine.

"Ordered, That a specific excuse be required for each specific delinquency of any Contractor, and that general allegations be not admitted. If bad roads be alleged, a specific report must be made of what portion of the road was so bad as to obstruct the mails, and what was its peculiar condition. If high water, it must be shown what "tter-courses were impassable; and so of all other excuses."

Should you at any time fail to arrive at the end of your route, or any intermediate Post Office, where time of arrival is fixed, within the time specified in your Contract or Schedule, it will be expected of you immediately, by yourself or agent, to send your excuse to this Office, setting forth Particularly the cause of your failure, and what effort, if any, was made to peform the trip, together With the exact dates and NUMBER of the route; and if, after waiting a reasonable time, no specific and satisfactory excuse be received, the case will be presented to the Postmaster General for fine; and no fine or deduction will be remitted on any excuse rendered after the decision is made.

Fou have been fined \$ 2 - Feb me are at Jasoamine.

for failures at Heb me are at Jasoamine.

on Route No. 011213, on the 1 st Fity 1 Ker.

Very respectfully, Your obedient servant,

Thomas Stick Egr Middletoro

Post Office Department,

Best Office Heringtonich

The Postmaster General has adopted the following regulations for the government of this Office, viz:

"Inasmuch as failures to arrive at the ends of their routes and other points within contract time cannot but be known in all cases to Contractors or their Agents, it cannot be necessary to give them information thereof when reported by Postmasters; and it is considered their duty to send to the Department forthwith their excuse for such failures, if any they have; therefore,

"Ordered, That no notice be hereafter given to Contractors of failures to arrive at any Post Office in contract time as reported by Postmasters to the Department; and if no excuse be received from them within a reasonable time, the cases thus reported are to be presented to the Postmaster General for fine.

4 Ordered, That a specific excuse be required for each specific delinquency of any Contractor, and that general allegations be not admitted. If bad roads be alleged, a specific report must be made of what portion of the road was 10 bad as to obstruct the mails, and what was its peculiar condition. If high waters, it must be shown what watertourses were impassable; and so of all other excuses."

Should you at any time fail to arrive at the end of your route, or at any intermediate Post Office, where the time of arrival is fixed, within the time specified in your Contract or Schedule, it will therefore be expected of you immediately, by yourself or agent, to send your excuse to this Office, setting forth particularly the cause of your failure, verified by the certificate of a Postmaster, or the affidavit of some one having knowledge of the facts

If, after waiting a reasonable time, no specific and satisfactory excuse be received, the case will be presented to the Postmaster General for his action; and no fine or deduction will be remitted or any excuse rendered after the decision is made.

Respectfully, Chief Clerk.

Best possible image

RECOID D

Post Office Department,

INSPECTION OFFICE,

186 .

SIR:

In pursuance of the latter clause of the 31st section of the act of Congress regulating the Post Office Department, approved 2d July, 1836, the Postmaster General has adopted the following Regulations, viz:

1. "Ordered, That the Postmasters at the ends of every Mail Route, and such other offices as the Postmaster General may direct, be required to keep Registers of the arrival and departure of all mails which are opened at their offices respectively, setting forth the exact time of each arrival and each departure, and the manner of conveyance, when it varies from the contract, and giving the reasons for every delinquency or failure to arrive at the time prescribed in the schedules, if known to them, or can be ascertained by them on proper inquiry.

2. "The Postmasters at the ends of Routes on which mails are carried less than six times a week will forward the Register to the Department at the close of every month.

3. "The Postmasters at the ends of all Routes on which the mails are carried six times a week or more will return these Registers at the close of each week.

4. "This Regulation will not exempt Postmasters from the duty of promptly reporting all extraordinary followers as heretofore, with the cause, which should be always ascertained when practicable."

The better to enable you to comply with the foregoing regulations of the Department, forms of Mail Registers are herewith sent. You will please to observe these forms in all the Registers kept by You and returned to the Department, until otherwise directed.

This duty is deemed indispensable, and a prompt performance of it will be expected in every instance.

Particular care must be exercised in the making out of all Registers of arrivals and departures of the mails. The blanks at the head of each should all be properly filled—giving the name, county, and State of the office, the number of the route, and the names of the places where it terminates, with the schedule days and hours of arrival and departure. All Registers should be fully dated—showing the day of the week, the month, and the year. When there is a failure to arrive or depart, write opposite to its date "failure;" when the arrival is after the schedule hour, failing to connect with other routes, write "failed to connect," and when the arrival is after the schedule time, causing complaint, write "complaint."

Note the cause of failures on the Register, if it can be ascertained.

Registers should never be sent with quarterly returns.

Whenever the mail is carried by a mode of conveyance inferior to that required by the contract, or if the mail is carried by any other person than the Contractor or his authorized Agent or Carrier, you will note the fact on the Register. If the mail is received wer, make special report with the date when so received.

Respectfully,

CHIEF CLERK.

1 3

Past Office Begarlment,

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In parsonness of the latter chann of the 31st medies of the sat of Compress repulsing the 1'out appropriate the handless of the 10 parsonness of the proposed the following theorem has neighbor the following

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clearly on if the small is convinting any other person than the Contractor or his cultural of Agent to be seen or in some the form on the Register. If the real is remired were made negative report

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ECCORD DIVIN

OF DEPARTME

EBELARC Post Office Department,

185 .

Sir:

In pursuance of the latter clause of the 31st section of the Act of Congress regulating the Post Office Department, approved 2d July, 1836, the Postmaster General has adopted the following Regulations, viz:

1. "Ordered, That the Postmasters at the ends of every Mail Route, and such other offices as the Postmaster the temperature of the arrival and departure of all mails which are opened at their offices respectively, setting forth the exact time of each arrival and each departure, and the manner of conveyance, when it varies from the contract, and giving the reasons for every definquency or failure to arrive at the time prescribed in the schedules, if known to them, or can be ascertained by them on proper inquiry.

Un Register to the Department at the close of every month.

3. "The Pestmasters at the ends of all Routes on which the mails are carried six times a week or more will these Registers at the close of each week."

⁴ This Regulation will not exempt Postmasters from the duty of promptly reporting all extraordinary failures threlofore, with the cause, which should be always ascertained when practicable.

The better to enable you to comply with the foregoing regulations of the Department, forms of Mail Registers are herewith sent. You will please to observe these forms in all the Registers kept by you and returned to the Department, until otherwise directed.

This duty is deemed indispensable, and a prompt performance of it will be expected in every instance.

Whenever the mail is carried by a mode of conveyance inferior to that required by the contract, or if the mail is carried by any other person than the Contractor or his authorated Agent or Carrier, you will note the fact on the Register. If the mail is received were make special report with the date when so received.

Respectfully,

Chief Clerk.

RECORD DIVISI

, for

Post Diffies Department,

185 .

Sin:

A deduction of \$

has be

has been made from your pay, as Contractor

This has been done upon the principle, expressly stated in the advertisement for Proposals and inserted in all the Contracts of this Department for the transportation of the mails, that "in all cases, there is to be a forfeiture of the pay of the trip, when the trip is not run."

You are reminded of the necessity of promptly forwarding to this office any excuse which you may desire to offer for a failure or delinquency, and that "a specific excuse" is required, and "general allegations" are not admitted. It is also important, where an excuse is tendered for having failed to perform a trip or half trip, that you state in it whether any, and, if any, what effort was made to perform the service.

To entitle an excuse for any failure or delinquency to be considered, it is required that the facts stated in it be, in all cases, verified by the affidavit of the person having a personal knowledge of them, or by the official certificate of a Postmaster.

If, after waiting a reasonable time, no specific and satisfactory excuse be received, the case will be presented to the Postmaster General for his action, and no fine or deduction will be remitted on any excuse rendered after the decision is made.

Very respectfully,

Your obedient servant,

Chief Clerk.

Best possible image.

(No. 3.)

POST OFFICE DEPARTMENT,

185 .

SIR:

The Postmaster General has adopted the following regulations for the government of this Office, viz:

"Inasmuch as failures to arrive at the end of their routes and other points within contract time cannot but be known in all cases to Contractors or their Agents, it cannot be necessary to give them information thereof when reported by Postmasters; and it is considered their duty to send to the Department forthwith their excuses for such failures, if any they have; therefore,

"Ordered, That no notice be given to Contractors of failures to arrive at any Post Office in contract time as reported by Postmasters to the Department; and if no excuse be received from them within a reasonable time, the Chief Clerk is directed to present the cases thus reported to the Postmaster General for fine,

"Ordered, That a specific excuse be required for each specific delinquency of any Contractor, and that general specific specific report must be made of what portion of the road to be be alleged, a specific report must be made of what portion of the road to be be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged, as pecific report must be made of what portion of the road to be alleged.

Should you at any time fail to arrive at the end of your route, or any intermediate Post Office, where the time of arrival is fixed, within the time specified in your Contract of Schedule, it will be expected of you immediately, by yourself or agent, to send your takense to this Office, setting forth particularly the cause of your failure, and what effort, if any, was made to perform the trip, together with the exact dates and number of the route; and if, after waiting a reasonable time, no specific and satisfactory excuse be received, the case will be presented to the Postmaster General for fine; and no fine or deduction will be remitted on any excuse rendered after the decision is made.

You have been fined #

for failures at

on Route No.

on the

Very respectfully,
Your obedient servant,

Chief Clerk.

Post Office Department,

INSPECTION OFFICE,

186 .

To the Auditor of the Treasury for the P. O. Department:

SIR:

All reports to your Office of fines and deductions for the quarter to the fines and th



have been made, so far as returns from the post offices have been received; and it is now presumed that they have been fully rendered for said quarter.

Very respectfully,

Your obedient servant,

CHIEF CLERK.

Post Office Department, expenses oreses

course or you Tonorest We wan P. O. Dischargery;

All reports to your Office of Aue and Archardons Are the quarter

ABVINONALE

or skill from a business and made under the good proof and a soll, or about

that they have been july rendered for sold quarter.

Name of Addition assessed

Post Office Department,

INSPECTION OFFICE,

186 .

Sir.

The Postmasters at

and

have failed to return Registers, in report of the arrival and departure of the mail on route No. : (

) for the months of

It will be necessary, before a Certificate can be given from this Office, to enable the Auditor to settle your account, that evidence be burnished to the Department, that this service has been performed.

You will, therefore, please obtain such evidence, in the form of Certificates from the said Bostmasters, and forward them to this Office.

Respectfully,

Your obedient servant,

Chief Clerk, Post Office Department.

To

Contractor.

		1885	
	u	US	

[No. 3.]

Auditor's Office of the Treasury,

FOR THE POST OFFICE DEPARTMENT.

18

I have to report to you that I have completed the adjustment of the accounts of the Contractors for the quarter ending in Section No. embracing the States of

to contain accounts; having reported, for payment, from time to time, every account for which the proper naterials were at hand. I have located, as a collection office, every office on any of the routes in said Section, which is not bitually used as a draft or a deposit, and is not a special office; and have reported every office which has failed to pay upon the orders sent to Contractors, guarding carefully against any accumulation of money at such offices. I have in conjunction with Mr. compared the headings in my Pay Books with the Contracts, and all Orders entered from time to tithe therein, with the Postmaster General's weekly "Transportation Order." In the same manner I have compared the tutrics in said Pay Books with the Acknowledgments and Receipts of Contractors; and Mr. the additions made by me in said Pay Books. I have carefully examined the weekly report of "Changes," and properly holed on my Pay Books such as pertain to my Section. All letters received at my deak requiring reply, have been duly answered; tal all other business connected therewith has been attended to, in the manuer usual and proper in respect to such business.

My Pay Books thus completed for the quarter, were, on the day of Principal Book-keeper; and my Quarterly Transportation Report, exhibiting the Compensation per Contract, Additional Allow-Collections, Fines, Deductions, and payments by Draft or Warrant; and showing separately such payments as have been made during the Quarter for services properly chargeable to the account of any preceding year, was, with the assistance of duly compared, and on the day of delivered to the Principal $\mathbf{B}_{\mathrm{lock-liceper}_{i}}$ whose acknowledgment is herewith subjoined.

I am, very respectfully,

Pay Clerk.

To the PRINCIPAL PAY CLERK.

I have duly received, and in proper form, the Transportation Report, and tender of Pay Books, as above specified.

Principal Book-keeper.

Attested and submitted to the Auditor.

Principal Pay Clerk.

Zadibe's Office of the Commun.

THE PART OF PARTY AND PERSONS THE PARTY NAMED IN

81

note regard to you that I have respected the advanced at the secretar of the Contractor for the quarter ending

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DESCRIPTION OF THE PARTY CORES

the sale southed, and he paper three, the Transportation Report, and teacher of the Medica as show specified.

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specified, sale of heldingles has been

1. Each Day Clerk will deliver or tender to the Dincipal Book-keeper, his van Books on the first day, and his van Books on the first day, and his van Books on the second quarter subsequent to that in which the transportation accrued; and will, on the day last named above, make his Report to the Drincipal Day Clerk, embracing distinctly the facts as prescribed in the form on the preceding page.

2. The Dincipal Day Cloth having attested the same, will, on the same or next succeeding day, deliver said Report to the Auditor.

3. Each Pay Clerk will, so far as he shall be in possession of the requisite vouchers and authority, complete the settlement of the several accounts embraced in his Section, within the time prescribed for that purpose; and will, moreover, on or before the 1st day of ward, sune, servember, and december, annually, report to the Auditor, through the Principal of his Division, a list of all such accounts in his section as then remain unsettled, stating the reason in each case for the delay in settlement thereof.

THOS. M. TATE,

2. Sent They Click will so fair as he shall be in possession

(No. 10 a.)

Post Office Department,

CONTRACT OFFICE.

WASHINGTON.

185

SIR:

The following is the Schedule of departures and arrivals of the mail on Route No. , ordered by the Postmaster General:

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

Fines will be imposed for all failures to convey the mail in the time above prescribed, unless satisfactorily explained, with proper proof. Copies of this schedule are furnished to the Postmasters at the termini of the route, who are required to report every failure.

Respectfully, &c., &c.,

Second Assistant Postmaster General.

To Mr.

Contractor.

(No. 9.)

Post Office Department,

CONTRACT OFFICE,

Second Assistant Postmaster General.

Washington,

Sip.

You are respectfully desired to give answer to the underwritten inquiry, by writing it opposite thereto, and returning this sheet, containing such answer, signed and dated, without delay.

Respectfully, &c , &c.

INCOME OF SECOND ASSISTANT P. M. G.

ANSWER OF

Best possible image.

Fip.

By reference to the recently published volume containing a list of post offices in the United States, and the laws and regulations of the department, you will see that

no longer appears among the distributing offices, which are enumerated no page 131. Distribution duties were discontinued at that office by order of the Dostmaster General, from July 1, 1859, and you will therefore send no mails to it for distribution, but be governed by section 41, chapter xx, "making up and post billing the mails," page 65.

Respectfully, So., Sc.,

For Second Assistant Postmaster General.

Dostmaster

Best possible image.

Past Ollin Begartnent,

Windows No.

The experies in the country published interes containing a that

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aftern away the distribution office, which are commented

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of the Bedward General, from July 1, 1859, and

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of the hardwares

Fig. Second shallful Partnershy Breest,

(No. 36.)

Post Office Department,

CONTRACT OFFICE,

WASHINGTON,

, 185 .

SIR:

The Postmaster General has ordered that a contract be made with you for carrying the mail on route No. , from

and back,

times a week.

You will please put the service into operation as soon as practicable.

Blank contracts will be sent to the Postmaster at your place of residence to be executed by yourself and sureties.

Respectfully, &c., &c.,

Second Assistant Postmaster General.

To Mr.

The Postwarzes General has ordered that a contract be made with you for carrying

all on route No.

closw a semil

You will please put the service into operation as soon as practicable.

Heals contracts will be sent to the Postmarter at your place of residence to be

Respectfally, So., So.,

Speed Andread Postmenter Opporal.

all of

Post Office Department,

CONTRACT OFFICE,

Washington,

, 1850

Fip.

By reference to the recently published volume containing a list

I post offices in the United States, and the laws and regulations

I the department, you will see that

ne longer appears among the distributing offices, which are enumerated on page 131. Distribution duties were discontinued at that office by order of the Postmuster General, from July 1, 1859, and you will therefore send ne mails to it for distribution, but he governed by section 41, chapter w. "making up and post billing the mails," page 65.

Respectfully, &c., &c.,

Second Assistant Postmaster General.

Postmaster?

Best possible image

first Office Feptetment,

The Market of the State of the

By reference to the recordly published rolene containing a that

to the deposition on the Alaska and the laws and regulations

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alls paye life.

the state of the first first from

Street Amident Postentia Grands

(No. 39.)

Post Office Department,

CONTRACT OFFICE,

WASHINGTON,

1859.

SIR:

By order of the Postmaster General, distribution duties for correspondence within the United States were discontinued at Portland, Maine, from July 1, 1859, and of this all postmasters in the New England States were informed by circular from the department dated June 10. The practice of sending such letters to Portland for distribution is, therefore, erroneous, and must cease immediately.

Letters for offices in the States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut, you will post bill and send direct, and be governed by section 41, chapter iv, page 61, of the recently published regulations, with reference to all other inland letters.

Portland continues to be an Exchange Office for mails by direct steamers between that port and Liverpool, and also between the United States and Canada, New Brunswick, Cape Breton, Nova Scotia, and Newfoundland, and letters for those destinations may be sent to it as usual.

Respectfully, &c., &c.,

1800

Second Assistant Postmaster General,

Postmaster

and of this all postmeeters in the New Hagland States were informed by

945			
1 4	Or .		
1.00	LU.		

Washington City, D. C.,

... 1861:

To the Postmaster at .

County of _______, State of ______:

Herewith you are furnished, under your late requisition, with the number and description of blanks, and other P. O. articles, deemed suitable for the use of your office, viz:

Sheets Post Bills, 18 on each sheet.

" Mails Received for Delivery.

" Sent.

" Account of Newspapers.

Accounts Current, 1 on each sheet.

Account of Prepaid Printed Matter.

Signature Post Bills, 18 on each sheet.

Mails Received for distribution.

" Sent from Distributing Offices.

Distribution Signature Post Bills.

Account of Registered Letters Received.

" Sent.

" Blank Receipts for Registered Letters.

" Registered Letter Bills.

Account of Registered Letters Received for Distribution.

" Sent from Distributing Offices.

" Signature Distribution Registered Letter Bills.

" Distribution Accounts Current.

" Account of Mails Sent by Route Agents.

Reams Wrapping Paper.

Quires "

Pounds of Cotton Twine.

" of Hemp Twine.

" of Scaling-wax.

After comparing the above statement with the articles which it accompanies, and correcting such errors as may ", you will sign your name, and the name of your office, to the following receipt, and transmit this Circular, with the receipt thereto annexed, to the Appointment Office of the Post Office Department.

Orders, for blanks and other P. O. articles, should be written on full sheets of letter paper, with the name of the Office, County, State, and Postmaster, in plain and distinct characters.

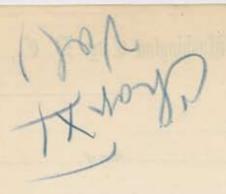
Postmasters, whose offices are entitled to Signature Post Bills, will send a printed copy when making application

Blank and Stamp Agent of the P. O. Department.

RECEIVED from the Agent for the distribution of Post Office Blanks, at Washington CITY, D. C., the blanks and other articles above stated.

Postmaster et

Best possible image.



THE GREAT DAILY NORTHERN AND SOUTHERN MAILS

DETWEEN

PORTLAND, ME., AND NEW ORLEANS, LA.

Post Office Department,

June 22, 1859.

Under the second section of the post-route act of June 14, 1858, by which the Postmaster General is authorized "to make such arrangements for the transmission of the great through mails between Portland and New Orleans as will insure the most speedy and certain connexion, including in the route for one of the daily mails as many of the seaboard commercial cities as may be consistent with the greatest despatch," proposals will be received at the Contract Office of this Department until 3 p. m. of Wednesday, August 17, 1859, to be decided by the Monday following, for conveying the mails of the United States, from 1st October, 1859, to 30th June, 1863, from Portland, Me., to New Orleans, La., and back daily, in locked mail crates, to be unopened between the termini, except by agents duly authorized by the Department, and at such points only as it may designate.

Bidders will name in their proposals the intermediate points by which the route shall run, and propose the mode or modes of conveyance, with a schedule fixing the times of departure from and arrival at the terminal points alone, viz: Portland and New Orleans—the trip each way to be absolutely guarantied to be performed within the stipulated time, or no pay required.

For forms of proposal, guaranty, and certificate, and also for instructions and conditions to be tubraced in the contract, see the advertisement of December 13, 1858, or the advertisement of February 1, 1859, in pamphlet form, at the principal post offices.

J. HOLT,

Postmaster General.

ADDENDUM, AUGUST 10, 1859.

The time for receiving proposals under the above advertisement will be extended to 3 p. m. of besday, November 1, 1859, to be decided by the Monday following, and the time for commencing the service changed to 1st January, 1860; and the proposals must include a stipulation that in the event of failure or detention at any intermediate point, the contractors shall be obliged, upon the arrival of the mail, to despatch the same immediately by a special train, instead of awaiting the usual time for the departure of the next regular train

THE CHERT DAILY HORTHERS AND SOUTHERS IN LAND

PORTLAND, ME, AND REW ORLEANS, LA.

Bast Stiter Bepartment,

advanced by the proof of the control of the service of the service

Law, your the location will deal or principle to the control of a transport of the principle of the principl

and of the contract of earliest and stated by the contract of an interest of the contract of t

And it was a state of the principal and the court and the principal of the part of the par

The state of the state of the property of the principle of the plant of the principle of th

NUMBER OF POUCHES. LABELLED FOR-REMARKS. Softer offices, From Baltimore P.O. Abingdon, Md. Battle Swamp, Md. Boston, Mass. Cape May, N. J. Delaware Route Agent. Eastern Way. Elkton, Md. Fallston, Md. Havre de Grace, Md. Little Gunpowder, Md. Newark, Del. New York, N. Y. Perrymansville, Md. Philadelphia, Penn. Port Deposit, Md. San Francisco, Cal. Wilmington, Del.

THAIL POUCHES despatched from BALTIMORE (Mr.) on the Philadelphia Route, this

day of

, 185 , at o'clock M.

Received the above.

For the month of MONTHLY REGISTER—Post Office at Inde No. from CONTRACT TIME OF ARRIVAL, CONTRACT TIME OF DEPARTURE, Monthly Hour of arrival. Honr of departure Cause of detention. Cause of delay, if known. Certified to be correct by IF'N, B .- When failures occur, note whether they are total failures, or only to connect. Fill up the blanks at the head of each Register. FIII up the blanks at the head of each Register. ISTN. B. -- When failures occur, note whether they are total failures, or only to connect. Certified to be correct by W.I Hour of arrival. Hour of departme.

CONTRACT TIME OF DEPARTURE,

CONTRACT TIME OF ARRIVAL,

01

Konte Mo.

Day of the week.

,185 .

P. M.

MONTHLY REGISTER-Post Office at

. 28I.

Came of detention.

For the month of

Cause of delay, if known.

(No. 28.)

LOCK-MAIL BAGS despatched on the Chicago Branch of Illinois Central and Illinois Central Railroad, going SOUTH.

N	THURS	OF BA	us Desi	PATCHEO.				2. 36
From Burkville.	From Joneshoro'.	From Centralla.	From Mattoon.	From Tolono,	From Chicago.	DESTINATION.	Time of arrival.	REMARKS.
				JAIR TAW		Kankakee. Jonesboro', Ill. Cape Giradeau, Mo. Cairo, Ill. Columbus, Ky. Hickman, Ky. New Madrid, Mo. Memphis, Tenn. Helena, Ark. Napoleon, Ark. Gaiter's Landing, Ark. Columbia, Ark. Greenville, Ark. Pt. Worthington, Miss. Grand Lake, Ark. Lake Providence, La. Vicksburg, Miss. Natchez, Miss. Baton Rouge, La. New Orleans, La.	Arrived at Cairo day of , at M. Arrived at Cairo day of , at M.	WAR DEPARTMENT IN
Rose	ived t	he al	ove b	ags,		Receive	d the above	bags,

	No. 28.			
	WAY BILL.			
PS 12 12/20 PS 12/20	CHICAGO TO CARIO, ILL.	Sandon, Ark. Grandin Lit. Grandilla, Ark. Grandilla, Ark. Fr. Wethington, Mi	off Samuray Tok	
920-cap-201-				
F.a. Mark Mr. 28	295 dus onsi			

					NUMBER OF BAGS.			
					CANVAS. LOCK.	DESTINATION.	=YAII=4	
						Manchester, Va.	Warming V.	
						South Side Agent.	THE RESERVE	
						P. and Danville Agent.		
	412 a14							
	18 5001		III. Amadama (C			Danville.		
	2406		CHICAGO	W A Y		Farmville.	Francis	
8	10		TO	No. 28.		Lynchburg.	a unit to the same	
	The Contract of the Contract o		TO CARIO, I	BILL.		Abingdon.	all points.	
	1		Her Madel, May, etc.			Richmond and Bristol Agents.	District Les books and	
	1					***************************************		
			Holmo, Ark.			Bristol and Knoxville Agents.	Source and the supplier	
			Napoleou, Ask.				1 25/	
			tinite's English, Ark.			Chattanooga and Memphis Agents	2	TO V
						Miss. Central Agents.	TOTAL CONTRACTOR	TEBS, ARCHA
			Greatavilla, Ark.				131	差
			Pt. Werthington, Miss.			Chattanooga,		Es /
			Orund Lake, Ark:			Nashville.	all tale	188
			Like Payldenes, Li.					
						Memphis.	PAREST	
						Huntsville.	A Laborator	
		0 40				AAUMASYANG.		
			Baton Roogy, La. New Orleans, La.			Canton.		
						Jackson.		
		and south or		Gegnif avodicat				
						New Orleans.		
						Received and have Received	ived the above.	

LOCK-MAIL BAGS despatched on the route to BRISTOL (TENN.) from RICHMOND (VA.)

NUMBER (OF BAGS.	DESTINATION.		
CANVAR.	LOCIE.	5-40-3 (3-10.3 SV-7)	and the same of th	
		Manchester, Va.	AV parameter	
		South Side Agent.	Augh shift find	
-		P. and Danville Agent.	Angle school last 1	7
		Danville.	Dunville	
ч		Farmville.	altiyama't	M
		Lynchburg.	Lymblurgi	
		Abingdon.	and the state of t	
		Richmond and Bristol Agents.	Rubreaul and Byland Agen	
		Bristol and Knoxville Agents.	mage officerated how bushell	
		Chattanooga and Memphis Agents.	Company of the Compan	
		Miss. Central Agents.	25s Const Agents	
		Chattanooga.	Chattenouge	
1		Nashville.	officeasie	
		Memphis,	aldgests .	
		Huntsville.	ellesandi	
		Canton.	Carter .	
		Jackson.		
		New Orleans,		

Received the above.

Best possible image.

MORE	NING.		EVEN	ING.	
NO OF SEVERAPER RACE.	NO. OF LOUIS DAVIS.	DESTINATION.	EO. OF SEW-PAPER BAGS.		7
		Athens, Ga.			
		Lexington, Ga		-	
		Washington, Ga			
		Warrenton, Ga			
		Atlanta, Ga			42
		State Road Agent		1	42
		Dalton, Ga		K	84
		Rome, Ga	1-	6/	The state of
		Chattanooga, Tenn	1 6	1/ 1	
		Nashville & Chattanooga Agts.			
		Huntsville, Ala,			19
		Tuscumbia, Aia.		P.V.	1 /4/
		Nashville, Tenn			1
		Memphis, Tenn			
		La Grange Agent			1 %
		Way			
		Montgomery			
		New Orleans			

secived the above,

Received the above,

Conductor or Mail Messenger.

Roule Agent.

MAIL BAGS despatched on the ATLANTA route from the AUGUSTA Pod this _____ day of ______, 18 .

MORE	NING.		EVE	UNG.
NO. OF NEWSPAPER BAGS.	NO OF LOCK BAGS,	DESTINATION.	KO, OF LOCK BAGS,	NO. OF NEWSPAPER RAGE.
		Athens, Ga		
		Lexington, Ga		
		Washington, Ga		
		Warrenton, Ga		
		Atlanta, Ga		
		State Road Agent		1 13
		Dalton, Ga		
		Rome, Ga	10	
		Chattanocga, Tenn		in
		Nashville & Chattanooga Agts. ,		
		Huntsville, Ala		-
1		Tuscumbia, Ala	-	
		Nashville, Tenn.		
		Memphis, Tenn		
	1	La Grange Agent		
		Way		
		Montgomery		
		New Orleans		
	-	managed and beautiful		

Received the above,

Received the above,

Conductor or Mail Messenger,

Route Agent.

Certific

MONTHLY REGISTER-Post Office at

Noute No.

from

to

CONTRACT TIME OF ARRIVAL,

1A		DEPARTURE			
day of the	Monthly date.	Hour of arrival.	Cause of delay, if known.	Hour of departure,	Cause of detention.
	1	М		M	
	2	M		M	
	3	M		M	
	4	M		M	
	5	M		M	8
	6	M		M	6
	7	М		M	
	8	M		M	
	9	M		M	
	10	M		M	2/ E
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	12	M		M	
	13	M		M	필 첫
	14	M		M	71 34
	15	M		M	
	16	M		M	13 62/
	17	M		M	
	18	M		M	*
	19	M		M	
	20	M		M	7 13
	21	M		· M	
	22	M		M	
	23	M		M	
	24			M	
	25	M		M	
	26			M	
	27			M	
	28	2		M	
	29			M	
	30			M	
	31			M	

Certified to be correct by

P. M.

N. B.—When fallures occur, note whether they are total fallures, or only to connect. I'll up the blanks at the head of each Register.

			Penaltic Spiral Control Control			HAUP. HOR LOCK.	undermentioned	RECEIVED	Route from	
			The state of the s			TOCK MAIL RAGS	mail	of Comments		
			one country			F 1 2	bags, viz			
			and a				1			
						TARREST	200	Canada		day
						- P	and the same		to	16 11
							and Comment			
				-	0					
		10 61			(27) Receipts to be proposed by the roots agends for the signatures of postmasters or assistants at the email numerous or local agents at intermediate efficient receiving through pointies. Also to be shall be that the signature of the state of the signature of the purpose.	of the raute, used to show lu such case	1			
				195	At intermediate offices where there is not like to get receipts eigned, they must be left with untils and ref	roed with the	1			
				others and	It is not required that a resist agent should fatte a receipt for a posen made up by himself, or given receipt for all other mail bags fellowed to like, and demand receipts when its charge. Fattenesters receiving and studieg mails by memoragers will use this form of receipt when no other to present will do likewise.		Park Land			2
				11	Postmasters and other agents of the Post Office Department will also, if possible, obtain receipts for ma overage set employed discorpt by the Department but by railroad companies or other contractors, and see the it have get receipts on delivering mails.	s delivered to		One		1859.
			1						- In	
						SO. OF CANYAR HAGS.	under	-	Route	
			100			a So	idermention	RECEIVED	e from	
						00 TOU	ionoil		0777	
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						VIT BYER	bags,			10.0
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	a place or analytical supplement				1000	Table 1	of total		to	
							The state of the s		0	2
										1

TEMENT of Lock-mail Pouches sent herewith from the Route Agent on the Washington and Richmond route, going SOUTH, to the Route Agent on the Richmond and Weldon route. NUMBER OF REMARKS. LABELLED FOR-DATE. BAGS. Richmond Route Agent, Petersburg. Wilmington Route Agent. Goldsboro'. Wilmington. Manchester Route Agent. Augusta. Montgomery. Mobile. New Orleans. Raleigh, N. C. Columbia, S. C. Charleston. Savannah. Nashville, Tenn. Memphis. Chattanooga, Tuscumbia. Raleigh and Gaston Agent. Received the above. (Sig. of Washington and Richmond Route Agent,) (Sig. of Richmond and Waldon Houte Agent.)

N. B.—When a substitute agent acts, he must state why, and sign both his own and the name of the regular agent.

In case of falling to make connections, the Agent will deliver mails into the post office at the end of the route, and obtain the receipt of the master, assistant postmaster, or some suitable clerk designated for that purpose.

WASHINGTON AND EIGHMOND BOUTE
AGENT
TO
RICHMOND AND WELDON BOUTE

AGENT.

(No. 11.)

Post Office Department,

FINANCE OFFICE.

Carch 13

quarter of 1860, though long since due,

has not get been received.

Your account for the

SIR:

As a prompt rendition of accounts, according to the regulations, is essential to the due ministration of this Department, the Postmaster General directs that you state, without being, whether your account was forwarded to this Department; and, if not, what was the moon of delay. If the account was forwarded, it has failed to reach this office; and, berefore, a duplicate thereof should be immediately furnished. In such case nother me person, a duplicate thereof should be immediately furnished. In such case nother me person, and when the duplicate is sent, and do not enclose your letter with the accounts. Make a compact bundle or packet, and mark it "Duplicate Quarterly between," with the name of your office and date of mailing.

Neglect to render your accounts for one month after the time, subjects you to a penalty of bubble the value of the postages which shall have accrued at your office in any equal portion of time, (See act of 3d March, 1825, section 32.)

Your account should be sent within two days, or by the first mail, after the end of each marter, whether you have been called on to pay over the balance due or not.

A COMPLETE QUARTERLY RETURN IS COMPOSED OF THE FOLLOWING ACCOUNTS AND PAPERS:

- L. A transcript or copy of the "account of mails sent" from the office in the quarter.
- 2. A transcript or copy of the "account of mails received" in the quarter.
- 3. A transcript of the "account of regular newspapers and pamphlets" received at and sent from the office during the quarter; also a specific account of all other printed matter sent from the office in the same period.
- 4. A transcript of the "account of ship and steamboat letters," and of the moneys paid for them, is to be "indeped by all officers so situated as to require such accounts.
 - b. A transcript of the "account of letters sent by sea," if the office be at a scaport.
- 6. A transcript of the account of "mails received for distribution" from each distributing office.
- 7. A transcript of the "account of registered letters" received and sent.
- 8. The "dead registered letters," in a separate package, with a separate bill of them, giving the address and feginter number of each letter. This package should be carefully tied up and scaled.
- 9. The unregistered dead letters, with a bill or bills of them.
- 10. All the post bills received from other offices during the quarter, including the registered letter bills, which must be put up separately.
- 11. The accounts and receipts for contingent expenses.
- 12. The account current; for directions concerning which, see chapter No. 20 of the Instructions to Postmasters,

Pack up all the parts of the quarterly return in one compact bundle or packet, according to the standing "gulations. (See sections 264, 265, and 266.)

Very respectfully, your obedient servant,

A. N. ZEVELY, Third Assistant Postmaster General.

Note that the second and formation is the shifted to seem that the shift of the
they drop to prove their success one on all when the depleter was easily for
And I have been supplied to a supplied to the state of th
And the only remained with more gary at no billion and most making with the co
And they would had not provide such that without the first the beautiful to the contract of the provide the first trap of
John Lorey Life philyes of Mode spring of Z., and Zim You do
Appears to the last of the las
Table 10 (10 pt and 10 pt
Forg respectfully year abottom arrests

A. N. ZEVELY, THIND ASSISTANT POSTMASTER GENERAL RECEIVED OF B White which has been sent to the Post Office Department as a dead letter. Meason who not delivered: It elived to G. H. St

(No. 7.)

Having been examined here, as the law directs, and found to be of value, it is sent to you to be delivered to the writer or person addressed upon payment of the postage, with which you will charge Proved in your Account of Mails Received. You will date and carefully fill up the annexed receipt, but buring caused it to be signed by the person authorized to receive the letter, you will forthwith return

If the writer or person addressed cannot be found in THIRTY DAYS, you will then BETURN THIS TELLAR, with the dead letter which it encloses, accompanied with any information you may have obtained along the present location of the writer or of the person addressed. We If either of them live Whin the delivery of another office, you are not permitted to forward the dead letter to that office, but

The use or exchange of the money or other article of value enclosed in a dead letter is prohibited; is the separation of any part of a dead letter permitted under any circumstances. The scad letter and enviounce must be kept together just as received, and if not delivered, must be returned to the Depart-

You are particularly requested to carefully read the dead letter enclosed, in order to facilitate Proper delivery; and in case you return it to this office, you will explain why it is returned. The Postmaster will please ascertain, if practicable, from the writer of the accompanying letter, " otherwise,) and state, at the bottom of this receipt, whether the person for whom it was intended TUALLY resided or was only a temporary VISITOR within the delivery of the Post Office to which it

The Department will not pay any expense for advertising dead letters sent to Postmasters for delivery, I am, sir, your obedient servant.

addressed, and to what cause his failure to receive the letter may be attributed.

The enclosed DEAD LETTER, which appears to have been originally mailed at

he whom it was intended.

it to the THEO ASSISTANT POSIMASTER GENERAL.

and in its original, entire condition.

return it here with the residence of the party noted on it.

Dost Office Department,

and forwarded agreeably to its address, has not been received by the person

March 12 180 1

N. B.—The receipt should be dated at the bottem when signed, and the name of the Postmaster deliverlog the letter inserted at the top. The name of the writer, or person to whom the letter is delivered, must be inserted in the body of the receipt when that has been emitted. When the person to whom the letter is delivered cannot write his name, his signature must be witnessed: in which case the name of the receiver of the letter and that of the witness must appear in the body of the receipt. Having perfected the receipt, you will return it under cover addressed to the THIRD ASSISTANT PORTMASTER GENERAL.

Post Office Department,

FINANCE OFFICE,

You have failed to comply with section the following

REGULATIONS OF 1859 CONCERNING DEAD LETTERS.

CHAPTER XIV.

Sur. 1857 Dead letters are such as have been advertised, and have remained on hand three months or longer.

Sur. 185 But letters related, or which cannot be delivered, are also to be considered dead letters, and forwarded to the sure of the read of each month, without being advertised. Also those held up for the payment of the postage and not the sure those attempted to be sent with stamps previously used. On all such letters the reasons for returning should be say, "refused," "person addressed moved away," or "deceased," or "letter held for postage," as the case may be the sure must be stamped or post marked with date of return, &c., on the scaled side, in the same manner as

187. All letters from foreign countries, including those from the Britis's North American provinces, should be returned

137. All letters from foreign countries, including those from the Britis's North American provinces, should be returned distation of one month after having been daily advertised.

158. Letters for foreign countries which cannot be forwarded without prepayment of postage, letters not addressed or life. It hat their destination cannot be acceptained, and letters addressed to places where there are no post offices, naunced to the department monthly with the "refused" and "foreign dead letters."

159. At the end of each quarter all dead letters then on hand, including such as are mentioned in the four preceding and were not returned in the first two months of the quarter, must be forwarded to the department in the regular return, with a dead-letter bill showing the whole number then sent, as well as those sent in the two previous months, at reasons why such letters are not delivered should be endorsed on the letters.

130. The postages on dead letters returned to the department should include the amount paid for advertising the same, solited on No. 12 of the account current.

151. When refused letters, or letters which cannot be delivered, or letters from foreign countries, or any such as are labeled to the department mouthly, the postmaster should not omit to note on the dead-letter has an amount of the bills returned for each of the two preceding months, so as to give the last month of the quarter the amount of the bills returned for each retained by the postmaster.

152. The dead-letter bill should be so made up as to show the number of emposil letters of each rate, the number of drop letters, the number of supposil letters and their rates, the number paid foreign each rate, the number of drop letters, the number of supposil letters and their rates, the number paid foreign in amount of the bills are to be made by the postmaster.

152. The dead letter bill should be so made up as to show the number of emposil letters of each rate, the number of drop letters, the number of organical letters and their rates, the nu

In one bundle at 193. If the dead letters at any effice be so numerous as to make it necessary to put them in several bundles, 193. If the dead letters returned with No. 1, and the dead-letter bills should always be put in the last should be numbered consecutively, beginning with No. 1, and the dead-letter bills should always be put in the last which should be marked "Rill."

191. No allowance will be made for dead letters returned, unless they are accompanied by a dead-letter bill.

193. When a letter is refused, the word "refused" should be at once plainly written upon it, and the letter put with be returned at the end of the month.

195. If, previous to its return, the seal of a dead letter be broken by secident, or by having been delivered to the brown, the fact and circumstances must be noted upon it.

196. The letter should be carefully rescaled.

197. Every dead letter must bear on the scaled side the stamp or post such of the post office by which it is returned, and the return to the department.

The letter should be carefully rescaled.

187. Every dead letter must bear on the scaled side the stemp or post must of the post office by which it is returned, and the return to the department.

188. Dead "registered letters" must be made up in a separate package, with a separate bill, giving the address and loss. Dead "registered letters" must be made up in a separate package, with a separate bill, giving the address and loss of each letter. This package is to be carefully tied up and scaled. Dead letters containing swang forwarded to sumble of each letter. This package is to be enclosed with the generally returns, but must be duly registered in the same of the registered letters. They are to be mailed to the postmaster at Washington, District of Columbia, addressed to be charged either in the transcript of mails sent or in the later than the containing of the scale of govern-

109. When any dead letter from this department, or from any other department or public office at the seat of governin sot called for within one month from the time of its receipt, or when the person addressed is known to be dead, or to
aved away, such letter must be returned direct to the department or public office in which it originated, and should never
the Pest Office Department as a dead letter.

The Post Office Department as a dead letter.

240. All unpoid newpopers, possphiles, and other printed metter, malled in any foreign country and received at any post office.

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As the neglect of failure to observe the above regulations causes who delay and embauassment in the despatch of business connected with the Dead Letter Office, and often occasions loss to postmasters well as to individuals, the Dostmaster General expects that you will comply strictly with their requirements. Your failure to do so " future will be reported to the Appointment Office.

Very respectfully,

Third Assistant Postmaster General.

0%

Postmaster.

Best possible image.

(No. 34.) Post Office Department, FINANCE OFFICE,

Sir.

You have failed to comply with Section the following Regulations of 1859.

CHAPTER XIX.

Accounts and papers to be returned by postmasters.

Sn: 254. At the end of every quarter, which is on the last day of March, June, September, and December, every Postmaster must make up his accounts, and forward transcripts of them to the Third Assistant Postmaster General: The Originals must be filed by the postmaster with his general account, and will, like it, be held subject to inspection. None.—For further instruction on this subject see Sections 255, 256, 256s, 257, and 258.

Sac. 259. If any postmaster shall neglect to reader his accounts for one month after the time, and in the form and manner prescribed by law, and by the Postmaster General's instructions, he shall forfeit double the value of postages which shall have arisen at his office,

Sec. 260. The postsusster, though he may have mailed his accounts, will not be considered as discharged from the Penalty mentioned in the foregoing section, unless, within one month after being notified that they have not been received at the Department, he transmits duplicate copies from the original accounts relained in his possession. The package must be marked " Deplicate Biturns."

Norm.—Postmasters will bear in mind that unless Sections 259 and 250 are strictly complied with, the negative of their omission will be enforced, and failure to comply with any of the above requirements will be reported to the Appoint-

CHAPTER XX.

The Quarterly Return.

Sac. 261. The Quarterly Beturn is composed of the following accounts and papers, viz:

1. A transcript of the Account of mails sent from the office for the quarter. The entries in this account must, of course,

be made every post day, before the mail is sent from the office, and at all large offices it should be transcribed daily.

2. A transcript of the Account of mails received at the office for the quarter. At all large offices the entries in this second should be made daily, and it should be transcribed daily, so as to prevent any delay in making it out at the close of the quarter.

3. A transcript of the Account of require Newspopers and Panyalids review at the office during the quarter, to which is to be added the amount of the Mocellaneous Account.

4. From the post offices where such accounts should be kept, a transcript of the Account of Ship and Stamboat letters bed in the quarter, and the moneys pald for them.

5. A transcript of the Account of Letters and by sea from the offices at scaports.

6. All the past bills received from other offices during the quarter.

7. Accounts and receipts for contingent expe-

s. The Dead letters, and a bill or bills of them.

9. From distributing offices, a transcript of the Account of units revised for Distribution.

11. The transcripts of registered letters received and sent, and the registered letter title, must be put in the return

SEC. 252. Postmasters are strictly required to fill the blanks in the account current at the heal of each page of their accounts of mails received and sent, and carefully to add each and every column of said accounts. They will then recapit-Wate the amount of each column on a blank page, so as to comble the Auditor to report quarterly the aggregate amount of such columns.

Sac 263. The commission account and the emolument account, with the vouchers belonging to them, must also accompany the quarterly account of all postmasters whose duty it is to reader such accounts,

Sac, 264. To insure a correct and expeditious settlement of the quarterly accounts of postmasters, it is indispensable that each return should arrive at the Department in one perfect unbroken bundle or packet. Each postmaster, therefore, should observe the following directions in packing up his returns for transmission in the mail, vin:

Exc. 265. Put up each part of the return, if large, in a separate parcel, with strong paper, tying it with twine, and writing on each parcel its proper contents, and the name of the office, county, and State. Then pack up all the parcels, constituting the entire quarterly return, in one compact bundle or packet, and having post-sureked it, direct it plainly to the Third Assistant Postmaster General, Post Office Department.

Size 266. No letter, receipt, paper, or other thing whatever, not strictly belonging to the quarterly return, as summerated and described in this chapter, should be put up in it.

Very respectfully,

Third Assistant Postmaster General.

0%

Postmuster.

This the receipt at the top and she eppears "Thursanies." Wireular Letter 34 1300-cap- 200 Sheet Ulso, another form, which was cancelled and this one note & proof

Post Office Department, FINANCE OFFICE,

185 .

SIR:

Your account is charged with a parcel of Pestage Stamps, amounting to \$
sent you on the day of 185, for which your receipt does
not appear to have been returned to this office, as the instructions accompanying the
temps required.

If the receipt was mailed by you, it has not reached the Department; and I have therefore to request that you date, sign, and return the annexed duplicate without delay.

If the original receipt has not been forwarded, you are requested to date, sign, and transmit it to this office, forthwith, instead of the duplicate.

Very respectfully,

Your obedient servant,

A. N. ZEVELY,

Third Assistant Postmaster General.

Postmaster

POST OFFICE,

185 .

Sent

and sign opposite "Desimaster."

dop

the

receipt at

Date the

185 .



RECEIVED of the Post Office Department the following Stamps,

to wit:

Postmaster.

The compact that you start, siyn, or showed smaller in Theorem 1 (1) and the compact that I have been 1 (1) and the compact that you start, siyn, or showed some of style and showed some of some of the compact that the style compa

Very respectfully.
Very abotton neveral.

POST OFFICE.

Harmonn of the Post Office Department the following Strage

or large popular transmitters of the control of the

Territorial along the con-

Post Office Department,

18

Sip.

There is in this Office a letter's (without enclosure) which "Hears to have been written by

and mailed at your office

al

whence it was returned as a Dead Letter, after being advertised and remaining unclaimed more than three months, according to law.

Please obtain from the writer of this letter, if practicable, or from any other reliable source of information, answers to the following vestions, viz:

Was the person addressed, about the time above specified, an within the delivery of the Dest Office at

Was the letter applied for?

Are the parties now in correspondence; and would either of them

fay postage for the return of the letter in question, with the addition

I one cent for advertising?

To what cause have they attributed the failure of the letter to reach its destination?

Although necessarily opened, according to law, the letter has been reseated, and, unless soon reclaimed under these inquiries, it will be destroyed.

Please answer on this sheet, and return it to my address.

A. N. ZEVELY, Third Assistant Postmaster General.

Postmaster at

KNOW ALL MEN BY THESE PRESENTS, That we,

and

bereby jointly and severally held and firmly bound unto the United States of America, dollars, to be paid to the said United States of Aberica; to which payment well and truly to be made, we do hereby bind ourselves and of our heirs, executors, and administrators, firmly by these presents. Signed with our mes, and sealed with our seals, at A. D. 185 . THE CONDITION OF THE ABOVE OBLIGATION IS, That whereas the THASTER GENERAL of the United States of America has appointed the said TITER CARRIER, to deliver such letters, papers, and packages, as may be placed in hands for that purpose by the Postmaster of the city of is the State of

and to receive letters, papers and packages at such thees in said city of or elsewhere within the delivery Post Office of said city, as the said Postmaster or the Postmaster General may direct, eposite the same in the Post Office thereof or deliver them as addressed, in accorwith the 41st section of the "Act to change the organization of the Post Office Deand to provide more effectually for the settlement of the accounts thereof," boxed on the 2d day of July, 1836, and the 10th section of the "Act to reduce and the rates of postage in the United States, and for other purposes," approved Mech 3, 1851.

Now, if the above bounden powell and truly perform all the duties appertaining to his said appointment as a LET-CARRIER, and shall faithfully account for and pay over to the said Postmaster of that Office Department, all moneys with which he is or shall be properly chargeable on according to law, and the regulations of the of the postage and the carriage on letters, papers, packages, and other matter in his hands for delivery or deposite as aforesaid, or received by him to be delivered Persons at any point within the delivery of said office, at such times as the said Postthay direct and require, or the Postmaster General shall prescribe, and shall, when required by the Postmaster of said city, deliver over to said Postmaster, all letters, packages and other matter placed in his hands, or which may at any time have into his possession, as a LETTER CARRIER, and shall not have been delivered as the possession, as a first control of the possession of th of effect.

[L. S.]

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Table

REQUIRED BY LAW

To be conspicuously posted up in the Post Office.

MAIL ROUTE No.

From.

To

STATE OF

TERM 1st JULY, 1860, TO 30th JUNE, 1864.

OXTRACTOR:

Roldenson

the of trips per week in each illerition -

M rowcepones-



SCHEDULE OF DEPARTURES AND ARRIVALS,

PRESCRIBED BY THE POSTMASTER BENERAL

KAPE

BRIFE AT

KIPE

BRIEF AT

POST OFFICE DEPARTMENT.

CONTINUE OFFICE, June 1, 1860.

The Personne will have note the extraction in the point, in some traction waster, marginal of type, made of manrity are at department and certainly, which the Department may ender from there is tracThe Postmister will report by letter to the Second Assistant Postmaster General, Contract Office:

INSTRUCTIONS.

- 1. The day on which the Contractor commences performance of the foregoing service.
- 2. The mode of conveyance.
- The name of the person who takes the mail, and if different from that of the Contractor, whether as his agent or otherwise,

In case the Contractor fails to appear in person or by his agent for the smill, the Postmaster will report that fact, and the reasons, if known, to the Second Assistant Postmaster General.

In case of the failure of the Contracter, temporary mail service is to be employed only by the Postmaster at , being the office at the

head of the route. The other Postmusters on the route are to communicate to him the offers they may receive.

Substitute service is not to be engaged but in cases of absolute and unquestionable failure on the part of the Contractor. The Postmaster is to have no interest, direct or indirect, in the temporary engagement. He is to make engagements upon the best terms for the Department that can be obtained, and in no event at an extravagant cost; and he is to report all particulars by the first until or opportunity, to the Second Assistant Postmaster General.

It is the duty of Postmasters to see that Contractors and Carriers take and subscribe the oath required by law of all persons employed in the mail service, and they will deliver the mail to no person as carrier who is not sworn as such, or who is under sixteen years of age.

Blank forms of oath are enclosed.

The mail must be carried precisely according to the innexed schedule, until changed by order of the Department.

Registers of the departure and arrival of the mail, and special reports of mail failures and irregularities, abould be addressed to the Ixsexcriox Office Department.

Oaths of Contractors and Carriers are also to be sent to that Office.

Know all men by these Presents,

That we a the County of

State of

and firmly bound unto the UNITED STATES OF AMERICA, in the just and full sum of thousand dollars; for the payment whereof,

Matd truly to be made, we bind ourselves, our heirs, executors, and administrators, jointly and severally, by these

In mitness whereof, we have hereunto subscribed our names, and affixed our seals, this day of in the year of our Lord one thousand eight

hadred and fifty.

The condition of this obligation is such, That whereas the above bounden was appointed DEPUTY POSTMASTER

aforesaid, on the

day of

Med said appointment was, on the

day of

185 , confirmed by the Senate of

ballanted States: NOW, if the said A States: NOW, it the said office according to law and the instructions of the Postmaster General, fall fully once in three months, or oftener, if thereto required, render accounts of his receipts and expenditures, DEPUTY POSTMASTER, to the POST OFFICE DEPARTMENT, in the manner and form prescribed Postmaster General in his several instructions to Postmasters, and shall pay the balance of all moneys that ouns to his hands, for the postage of whatever is by law chargeable with postage, in the manner prescribed POSTMANTER GENERAL OF THE UNITED STATES for the time being; and shall keep safely, without loaning, depositing in banks, or exchanging for other funds than as allowed by law, all the public money collected by of otherwise at any time placed in his possession and custody, till the same is ordered by the Postmaster General tansferred or paid out; and when such orders for transfer or payment are received, shall faithfully and promptly the same as directed; and shall also faithfully do and perform, as Agent and Depositary for the Post Office Tulbent, all such acts and things as may be required of him by the Postmaster General; and, moreover, shall stally account with the United States, in the manner directed by the said Postmaster General, for all moneys, stamps, stamped envelopes, bills, bonds, notes, drafts, receipts, vouchers, and other property and papers which Postmuster or as Agent and Depositary as aforesaid, shall receive for the use and benefit of the said Post Office Perment; then the above obligation shall be void; otherwise of force.

Witness:

State of

I hereby certify that

the sureties above named,

and who have signed the foregoing Bond, are severally responsible and sufficient to insure the payment of the entire penalty named therein. Witness my hand this A. D. 185 day of

The signatures to the Bond should be witnessed, and the certificate should be signed by a Mayor, Judge, or Justice of the Peace, adding his official title. Correct the name of the Postmaster, if wrengly written.

STATE OF County of

being duly sworn, depose and say, and each for himself deposes and says, he has executed the within Bond, and that his place of residence is correctly stated therein; that he is a freeholder of said State, and that he is worth double the sum of the penalty of the within Bond, over and above all debts and liabilities existing against him. Subscribed and sworn before me, this)

Justice of the Peace.

Post Office Depustment,

APPOINTMENT OFFICE,

18

Your communication of the The following Instructions.

is received. For answer, please refer to No.

I am, respectfully, Your obedient servant,

FIRST ASSISTANT POSTMASTER GENERAL,

Satragater

INSTRUCTIONS.

A postmaster whose compensation for the last preceding fiscal year did not exceed \$200 can send through the mail, free of postage, all the bosiness, the weight of each letter not to exceed half an ounce. The printed matter of a private nature; nor letters addressed to his wife or any other member of his family; nor can be deliters or publishers containing money in payment of subscription.

The postmaster, whatever may have been his annual compensation, can send and receive, free, communications, whether written or printed, the postmaster, whatever may have been his annual compensation, can send and receive, free, communications, whether written or printed, the postmaster, whatever may have been his annual compensation.

postmaster, whatever may have been his annual compensation, can send and receive, jets a summary of the business of his office or of the Post Office Department.

Postmaster, having the frunking privilege, franks matter which exceeds half an ounce in weight, and which does not relate exclusively to the said office, he franking privilege privilege that the mailing office, the charge also office of the Post Office Department, the excess is chargeable with postage; and if not so charged at the mailing office, the charge stands at the office of delivery. Postmasters' successes are forbidden by law to exercise the franking privilege under any circumstance. In the postmaster is a communication free, a summeript letter to a postmaster should not be detained in the mailing office, for the reason that the postage on it is not prepaid, except in cases where it is that the postmaster should not be detained in the mailing office, for the reason that the postage on it is not prepaid, except in cases where it is that the postmaster are known to relate exclusively.

the a postmaster should not be detained in the mailing office, for the reason that the postage on it is not prepaid, except in cases where it is not prepaid, except in cases where it is postmaster should not be detained to receive his private letters free. And if letters to any postmaster are known to relate exclusively beamers, "heing so superscribed, they should be mailed free.

As large the penalty for violation at fifty dellars, provides "that no postmaster or assistant postmaster shall act as agent for lettery offices, any color of purchase or otherwise vend lettery teckets;" and that "no postmaster shall recrire free of postage or frank lettery schemes, of the letter than the mail recrire free of postage or make lettery schemes, of the letter than the mail together with all other transient matter of this kind addressed simply to an office or "box" in an office, and not to any

All letters placed on a mail steamboat, on which the mails are in charge of a route agent, should go into the hands of such agent; and on the master of the vessel is not entitled to receive any compensation. None but prepaid letters should be received on such steamboat, and be fally mailed. But should any chance to be unpaid, they should be deposited by the route agent in the post office at or nearest the point is year received, and the postmaster should post up a list of them, with the unpaid letters dropped into his office, adding that they were put d the "membeat unpaid

manner, when practicable, all letters should be prepaid which are received by steamboats or other vessels not in the mail service, or carry-man, when practicable, all letters should be prepaid which are received by steamboats or other vessels not in the mail service, or carry-man, when practicable, all letters should be prepaid which are received by steamboats or other vessels not in the mail service, or carry-man, when practicable, all letters should be prepaid which are received by steamboats or other vessels not in the mail service, or carry-man, when practicable, all letters should be prepaid which are received by steamboats or other vessels not in the mail service, or carry-man, when practicable, all letters should be prepaid which are received by steamboats or other vessels not in the mail service, or carry-man, when practicable, all letters should be prepaid which are received by steamboats or other vessels not in the mail service. manner, when practicable, all letters should be prepaid which are received by steambeats or other vessels not in the mail service, or carrywith more outer agent on board. When prepaid, the master of the vessel, if under contract to carry the mail, may receive one cent "way"
or add man received with the department, two cents each from the postmaster in whose office he deposits them; and they should be delivered to
salogs of the contract with the department, two cents each from the postmaster in whose office he deposits them; and they should be delivered to
salogs of the cents if delivered at the office at which the vessel shall arrive, and with two cents in addition to the ordinary rate of postage if destined
by post to another place. On all such letters the master of the vessel is entitled to receive two cents each.

The contract of the mail is a provided such stamps are equal in value and amount to the rates of
postage to which such letters would be liable if sent in the mail; and provided, also, that the envelopes are duly scaled, &c. [See law annexed.]

No. 4. A letter bearing a stamp out or separated from a stamped envelope cannot be sent through the mail as a prepaid letter. Stamps so cut or
separated from stamped envelopes here their legal value. Stamped envelopes, as well as postage stamps on prepaid letters, should be cancelled immediately on the letters being placed in a post office.

No. 5. When a letter is delivered, and the postage paid thereon, the postage should not be returned after the letter has been opened, except in

No. 5. When a letter is delivered, and the postage paid thereon, the postage should not be returned after the letter has been opened, except in cases where the postmaster is satisfied it has been opened by the wrong person through mistake; in which event the letter should be rescaled and a memorandum of the mistake made thereon in writing

No. 6. To exclose or conceal a letter, or other thing, (except bills and receipts for subscription,) in, or to write or print anything after its publication upon any newspaper, pamphlet, magazine, or other printed matter, is illegal, and subjects such printed matter, and the entire package of which it is a part, to letter postage; and if done in order that the same may be carried by post free of postage, subjects the offender to a fine of fire dellars for every such offence; and in such cases, if the person addressed refuse to pay such letter postage, the package should be returned to the postmaster from whose office it came, to prosecute the offender for the penulty. Printed slips or circulars stitched or pasted in with the body of puriodicals or magazines with which they have no legitimate connexion, are attempts to evade the law; and all such matter which does not form, and was not intended and originally united to form, a receive part of the contents of any store prompts of a received or magazine, and its cover, interand originally printed to form, a regular part of the contents of any given number of a periodical or magazine and its cover, must be considered as extraneous matter, subjecting the whole copy with which it is thus sought to be incorporated to letter postage. All transient printed matter should be distinctly postmarked and rated at the muiling office.

No. 7. Any word or communication, whether by printing, writing, marks, or signs, upon a newspaper, pamphlet, magazine, or other printed matter, or upon the cover or wrapper thereof, other than the name and address of the person to whom it is to be sent, subjects the package to letter postage; and such postage should be, like all other letter postage, prepaid, or the matter should not be unifed. If, however, it reaches the office of delivery unequid, and the party underseed shall refuse to pay letter postage thereon, further proceedings should be waived, there being no concenhers or attempt at found, and the nucleus paids and the proceedings about the residence places and the processed with the content of the processed shall refuse to pay letter postage thereon, further proceedings should be waived, there being no concenhers or attempt at fraud, and the package placed with the other refused matter in the office. A pen or pencil mark, made for the sole purpose of sitructing the eye to a

particular article or portion of printed matter, does not subject such matter to letter postago.

No. 8. Contractors and mail carriers may carry newspapers out of the mails, for sale or distribution among regums subscribers papers are placed in a post office for delivery, postage must be charged and collected. Contractors and other persons may also convey books as magazines, and newspapers, (not intended for immediate distribution,) done up in packages as merchandles, and addressed to seem hims.

No. 9. It is proper to forward a letter when duly requested. When forwarded, no additional postage should be charged, if the its address, has been mis-sent. If it has been sent according to its address, and then forwarded, it must be charged with additional postage with additional postage with additional postage. prepuid rate, according to distance, established by the act of March 3, 1855.

No. 10. Books, not weighing over four pounds, may be sent in the mail, prepaid by postage stamps, at one cant an sunce any United States under three thousand miles, and at two cents an sunce over three thousand miles, provided they are put up without a cover or in a cover or wrapper open at the ends or sides, so that their character may be determined without removing the wrapper.

re than sixteen octave p No. 11. Small newspapers and periodicals, published monthly or oftener, and pamphlets containing not more than sixteen sctare put up in single packages, weighing at least eight ounces, to one address, and prepaid by postage stamps, may be sent to any part of the

ent an ounce or fraction of an ounce.

No. 12. Unscaled circulars, advertisements, business cards, transient newspapers, and every other article of transient printed matter. (* and packages of small publications, as above,) not weighing over three cunces, sent in the small to any part of the United States, are class one cant postage each, to be prepaid by postage stamps. Where more than one circular is printed an a sheet, or a circular and charged with a circular state. one cant postage each, to be prepaid by postage stamps. Where more than one circular is printed an a sheet, or a circular and letter charged with a single rate. This applies to lettery and other kindred sheets assuming the form and name of newspapers; and the matter in such sheets must also be charged with one rate. A business card on an unsealed envelope of a circular subjects Any transient matter, like a circular or handbill, enclosed in or with a periodical or newspaper sent to a subscriber, or to any other whole package to latter contract and who were the subscriber, or to any other whole package to latter contract and who were the subscriber, or to any other whole package to latter contract and who were the subscriber and t subjects the whole package to letter postage; and whenever subject to letter postage from being scaled or from any cause whatever, all relative exception, must be prepaid or excluded from the mail. It is the duty of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the mailing office, as well as at the office of the postanaster at the office of th carefully to examine all printed matter, in order to see that it is charged with the proper rate of pustage and to detect fraud. At efficient stamps cannot be procured, postmasters are authorized to receive money in prepayment of postage on transient matter; but they should be keep a supply of stamps on band. keep a supply of stamps on hand.

No. 13. It is no part of the duty of a postmaster to receive and deliver to subscribers any other newspapers than those which co or to put the address on newspapers sent to clubs, or to deliver them from a furnished list; nor should be do either, even through rounds may be done without laterfalms with the clubs.

may be done without interfering with the legitimate business of his office.

No. 14. Newspapers and periodicals, regularly mailed to bone fide subscribers, are not "transient printed matter," and may, the by agents, as well as publishers, in the same manner, and with the same privileges, as if they were mailed to such subscribes directly for publication: Previded, the agent makes and files in the mailing office a statement signed by hum, showing the names of the rapers of which he thus mails, the offices, respectively, to which they are directed, and the number of mail above the names of the rapers of the dates as which he thus mails, the offices, respectively, to which they are directed, and the number of such subscribers to each, with the dates to respective subscriptions extend, at each office to which said papers or periodicals are directed.

No. 15. Publishers of newspapers may, without subjecting them to extra postage, fold within their regular issues a supplement weight of the whole does not exceed one and a half ounce, within the State where printed, or three ounces when sent out of the State. cases the added matter must be a granule supplement or appending to the newspaper in question, and of the same essential characteristic property of many practice of property of the same essential characteristics.

intelligence of passing events of general interest.

No.16. Money and other valuable matters sent by mail, are at the risk of the owner.

No. 17. Payment of postage on newspapers, periodicals, and magazines, quarterly or yearly in advance, may be made either at the office of delivery. When made at the mailing office, it is the duty of the postmaster to send to the office of delivery evidence thereof.

No. 18. Postmasters and the mailing office is sufficient evidence of payment.

No. 18. Postmasters, assistants, and clerks, regularly employed in post offices, are exempt from militia duty, and from serving from working on reads, nor from obeying a summons to appear in court as witnesses, or to testify before a grand jury. Justices of the reached by their own State laws, may serve also as postmasters.

No. 19. Deguerrootypes, when sent in the mail, should be rated and charged with letter postage by weight.

No. 20. Letters mailed in the cars can be prepaid only by using postage stamps or stamped envelopes; and when not thus prepaid of postmasters to treat all such letters as unpaid, although marked "paid"—no route agent being permitted to receive propayment in many treatment of the propayment is many treatment of postmasters.

(to subscribers) not chargeable with postage. They are not allowed any commission on printed matter made free by the frank of a

No. 22. Properly franked mail matter, or mail matter addressed to a person enjoying the franking privilege, is entitled to be easily mail when "forwarded" to the person elsewhere as well as in its transportation simply to the office to which originally addressed.

No. 23. Postmasters receiving letters referring to business not connected with the Department, but designed to promote private into

No. 23. Fortissises receiving actions and connected with the Department, out arranged to produce payment of postage, must return said letters to the parties, sending them under a new covelope charged with letter postage.

No. 24. The postages who collects the postage on newspapers, periodicals, magazines, &c., quarterly or yearly in advance, is send commissions on the same, although he may go out of office immediately thereafter, and the paper or periodical be delivered by his should, however, leave in the office a record of all such payments.

No. 25. Bona fide subscribers to weekly newspapers can receive the same free of postage, if they reside in the county in which the page and published, even if the office to which the paper is sent is without the county, provided it is the office at which they regularly received.

No. 25. Hills of lading and unscaled latters relating exclusively to the whole or any part of the cargo of a vessel or steamboat, say, set or steamboat outside of the mail, unless they are placed in an envelope with other matter. In the latter case, the whole package

letter postage.

No. 27. When newspapers or periodicals are not taken out of the post office by the persons to whom they are addressed, the postses

his frank, give immediate notice to the publisher, stating the cause thereof, if known.

No. 25. Postmasters cannot deliver letters from their respective offices which may be addressed to and deliverable from other offices. No. 29. Postage cannot be prepaid on regular newspapers or periodicals for a less term than one quarter; and in all cases postage must be such matter at the commencement of a quarter.

No. 30. Under no circumstances can a postmaster open a letter not addressed to himself.
No. 31. Exchange newspapers and periodicals cannot be remailed without being chargeable with postage.

No. 32. The same person cannot act as a mail contractor or mail carrier, and as postmaster or clerk in a post office, at the same time. Churchy Photo Island County

No. 33 Postmasters will apply for blanks as follows: Those in Maire, New Hampshire, Vermont, Messachuretta Bhode Island Country, York, New Jersey, Pennsylvania, Delaware, Maryland, California, and Oregon, will apply to the Blank Agent at New York, N. Y. Those in the District of Columbia, Virginia, North Carolina, South Carolina, Georgia, Alabama, and Florida, will apply to the First Assistant Postmanter General, Washington, D. C. Those in Missasippi, Louisiana, Arkansas, Missouri, Kentucky, Tennessee, Texas, New Mexico, Utah, Ohio, Indiana, Illinois, Michigan, Wisconsin, Iowa, Minnesota, Nebraska, and Kansas, will apply to the Rienk Agent at Cincianati, Ohio. Blank registers for arrival and departure of the mails, however, are sent out by the Inspection Office, Washington, D. C.

No. 34. A pamphlet is a printed but unbound publication, relating solely to some subject of local, ephemeral, or temporary interest, or importance; or, if upon a subject of general interest or importance, called forth, like a lecture or an address, by or for some local event, or as appropriate to some particular occasion. Hence, with the exception of those not containing more than sixteen octavo pages each, for which, under certain conditions, the

particular occasions. Thence, win the exception of those has containing more than section occave pages each, for which, under certain conditions, and act of Angust 30, 1852, has made special provision, no publication, although folded and unbound, can be permitted to pass in the mail as a "pumphlet" instead of a "book," unless its scope and subject are such as to bring it fairly within the distinctive definition above given.

No. 35. By the act of March 3, 1855, requiring, from and after April 1, 1855, prepayment either by stamps, stamped envelopes, or in runsey, of all letters not entitled to go free, to places within the United States, the single rate, under 3,000 miles, is three cents, and over 3,000 miles, ten cents. It does not change the then existing franking privilege, which, by another act, is extended to ex-Vice Presidents of the United States. By the act of March 3, 1855, also, the Postmaster General may require postmasters, from and after January 1, 1856, to "place pastage stamps upon all propaid letters upon which such stamps may not have been placed by the writers." The Postmaster General requires permanters to compty with, and carry into effects this prevision of the law. They will take care, if not already done, to supply themselves with postage stamps accordingly, by sending orders for themselves to the Third Assistant Postmaster General, Washington, D. C.; and until a supply reaches them, will continue to forward all prepaid letters in the same manner as they have done before January 1, 1856

On drop letters prepayment is optional.

The set of March 3, 1855, making no provision for aspend letters to places within the United States, persons to whom they are addressed before the postmaster, through blanks furnished for the purpose. If not attended to, such letters must be returned monthly to letter Office. Letters part paid should be desputched, charged with the additional postage due at the prepaid rate, according to distance, a said act, except where the omission to pay the correct amount is known to have been intentional, when they should be treated the same es aboliy unpaid.

The State of the 15th section of the act of March 3, 1825.

Supposed to be embraced in the new act, will continue to be despatched agreeably to at the 15th section of the act of March 3, 1825.

Supposed to be delivered to the Library of Congress or Smithsonian Institution, and which are entitled to the mail, should be superscribed "Copyright for Congress Library," or "Smithsonian Institution," as the case may be.

Copins of papers on the files of the Department are not furnished on the application of individuals, except where a soit is commenced and that on the certificate of counsel that such copy is material to be used in evidence in such suit; nor are papers allowed to be withdrawn from its latter in the case to which they relate.

In Many to trees the act entitled "An act to reduce and modify the rates of postage in the United States, and for other purposes," passed March

he is maded by the Senate and House of Representatives of the United States of America in Congress assembled. That from and after the thirtieth the Lands of the Senote and House of Representatives of the United States of America in Congress successed, but United States, instead of the Senote and fifty-two, the postage upon all printed matter passing through the mail of the United States, instead of the red red, shall be as follows, to wit: Each newspaper, periodical, unsealed circular, or other article of printed matter, not exceeding three article of successions and the sent to any part of the United States for one cent, and for every additional ounce, or fraction of an ounce, one cent additional states in the sent to any part of the United States for one cent, and for every additional ounce, or fraction of an ounce, one cent additional states of the United States for one cent, and for every additional ounce, or fraction of an ounce, one cent additional states of the United States for one cent, and for every additional ounce, or fraction of an ounce, one cent additional states of the other or one cent additional states of the United States for one cent, and for every additional ounce, or fraction of an ounce, one cent additional states of the United States for one cent, and for every additional ounce, or fraction of an ounce, one cent additional states of the United States for one cent, and for every additional ounce, or fraction of the United States for one cent. its, shall be sent to any part of the United States for one cent, and for every administration of rections a decided where the said periodical is paid quarterly or yearly in advance at the office where the same is mailed, and evidence of such payment is furnished as a felivered, or is paid yearly or quarterly in advance at the office where the same is mailed, and evidence of such payment is furnished as of delivery in such manner as the Past Office Department shall, by general regulations, prescribe, one-half of said rates only shall be charged one-papers and periodicals not weighing over one conce and a half, when circulated in the State where published, shall be charged one-papers and periodicals not weighing over one conce and a half, when circulated in the State where published, shall be charged oneonly or in such manners as the control of the contr the rate first above mentioned

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Polage. The publishers of weakly newspapers any sense to the printed paper or matter, shall be entitled to be sent at the any better of free of postage.

In any the in this act specified, unless the following conditions be observed:

In a sum of the sent without any cover or wrapper, or in a cover or wrapper open at the ends or edes, so that the character of the matter constant is all be sent without any cover or wrapper, or in a cover or wrapper open at the ends or edes, so that the character of the matter constant is all be sent without any cover or wrapper. Second. There shall be no word or communication printed on the same after its any be determined without removing such wrapper. Second. There shall be no word or communication printed on the same and a specific printed paper. And if these second is to be sent. Third. There shall be no paper or other thing enclosed in or with such printed paper. And if these second in the second in the

and as it further exacted. That if the publisher of any periodical, after being three months previously notified that his publication is not the effice to which it is sent for delivery, continue to forward such publication in the mail, the postmaster to whose effice such publication for the same for the postage, unless the publisher shall pay it; and whenever any printed matter of any description, received the first postmaster of the fiscal year, shall have resonated in the office without being called for during the whole of any succeeding quarter, the postmaster of the fiscal year, shall have resonated in the office without being called for during the whole of any succeeding quarter, the postmaster of the fiscal year, shall have resonated in the office without being called for during the whole of any succeeding quarter, the postmaster of the fiscal year, shall have resonated in the office without being called for during the whole of any succeeding quarter, the postmaster of the fiscal year, shall have resonated in the office without being called for during the whole of any succeeding quarter. and the Department shall prescribe.

Department shall prescribe.

In all the second section of the set entitled "An act to modify and reduce the rates of postage in the states and for other purposes," approved March third, eighteen hundred and fifty-one, as relates to the postage or free circulation or transfer and for other purposes," approved March third, eighteen hundred and fifty-one, as relates to the postage or free circulation or transfer and for other purposes, and other printed matter, and all other provisions of law inconsistent with the provisions of this act, are hereby

Appears of and he it further concled. That when a list of uncalled for letters shall be published in any newspaper printed in any foreign language, and the published in such newspaper having the largest circulation within the range of delivery of said office.

[Algorithm August 30, 1852.]

August 30, 1852.

See over.]

AN ACT to establish certain post roads, nod for other purposes.

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AN ACT to establish certain post roads, nod for other purposes.

AN ACT to establish certain post roads, and for other purposes.

Sec. 8. And be it further exerted, That it shall be the duty of every postmanter to cause to be defenced, in such manner as the Postmanter may direct, all letter correlopes with postage stamps thereon which may be deposited in his office for conveyance in the mail; and if any postmanter sending such envelopes in the mail shall omit to define the same, it shall be the duty of the postmanter to whose office such envelopes shall be sent for delivery to define them, and report the delinquent postmanter to the Postmanter General. And if any person shall use, or attempt to use, for the conveyance of any lutter, or other mailable matter or thing, over any post road of the United States, either by mail or otherwise, any such stamped latter envelope which has been before used for a like purpose, such porson shall be liable to a penalty of fifty dollars, to be recovered, in the name of the United States, in any court having connected surjediction. the United States, in any court having competent jurisdiction.
Approved March 3, 1853.

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AN ACT granting the franking privilege to the Superintendent of the Coast Survey and the Assistant in charge of the office of said Coast Survey

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled. That the Superintendent of Coast Survey, and the Assistant in charge of the office of the Coast Survey, shall be authorized to receive and transmit, free of postage, by the result letters and decrements in relation to the coast Survey. all letters and documents in relation to their public duties,

Approved February 2, 1854.

AN ACT regulating the pay of deputy postmasters.

Be it emerted by the Senate and House of Representatives of the United States of America in Congress assembled, That in place of the comple now allowed deputy postmasters, the Postmaster General be, and he is hereby, authorized to allow them commissions, at the following rates, composing collected at their respective offices in each quarter of the year, and in due proportion for any period less than a quarter, viz t

On any sum not exceeding one hundred dollars, sixty per cent.; but any postmaster at whose office the mail is to arrive regularly, between hours of nice o'clock at night and five o'clock in the morning, may be allowed seventy per cent, on the first hundred dollars.

On any sum over and above one hundred dollars, and not exceeding four hundred dollars, fifty per cent.

On any sum over and above four hundred dollars, but not exceeding twenty-four hundred dollars, forty per cent.

And on all sums over twenty-four hundred dollars, fifteen per cent.

On the amount of postage on letters and packages received at a distributing office for distribution, twelve and one-half per cent. commission

Every postmaster whose compensation shall not exceed five hundred dol'are in one quarter, shall be allowed one cent on every free letter delet of his office, except such as are for the postmaster himself. But the special allowance now made by law to the postmasters at New Ories. Washington city shall not otherwise be either increased or diminushed.

Each postmaster who shall be required to keep a register of the arrival and departure of the mails, shall be allowed ten cents for each more return which he makes to the Pastmaster General.

Each postmaster may be allowed two mills for the delivery from his office to a subscriber of each newspaper not chargeable with postage : free That to any postmaster of a distributing office at which the commissions, allowances, and emoluments, since the thirty-first day of March, one the eight hundred and fifty-three, have been insufficient to defray the actual and necessary expenses, and affect the postmaster the annual comple derived from commissions at the office before said thirty-first of March, the Postmaster General may, in his discretion, allow quarterly, from the aforesaid, out of the postages collected at any such office, an amount sufficient to supply such deficiency: Precided further, That to any posture a separating office, whose commissions, allowances, and emoluments may be found insufficient to provide the extra labor necessary to a provi efficient performance of the duties of separating and despatching the mails passing through his office, the Postmaster General may make sock of allowance, out of the postages collected at such effice, as he may deem sufficient to compensate such extra labor: Provided further, That the sizes and allowances authorized by this act shall be subject to the provisions of the forty-first section of the act entitled "An act to reduce in the several acts establishing and regulating the Post Office Department: Ind provided further, That the Postmaster General may, in his distinguished of any quarterly returns of mails sent or received, which were made up previous to the first day of July, eighteen hundred and fifty, provided for the recovery of the secondary current, and all vouchers accompanying seath accounts, and use such provided the proceeds thereof as may be necessary to desire of the same. This can half the first day of the proceeds thereof as may be necessary to desire of the same. This can half the first day of the same that the same that the first day of the same that the same tha costs of separating and disposing of the same. This act shall take effect and be in force from and after the commence after its passage

Approved June 29, 1854.

AN ACT further to amend the act entitled "An act to reduce and modify the rates of postages in the United States, and for other purposes," March three, eighteen hundred and fifty-one.

Be it enocted by the Senate and House of Representatives of the United States of America in Congress assembled, That in lieu of the rates of 100 now established by law, there shall be charged the following rates, to wit:

For every single letter in manuscript, or paper of any kind is which information shall be asked for or communicated in writing, or by signs, conveyed in the mail for any distance between places in the United States not exceeding three thousand miles, three cents; and for any exceeding three thousand miles, ten cents.

And for a double letter there shall be charged double the rate above specified; and for a troble letter, troble those rates; and for a fi letter, quadruple those rates; and every letter or parcel not exceeding half as some in weight shall be deemed a single letter; and every weight of half an ounce, or additional weight of her than half an ounce, shall be charged with an additional single postage; and upon all letters ing through or in the mail of the United States, excepting such as are to or from a foreign country, the postages as above specified shall be except upon letters and packages addressed to officers of the government on official business, which shall be so marked on the envelope, and after the first day of January, eighteen hundred and fifty-six, the Postmaxter General may require postmaxter to place postage stamps or

prepaid letters upon which such stamps may not have been placed by the writers.

And all drop letters, or letters placed in any post office not for transmission through the mail, but for delivery only, shall be charged with rest of one cent each; and all letters which shall hereafter be advertised as remaining over, or uncalled for, in any post office, shall be

with one cent each, in addition to the regular postage; both to be accounted for as other postages now are. Sec. 2. And le it further emeted, That it shall not be lawful for any postmaster or other person to sell any postage stamp or stamped for any larger sum than that indicated upon the foce of such postage stamp, or for a larger sum than that charged therefor by the Post Office person to sell any postage stamp or stamped for any larger sum than that charged therefor by the Post Office person to sell any postage stamp or stamped for any larger sum than that charged therefor by the Post Office person to sell any postage stamp or stamped for any larger sum than that charged therefor by the Post Office person to sell any postage stamp or stamped for any larger sum than that charged therefor by the Post Office person to sell any postage stamp or stamped for any larger sum than that charged therefore by the Post Office person to sell any postage stamp or stamped for any larger sum than that charged therefore by the Post Office person to sell any postage stamp or stamped for any larger sum than that charged therefore by the Post Office person to sell any postage stamp or stamped for any larger sum than that charged therefore by the Post Office person to sell any postage stamp or stamped for any larger sum than that charged the postage stamp or stamped for any larger sum than that charged the postage stamp or stamped for any larger sum than that charged the postage stamp of the postage stamp or stamped for any larger sum than that charged the postage stamp of the postage stamp or stamped for any larger sum than that charged the postage stamp or stamped for any larger sum than that charged the postage stamp of the postage stamp or stamped for any larger sum than that charged the postage stamp of the postage stamp or stamped for any larger sum than that charged the postage stamp of the postage sta ment; and any person who shall violate this provision shall be deemed guilty of a misdeuseanor, and on conviction thereof shall be fined in any not less than ten nor more than five hundred dollars. This act to take effect and be in force from and after the commencement of the met. quarier after its passage : Precides, That nothing herein contained shall be so construed as to after the laws in relation to the franking privilego

Sec. 3. And be it further exacted. That for the greater security of valuable letters posted for transmission in the mails of the United States Postmaster General be, and hereby is, authorized to establish a uniform plan for the registration of such letters, on application of parties posterior and to require the application of the application of parties posterior and to require the application of the application of parties posterior and the application of the application o same, and to require the prepayment of the postage, as well as a registration for of five cents on every such latter or packet, to be accounted to postmasters receiving the same in such manner as the Postmaster General shall direct: Provided, Asserver, That such registration shall not be pulsory ; and it shall not render the Port Office Department or its revenue liable for the less of such letters or packets, or the contents thereof.

Approved March 3, 1855.

AN ACT providing for the compulsory prepayment of postage on all transient printed matter.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled. That the provision in the act and August therety, eighteen hundred and fifty-two, entitled "An act to amend the act entitled an act to reduce and modify the rates of postage in the United States, and for other purposes, passed March three, eighteen hundred and fifty-one," permitting transient printed matter to be sent through the mail of the United States without prepayment of postage, be, and the same is hereby, repealed. And the postage on all such transient matter shall be prepaid by stamps or otherwise, as the Postmaster General may direct.

Approved January 2, 1857.

Best possible image.

POST OFFICE DEPARTMENT,

APPOINTMENT OFFICE,

188 .

NEW OFFICE in the

State of

County of

To be named

For P. M.

Applied for by

Physics sent

186 to

are of the Postmaster at

beries returned

and answered as follows:

Route No.

from

and will increase

The distance

Between the Offices of

miles

miles

Agarest Office off Route is

h distance is

miles in a

direction

Number of families within two miles

OR

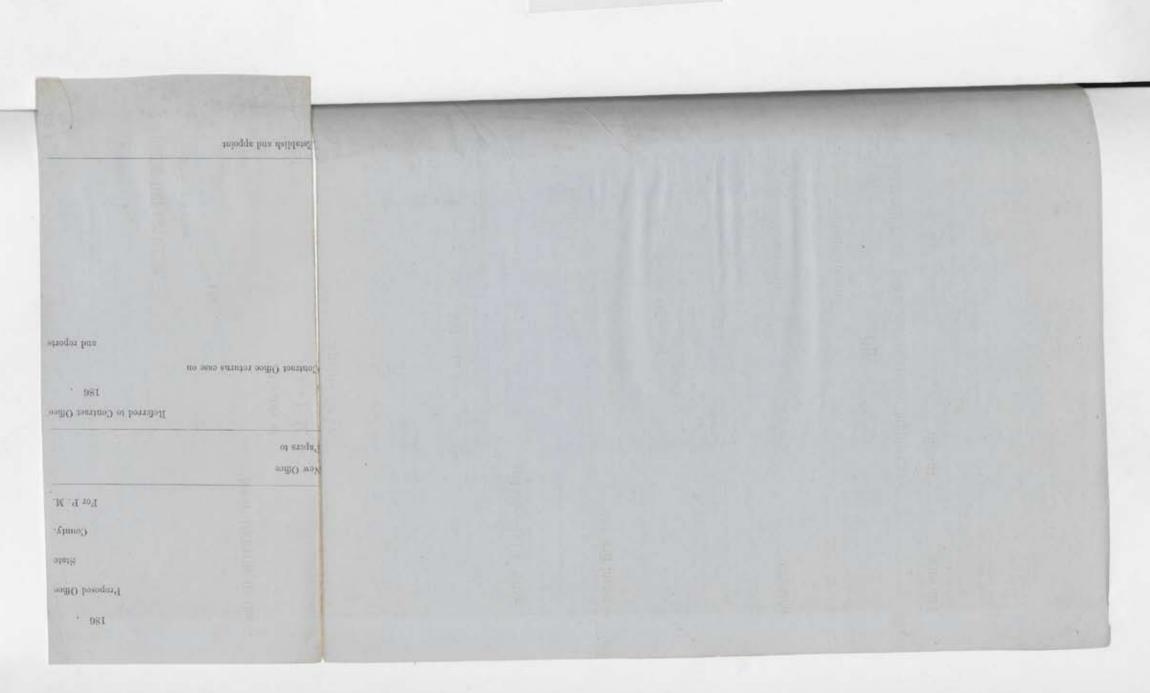
Not on any established Route, but to receive special supply from

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applied by

for



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	Phst office department.	POST OFFIC	DE of) State
	APPOINTMENT OFFICE,		
		1)
	186 .	/	County,
			Postmaster,
		Appointed	
		Proceeds, \$	Compensation, \$
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		CANDIDATES.	
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Washington City,

Before the Postmaster General decides upon the application for a new post office at State of County of

Which you are recommended for postmaster, he requires that the blanks in the following statement be filled, and questions carefully and correctly answered, verified by your signature, certified by a neighboring postmaster, and returned to this Department, addressed to me. The contractor should be informed of this application; and if the of the proposed office be off the mail route, you will forward his certificate as to the practicability of supply-It, and also as to the increase of distance.

Be careful to designate the post offices by their true official names; and answer the subjoined queries fully and urntely, or the case will not be acted upon.

Respectfully, your obedient servant,

HORATIO KING. First Assistant Postmaster General.

To Mr. ere of the Postmaster of

, who will please forward to him.

STATEMENT.

The proposed office will be called

The name of the candidate for postmaster should not be applied as the name of a post office. It is preferable to to some LOCAL or PERMANEST name, which must not be the name of any other office in the State; and you should

him to select a name not appropriated to any office in the United States.]

It will be situated in Section

State of

in the County of

being the route from

It will be on or near Route No. , on which the mail is now carried

times per week.

The Contractor's name is

Will it be directly on this route?-Ans.

If not, how far from, and on which side of it?-Aus.

How much will it increase the travel of the mail one way each trip?-Ans.

Where will the mail leave the present route to supply the proposed office?—Ans.

Where intersect the route again? - Ans.

What post office will be left out by this change?—Ans.

The name of the nearest office to the proposed one, on the same route, is

miles, in a

direction from it.

direction from it.

The name of the nearest office on the same route, on the other side, is

in distance is miles, in a

The name of the nearest office to the proposed one, of the route, is

distance by the most direct road is

miles, in a

direction from it.

State the names of the other offices near the proposed one, their directions and distances from it by the most direct roads.

Anz.

The name of the most prominent river near it is

The proposed office will be

miles from said river, on the

side of it-

If it be a village, state the number of inhabitants; if not, state the number of families residing within two

A diagram, or sketch from a map, showing the position of the proposed new office, and of others near it, will be useful, and is therefore desired.

ALL WHICH I CERTIFY to be correct and true, according to the best of my knowledge and belief, this day of 186 .

I CERTIFY, That I have examined the foregoing statement, and that it is correct and true, to the best of my knowledge and belief.

Postmaster of \

Best possible image.

State,



HOSMPM HODW,

POSTMASTER GENERAL OF THE UNITED STATES OF AMERICA,

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

delhereas, On the	day of	1860,		was	appointed Postmaster
at					
he did, on the d	ay of	1860, EXECUTE	A BOND, and has taken	n the OATH OF OFF	cs, as required by law.
Now know ye, That	t, confiding in the integrit	y, ability, and pu	nctuality of the said _		
I do commission him a Postmaster, author	orized to execute the dut	ies of that Office	e at		a foresaid,
according to the LAWS OF THE UNITED S	TATES, AND THE REGULATIONS OF TH	THE POST OFFICE DEPARTME	ex: To hold the sa	iid Office of	Postmaster, with all the
powers, privileges, and emolument	s to the same belonging, o	during the pleasur	e of the Postmaster	General of the	United States.
In testimon	p whereof, I have her	ounte set my ha	nd, and caused the s	eal of the Di	est Office Department
	to be affixed, at Washin	ugton City, the		day of	in the
	year of our Lord or	ne thousand right	Et hundred and sixty	and of the	Independence of the
	United States the eigh	ty-fifth.			

Thom

NEW ORLEANS (NAME AND VIOLET ON NEW YORK.—MAIL BILL. Left New Orleans day of ,18 , at M. Delivered mails to stages (miles) at M. Arrived at Railroad day of ,18 , at M.; miles staging. Reached Grand Junction M. NUMBER OF HAIL HARD STREET MAIL HARD STREET MAI	FIGURE OF PERSONS TO WHOM DELIVERED DELIVERED AT THE UNDER OF PERSONS TO WHOM DELIVERED DELIVERED AT THE UNDER OF PERSONS TO WHOM DELIVERED DELIVE
Cain, Tipenmille, A Tipenmille,	MA. 213. Ma. 124. Win. Xy. Noise.
Left Grand Junction day of , 18 , at M. Arrived at Chattanoogs at M. Left Chattanooga day of , 18 , at M. Arrived at Dalton at M. Left Dalton day of , 18 , at M. Arrived at Bristol at M. Left Bristol day of , 18 , at M. Arrived at Richmond at M.	

136 P. O. Sept MAIL BILL. NEW ORLEANS TO NEW YORK, (VIA KNOXVILLE AND LYNCHBURG.) Left New Orleans day of ______, 18 Reached N. York ______ day of ______, 18 1160-Cap-100 Aug 12/59

This Article of Contract, made the

day of

in the year one thousand eight hundred and sixty-

, between the United States of America (acting in this

behalf by their Postmaster General) and

and

, sureties,

ddlifnesselb, That, whereas

has been accepted, according to law, as Contractor for transporting the Mail on Route No.

from

ut

for and during the term commencing the

day of

dollars per year in the year one

thousand eight hundred and sixty-

, and ending with the thirtieth day of June, in the year one thousand

eight hundred and sixty-

Now, therefore, the said Contractor and his sureties do jointly and

severally undertake, covenant, and agree with the United States, and do bind themselves

Ist. To carry said mail within the times fixed in the annexed schedule of departures and arrivals, except that when more than seven minutes are taken for opening and closing the mails at any office, the surplus time so taken is to be allowed in addition to what is given in the schedule; and so carry until said schedule is altered by the anthority of the Postmaster General of the United States, as hereinafter provided, and then to carry according to said altered schedule. 2d. To carry said mail in a safe and secure manner, free from wet or other injury, under a sufficient oilcloth or bearskin. 3d. To take the mail and every part of it from, and deliver it and every part of it at, each post office on the route, or that may hereafter be established on the route, and into the post office at each end of the route, and into the post office at the place at which the carrier stops at night, if one is there kept; and if no office is there kept, to lock it up in some secure place at the risk of the contractor.

They also undertake, covenant, and agree with the United States, and do bind themselves jointly and severally as aforesaid, to be answerable for the person to whom the said contractor shall commit the care and transportation of the mail, and accountable to the United States for any damages which may be sustained by the United States through his unfaithfulness or want of care; and that the said contractor will discharge any carrier of said mail whenever required to do so by the Postmaster General; also, that he will not transmit by himself or his agent, or be concerned in transmitting, commercial intelligence more rapidly than by mail, and that he will not earry out of the mail, letters or newspapers which should go by post.

They further undertake, covenant, and agree with the United States, that the said contractor will collect quarterly, if required by the Postmaster General, of postmasters on said route, the balances due from them to the United States, and faithfully render an account thereof to the Postmaster

For which services, when performed, the said

Contractor, is to be paid by the said United States the sum of

dollars a year, to wit: Quarterly in the months of May, August, November, and February, through the postmasters on the route, or otherwise, at the option of the Postmaster General of the United States: said pay to be subject, however, to be reduced or discontinued by the Postmaster General, as hereinafter stipulated, or to be suspended is case of delinquency.

It is herear stipulated and agreed, by the said contractor and his sureties, that the Postmaster General may alter the contract, and alter the schedule, he allowing a pro rata increase of compensation within the restrictions imposed by law for the additional service required, or for the increased speed, if the employment of additional stock or carriers is rendered necessary; but the contractor may, in case of increased expedition, relinquish the contract on timely notice, if he prefer it to the change; also, that the Postmaster General may discontinue or curtail the service in whole or in part, in order to place on the route a greater degree of service, or whenever the public interests require, such discontinuance or curtailment for any other cause; he allowing one month's extra pay on the amount of service dispensed with.

It is hereby also stitulated and agreed, by the said contractor and his surcties, that in all cases there is to be a forfeiture of the pay of a trip when the trip is not run; and of not more than three times the pay of a trip when the trip is not run, and no sufficient excuse for the failure is furnished; a forfeiture of at least one-foorth-part of it when the running is so far behind time as to lose connection with a depending mail; and that these forfeitures may be increased into penalties of higher amount, according to the nature or frequency of the failure, and the importance of the mail; also, that fines may be imposed upon the contractor, unless the delinquency be satisfactorily explained to the Postmaster General in due time, for failing to take from or deliver at a post office the mail, or any part of it; for suffering it to be wet, injured, lost, or destroyed; for carrying it in a place or manner that exposes it to depredation, loss, or injury, by being wet, or otherwise; for entrusting the mail to a carrier under sixteen years of age; or for not arriving at the time set in the schedule. And for setting up or running an express to transmit letters or commercial intelligence in advance of the mail, a penalty may be exacted of the contractor equal to a quarter's pay; but in all other cases no fine shall exceed three times the price of the trip.

AND IT IS HEREBY FURTHER STIFULATED AND AGREED, by the said contractor and his sureties, that the Postmaster General may annul the contract for repeated failures; for violating the Post Office Laws; for disobeying the instructions of the Department; for refusing to discharge a carrier when required by the Department; for assigning the contract without the consent of the Postmaster General; for setting up or running an express as aforesaid; or whenever the contractor shall become a postmaster, assistant postmaster, or member of Congress; and this contract shall, in all its parts, be subject to the terms and requisitions of an act of Congress passed on the twenty-first day of April, in the year of our Lord one thousand eight hundred and eight, entitled "An act concerning public contracts."

In witness whereaf, the said Postmaster General has caused the seal of the Post Office Department to be hereto affixed, and has attested the same by his signature, and the said contractor and his sureties have hereunto set their hands and seals, the day and year set opposite their names respectively.

Signed, sealed, and delivered, by the Postmaster General, in the presence of—

Postmaster General.

And by the other parties hereto in the presence of—

I HEREBY CERTIFY, that I am well acquainted with

No.

and the condition of their property, and that

AFTER FULL INVESTIGATION AND INQUIRY I am well satisfied that they are good and sufficient sureties for the amount in the foregoing contract.

Postmaster at

THE SCHEDULE

OF

DEPARTURES AND ARRIVALS.

LEAVE

ARRIVE AT

LEAVE

ARRIVE AT

No.

per annum.

This Article of Contract, made the

day of

in the year one thousand eight hundred and sixty, between the UNITED STATES (acting in this behalf by their Postmuster General) and

化基金

as his surcties,

ddlifnesseth, That, whereas

has been accepted, according to law, as Contractor for transporting the Mail on Route No.

from.



with "certainty, celerity, and security,"

for and during the term commencing the

day of

dollars per year in the year one

thousand eight hundred and sixty

and ending with the thirtieth day of June, in the year one thousand

eight hundred and sixty-

Now, therefore, the said Contractor and his sureties do jointly and

severally undertake, covenant, and agree with the United States, and do bind themselves-

1st. To carry said mail with certainty, celerity, and security, using therefor such means as may be necessary to transport the whole of said mail, whatever may be its size, or weight, or increase, during the term of this contract, and within the times fixed in the annexed schedule of departures and arrivals, except that when more than seven minutes are taken for opening and closing the mails at any office, the surplus time so taken is to be allowed in addition to what is given in the schedule; and so carry until said schedule is altered by the authority of the Postmaster General of the United States, as hereinafter provided, and then to carry according to said aftered schedule. 20. To carry said mail in a safe and secure manner, free from sea or saider injury answer of the contract of sufficient oilcloth or bearskin, if carried on horse, and in a boot under the driver's sent if carried in a coach or other vehicle, and in preference to passengers, and in a coor difference relation is color of the vehicle, and in preference to passengers, and to their entire exclusion if its weight and bulk require it. 3d. To take the mail and every part of it from, and deliver it and every part of it at, each post office on the route, or that may hereafter be established on the route, and into the post office at each end of the route, and into the post office at the place at which the carrier stops at night, if one is there kept; and if no office is there kept, to lock it up in the post office at the place at which the carrier stops at night, if one is there kept; and if no office is there kept, to lock it

office at the place at which the carrier stops at night, if one is there kept; and if no office is there kept, to lock it up in some secure place at the risk of the contractor.

They also undertake, covenant, and agree with the United States, and do bind themselves jointly and severally as aforesaid, to be answerable for the person to whom the said contractor shall commit the care and transportation of the mail, and accountable to the United States for any damages which may be sustained by the United States through his unfaithfulness or want of care; and that the said contractor will discharge any carrier of said mail whenever required to do so by the Postmaster General; also, that he will not transmit by himself or his agent, or be concerned in transmitting commercial intelligence more rapidly than by mail, and that he will not carry out of the mail, letters or newspapers which should go by post; and further, the said contractor will convey without additional charge, post office blanks, mail locks, and bags; also the special agents of the Department on the exhibition of their credentials, if a coach or other suitable conveyance is used.

They further undertake, covenant, and agree with the United States, that the said contractor will collect quarterly, if required by the Postmaster General, of postmasters on said route, the balances due from them to the United States on their quarterly returns, and faithfully render an account thereof to the Postmaster General, in the settlement of his quarterly accounts, and will pay over to the Anditor of the Treasury for the Post Office

in the settlement of his quarterly accounts, and will pay over to the Anditor of the Treasury for the Post Office Department, on the order of the Postmaster General, all balances remaining in their hands.

For which services, when performed, the said

Contractor, is to be paid by the said United States the sum of

dollars a year, to wit: Quarterly in the months of May, August, November, and February, through the postmasters on the route, or otherwise, at the option of the Postmaster General of the United States: said pay to be subject, however, to be reduced or discontinued by the Postmaster General, as hereinafter stipulated, or to be suspended in case of delinquency.

It is hereby stipulated and agreed, by the said contractor and his sureties, that the Postmaster General may alter the contract, and after the schedule, he allowing a pro rata increase of compensation within the restrictions imposed by law for the additional service required, or for the increased speed, if the employment of additional stock or carriers is rendered necessary; but the contractor may, in case of increased expedition, relinquish the contract on timely notice, if he prefer it to the change; also, that the Postmaster General may discontinue or curtail the service in whole or in part, in order to place on the route a greater degree of service, or whenever the public interests in his judgment shall require such discontinuance or curtailment for any other cause; he allowing as a full indemnity to contractor one month's extra pay on the amount of service dispensed with, and a pro rata compensation for the amount of service retained and continued.

It is himself also stipulated and agued, by the said contractor and his sureties, that in all cases there is to be a forfeiture of the pay of a trip when the trip is not run; and of not more than three times the pay of the trip when the trip is not run, and no sufficient excuse for the failure is furnished; a forfeiture of at least one-fourth part of it when the running is so far behind time as to lose connection with a depending mail; and that these forfeitures may be increased into penalties of higher amount, according to the nature or frequency of the failure, and the importance of the mail; also, that fines may be imposed upon the contractor, unless the delinquency be satisfactorily explained to the Pestmaster General in due time, for failing to take from or deliver at a post office the mail, or any part of it; for suffering it to be wet, injured, lost, or destroyed; for carrying it in a place or manner that exposes it to depredation, loss, or injury, by being wet, or otherwise; for cutrusting the mail to a carrier under sixteen years of age; for refusing, after demand, to convey a mail by any conveyance which the contractor regularly runs, or is concerned in running, on the route, beyond the number of trips above specified, or for not arriving at the time set in the schedule. And for setting up or running an express to transmit letters or commercial intelligence in advance of the mail, or for transporting knowingly, or after being informed, any one engaged in transporting letters or mail matter in violation of the laws of the United States, a penalty may be exacted of the contractor equal to a quarter's pay; but in all other cases no fine shall exceed three times the price of the trip. And whenever it is satisfactorily shown that the contractor, his carrier, or agent, has left or put aside the mail, or any portion of it, for the accommodation of passengers, he shall forfeit not exceeding a quarter's pay.

AND IT IS HERERY FURTHER STIPULATED AND AGREED, by the said contractor and his sureties, that the Postmaster General may annul the contract for repeated failures; for violating the Post Office Laws; for disobeying the instructions of the Department; for refusing to discharge a carrier when required by the Department; for assigning the contract without the consent of the Postmaster General; for setting up or running an express as aforesaid; or for transporting persons conveying mail matter out of the mail as aforesaid; or whenever the contractor shall become a postmaster, assistant postmaster, or member of Congress; and this contract shall, in all its parts, be subject to the terms and requisitions of an act of Congress passed on the twenty-first day of April, in the year of our Lord one thousand eight hundred and eight, entitled "An act concerning public contracts."

In bifuts b britef, the said Postmarter General has caused the seal of the Post Office Department to be hereto affixed, and has attested the same by his signature, and the said contractor and his sureties have hereunto set their hands and seals, the day and year set opposite their names respectively.

Signed, scaled, and delivered, by the Postmaster General, in the presence of-

Postmaster General.

And by the other parties hereto in the presence of—

he sareful to write the date your sign opposite such agenture

I HEREBY CERTIFY, that I am well acquainted with

and

and the condition of their property, and that

AFTER FULL INVESTIGATION AND INQUIRY I am well satisfied that they are good and sufficient sureties

for the amount in the foregoing contract.

-U United States of America. To-

CONTRACT FOR RAILROAD MAIL SERVICE.

No.

per annum.

This Article of Contract, made the

day of

in the year one thousand eight hundred

and

, between the United States of America (acting in this behalf by their Postmaster General)

and the

, its

as sureties:

Witnesselb, That, whereas the said Railroad Company has been accepted, according to law, as Contractor for transporting the Mail on Route No. from



dollars

per year for and during the term commencing the

day of

in the year one thousand eight

hundred and

and ending with the

day of

in the year one thousand eight hundred

Now, therefore, the said

Railroad Company,

as Contracton, and the said

an surretion,

do jointly and severally undertake, covenant, and agree with the United States, and do bind themselves-

1st. That the mail (including British, Canada, and other foreign mails) shall be conveyed in a secure and safe lst. That the mail (including British, Canada, and other foreign mails) shall be conveyed in a secure and safe manner, free from wet or other injury, in a separate and convenient car, or apartment of a car, suitably fitted up, furnished, warmed, and lighted, under direction of the Post Office Department, and to the satisfaction of the Postmaster General, or of his authorized special agent, at the expense of the contractor, for the assorting and safe keeping of the mails, and for the exclusive use of the Department and its mail agent, if the Department shall employ such agent; and such agent is to be conveyed free of charge. When there is no agent of the Department, the Railroad Company shall designate a suitable person, upon each train, to be sworn, to receive and take charge of the mails and of way bills accompanying and describing them, and daly deliver the same. And the mail shall be taken from and delivered into the Post Offices at the ends of the route, and to the intermediate offices, provided they are not over one quarter of a mile from a depot or station.

and delivered into the Post Olices at the ends of the route, and to the intermediate offices, provided they are not over one quarter of a mile from a depot or station.

2d. That if the company shall run a regular train of passenger cars more frequently than is required by the contract to carry the mail, the same increased frequency shall be given to the mail, and without increase of compensation, and the like as to the increased speed of the mail trains, if desired by the Postmaster General.

3d. That the Company shall convey, free of charge, all mail bags and post office blanks and all accredited special agents of the Department, on the exhibition of their credentials.

4th. That the Company shall not, by itself, nor by its agents, transmit, or be concerned in transmitting, commercial intelligence more rapidly than by mail, nor carry out of the mail letters or newspapers which should go by post, except letters in stamped envelopes, and letters of the officers of the company, exclusively on the business of the road.

of the road.

5th. That in every case of failure to perform the trip, (unless it is shown that the same was not caused by misconduct, neglect, or want of proper skill,) there may be a forfeiture of the pay for the trip; and a failure to arrive at the end of the route, so as to lose the connection with a depending mail, shall be considered as equal to a whole trip lost, unless the detention or delay be the result of unavoidable causes.

6th. That the company shall be subject to fine for failure to take or deliver a mail, or any part of a mail; for suffering the mail to be wet or otherwise injured, or lost, or destroyed, unless it shall appear that such failure, or other incident as aforesaid, was not caused by misconduct, neglect, or want of proper skill on the part of the Company or its officers.

other incident as aforesaid, was not caused by misconduct, neglect, or want of proper skill on the part of the Company or its officers.

7th. That the company shall be answerable for the adequacy of the means of transportation; for the faithfulness, ability, and diligence of its agents; and for the safety, due receipt and delivery, as aforesaid, of the mails.

8th. That the Postmaster General may dispense with the service entirely, if required by the public interest, he allowing one month's extra pay upon the amount deducted, or he may admit the contract without making such allowance for repeated failures of the Contractors to perform any of the stipulations of the contract, for violating the Post Office law, or disobeying the instructions of the Department.

9th. The said United States covenant with the said Company to pay, as aforesaid, at the rate aforementioned, quarterly, in the months of May, August, November, and February, or in the preceding months, at the option of the Department.

PROVIDED ALWAYS, that this contract shall, in all its parts, be subject to the terms and regulations of an act of Congress, passed the twenty-first day of April, in the year one thousand eight hundred and eight, entitled "An act concerning public contracts."

In witness by treef, the said Postmaster General has caused the seal of the Post Office Department to be hereto affixed, and has attested the same by his signature, and the said Railroad Company by its and their sureties have hereunto set their hands and seals, the day and year set opposite their names respectively.

Signed, moded, and delivered, by the Postmaster General, in the presence of—

Postmaster General.

And by the other parties in the presence of—

I crarrer that the above named are good and sufficient sureties for the amount of the foregoing contract.

Postousster of

CONTRACT FOR STEAMBOAT MAIL SERVICE.

No.

per annum.

This Article of Contract, made the

day of

in the year one thousand eight hundred and behalf by their Postmaser General) and

between the United States (acting in this

delituessell, That, wherean

have been accepted, according to law, as Contractors for transporting the Mail on Houte No.

or and during the term commencing the

in the year one thousand eight hundred and

the, in the year one thousand eight hundred and

dollars per year day of

and ending with the thirtieth day of

: Now, therefore, the said

barracrons, and their sureties, do jointly and severally undertake, covenant, and agree with the United States,

1st. To carry said mail within the times fixed in the annexed schedule of departures and arrivals, and so tarry until said schedule is altered by the authority of the Postmaster General of the United States, as here-safter provided, and then to carry according to said altered schedule: 2. To carry said mail in a safe and cure manner, free from wet or other injury, in

cure manner, free from wet or other injury, in ad in a separate and convenient

to be suitably fitted up noder order of the department, at the expense of the Contractors, for the assorting and safe keeping of the mails, and for the deand exclusive occupation, use and accommodation of the Post Office Department and its mail agent, if the fostmuster General shall require it for the use and accommodation of the mail and mail agent, and such mail gent is to be conveyed without further charge. In case the Contractors fail to furnish such suitable accommodations, the Department shall have the right to provide a or other sitable accommodations at the expense of the Contractors. 3. To take the mail and every part of it from, ad deliver it and every part of it into, each post office on the Route, or that may hereafter be established the route, provided not more than one quarter of a mile from the and into the post office at each end of the Route,

and into the post office at each end of the Route,

and into the post office at each end of the Route, and to the mail carriers on connecting Routes.

They also undertake, covenant, and agree with the United States, and do bind themselves, jointly and werally as aforesaid, to be answerable for the person to whom the said Contractors shall commit the care and transportation of the mail, and accountable to the United States for any damages which may be sustained by United States, through his unfaithfulness or want of care; and that the said Contractors will discharge yearrier of said mail, whenever required to do so by the Postmaster General; also, that they will not ansait by themselves or their agent, or be concerned in transmitting commercial intelligence more fieldly than by mail, and that they will not carry out of the mail, letters or newspapers which should by post; and that they will not, knowingly, convey any person carrying on the business of transporting sters, or other mail matter, without the consent of the Department; and further, that the said Contractors all convey, without additional charge, post office blanks, mail bags, and the special agents of the Department. They further undertake, covenant, and agree with the United States, that the said Contractors will collect

They further undertake, covenant, and agree with the United States, that the said Contractors will collect strength of Postmaster General, of Postmasters on said Route, the balances due from them to General Post Office, and faithfully render an account thereof to the Postmaster General, in the settlement quarterly accounts, and will pay ever to the General Post Office all balances remaining in their hands.

For which services, when performed, the said

Contractors, are to be paid by the said United States the sum of

clars a year, to wit: Quarterly in the months of May, August, November, and February, through the Post-laters on the Route, or otherwise, at the option of the Postmaster General of the United States; said pay to subject, however, to be reduced or discontinued by the Postmaster General, as hereinafter stipulated, or to suspended in case of delinquency.

It is henced structured and agreed, by

I their surcties, that the Postmaster General
may increase the service or change the schedule, he allowing a pro rata increase of compensation within the
restrictions imposed by law for the additional service required; but the Contractors may, in case of increased
service or change of schedule, relinquish the contract on timely notice, if they prefer it to the change; also, that
the Postmaster General may curtail or discontinue the service in whole or in part, he allowing one mouth's extra pay on the amount dispensed with.

IT IS HERENY ALSO STIPULATED AND AGREED, by the said contractors and their sureties, that to all cases there is to It is HERERY ALSO STIPULATED AND AGREED, by the said contractors and their sureties, that in all cases there is to be a forfeiture of the pay of a trip when the trip is not run; and of not more than three times the pay of a trip when the trip is not run, and no sufficient excase for the failure is furnished; a forfeiture of at least one-fourth part of it when the running is so far behind time as to lose connection with a depending small, unless it is shown that the same was not cansed by neglect, or want of proper skill, or misconduct; and a forfeiture of a due proportion of it, when a grade of service is rendered inferior to the mode of conveyance above stipulated; and that these forfeitures may be increased into penalties of higher amount, according to the nature of frequency of the failure, and the importance of the mail; also, that fines may be imposed upon the contractors, unless the delinquency be satisfactorily explained to the Postmister General in due time, for failing to take from or deliver at a post office the mail, or any part of it; for suffering it to be wet, injured, lost, or destroyed; for carrying it in a place or manner that exposes it to depredation, loss, or injury, by being wet, or otherwise; for refusing, after demand, to convey a mail by any

which the Contractors run or are concerned in running on the route, beyond the number of trips above specified; or for not arriving at the time set when the Contractors run is are concerned in running on the route, beyond the number of trips above specified; or for not arriving at the time set in the schedule, unless not caused by neglect, or want of proper skill, or by misconduct. And for setting up or running an express to transmit letters or commercial intelligence in advance of the mail, or for transporting knowingly, or after being informed, any one engaged in transporting letters or mail matter in violation of the laws of the United States, a penalty of fifty dollars may be exacted for each offence and for each article so carried.

And it is meanly retirined and accument, by the said contractors and their sureties, that the Postmaster General may annul the contract for repeated failures; for violating the Post Office Laws; for disobeying the instructions of the Department; for refusing to discharge a carrier, or any other person having charge of the mail by his direction, when required by the Department; for assigning the contract without the consent of the Postmaster General; for setting up or running an express as aforesaid; or for transporting persons, conveying mail matter out of the mail as aforesaid; or whenever the Contractors or either of them shall become a Postmaster, Assistant Postmaster, or Member of Congress; and this contract shall, in all its parts, be subject to the terms and requisitions of an act of Congress passed on the twenty-first day of April, in the year of our Lord one thousand eight hundred and eight, entitled "An act concerning public contracts."

In bituess libered, the said Postmaster General has caused the seal of the Post Office Department to be hereto affixed, and has attested the same by his signature, and the said Contractors and their sa cutes have hereunto set their hands and seals, the day and year set opposite their names respectively.

Signed, scaled, and delivered, by the Postmuster General, in the presence of \square

Postmaster Generals

And by the other parties hereto in the presence of-

LEAVE

ARRIVE AT

I hereby certify, that I am well acquainted with

and the condition of their property, and the

AFTER FULL INVESTIGATION AND INQUIRY I am well satisfied that they are good and sufficient sureties for the amount in the foregoing contract.

Postmuster

at

THE SCHEDULE DEPARTURES AND ARRIVALS.

LEAVE

ARRIVE AT

in the year one thousand eight hundred and fifty-

, between the United States (acting in this

behalf by their Postmaster General) and

delituesselb, That, Whereas

has been accepted according to law, as Contractor for transporting the Mail on Route No.



day of

for and during the term commencing the

thousand eight hundred and fifty-

thousand eight hundred and

dollars per year

in the year one

and ending with the thirtieth day of June, in the year one

Now, therefore, the said Contractor and his sureties do jointly

and severally undertake, covenant, and agree with the United States, and do bind themselves-

1st To carry said mail within the times fixed in the annexed schedule of departures and ar ivals, except that when more than seven minutes are taken for opening and closing the mails at any office, the surplus time so taken is to be allowed in addition to what is given in the schedule; and so carry until said schedule is altered by the authority of the Postmaster General of the United States, as hereinafter provided, and then to carry according to said aftered schedule. 2d. To carry said mail in a safe and secure manner, free from wet or other injury, in a boot under the driver's seat, and in preference to passengers, and to their entire exclusion if its weight and bulk require it. 3d. To take the mail and every part of it from, and deliver it and every part of it at, each post office on the route, or that may hereafter be established on the route, and into the post office at the place at which the carrier stops at night, if one is there kept; and if no office is there kept, to lock it up in some secure place at the risk of the contractor. 4th. To receipt for mail bags and convey way-bills, enumerating and describing the same, if requested to do so.

They also undertake, covenant, and agree with the United States, and do bind themselves jointly and severally as aforesaid, to be answerable for the person to whom the said contractor shall commit the care and transportation of the mail, and accountable to the United States for any damages which may be sastained by the United States through his unfaithfulness or want of care; and that the said contractor will discharge any carrier of said mail whenever required to do so by the Postmaster General; also, that he will not transmit by himself or his agent, or be concerned in transmitting, commercial intelligence more rapidly than by mail, and that he will not carry out of

concerned in transmitting, commercial intelligence more rapidly than by mail, and that he will not carry out of the mail, letters or newspapers which should go by post; and further, the said contractor will convey, without additional charge, post office blanks, mail bags, and the special agents of the Department on the exhibition of their credentials.

They further undertake, covenant, and agree with the United States, that the said contractor will collect quarterly, if required by the Postmaster General, of postmasters on said route, the balances due from them to the General Post Office, and faithfully render an account thereof to the Postmaster General, in the settlement of quarterly accounts, and will pay over to the General Post Office all balances remaining in his hands.

For which services, when performed, the said

Contractor, is to be paid by the said United States the sum of

dollars a year, to wit: Quarierly in the months of May, August, November, and February, through the postmasters on the route, or otherwise, at the option of the Postmaster General of the United States: said pay to be subject, however, to be reduced or discontinued by the Postmaster General, as hereinafter stipulated, or to be suspended in case of delinquency.

Best possible image.

It is hereby stipulated and agreed, by the said contractor and his sureties, that the Postmaster General may alter the contract, and alter the schedule, he allowing a pro rate increase of compensation within the restrictions imposed by law for the additional service required, or for the increased speed, if the employment of additional stock or carriers is rendered necessary; but the contractor may, in case of increased expedition, relinquish the contract on timely notice, if he prefer it to the change; also, that the Postmaster General may discontinue or curtail the service in whole or in part, in order to place on the route a greater degree of service, or whenever the public interests require such discontinuance or curtailment for any other cause; he allowing one month's extra pay on the amount of service dispensed with.

In is hereby also stipulated and agreed, by the said contractor and his sureties, that in all cases there is to be a forfeiture of the pay of a trip when the trip is not run; and of not more than three times the pay of the trip when the trip is not run, and no sufficient excuse for the failure is furnished; a forfeiture of at least one-fourth part of it when the running is so far behind time as to lose connection with a depending mail; and a forfeiture of a due proportion of it, when a grade of service is rendered inferior to the mode of conveyance above stipulated; and that these forfeitures may be increased into penalties of higher amount, according to the nature or frequency of the failure, and the importance of the mail; also, that fines may be imposed upon the contractor, unless the delinquency be satisfactorily explained to the Postmaster General in due time, for failing to take from or deliver at a post office the mail, or any part of it; for suffering it to be wet, injured, lost, or destroyed; for carrying it in a place or manner that exposes it to deprediation, loss, or injury, by being wet, or otherwise; for refusing, after demand, to convey a mail by any coach which the contractor regularly runs or are concerned in running on the route, beyond the number of trips above specified; or for not arriving at the time set in the schedule. And for setting up or running an express to transmit letters or commercial intelligence in advance of the mail, or for transporting knowingly, or after being informed, any one engaged in transporting letters or mail matter in violation of the laws of the United States, a penalty may be exacted of the contractor equal to a quarter's pay; but in all other cases no fine shall exceed three times the price of the trip. And whenever it is satisfactorily shown that the contractor, his carrier or agent, have left or put aside the mail, or any portion of it, for the accommodation of passengers, he shall forfeit not exceeding a quarter's pay.

AND IT IS HEREBY FURTHER STIPLIATED AND AGREED, by the said contractor and his sureties, that the Postmaster General may annul the contract for repeated failures; for violating the Post Office Laws: for disobeying the instructions of the Department; for refusing to discharge a carrier when required by the Department; for assigning the contract without the consent of the Postmaster General; for setting up or running an express as aforesaid; or for transporting persons conveying mail matter out of the mail as aforesaid; or whenever the contractor shall become a postmaster, assistant postmaster, or member of Congress; and this contract shall, in all its parts, be subject to the term and requisitions of an act of Congress passed on the twenty-first day of April, in the year of our Lord one thousand eight hundred and eight, entitled "An act concerning public contracts."

In witness whereof, the said Postmaster General has caused the seal of the Post Office Department to be hereto affixed, and has attested the same by his signature, and the said contractor and his sureties have hereunto set their hands and seals, the day and year set opposite their names respectively.

Signed, scaled, and delivered, by the Postmaster General, in the presence of

Postmaster General.

And log the oth, partles kereto in the presence of-



He careful to write the date you sign opposite such signature.

I hereby certify, that I am well acquainted with

and

and the condition of their property, and that

AFTER FULL INVESTIGATION AND INQUIRY I am well satisfied that they are good and sufficient sureties

for the amount in the foregoing contract.

Postmaster at

THE SCHEDULE

OF

DEPARTURES AND ARRIVALS.

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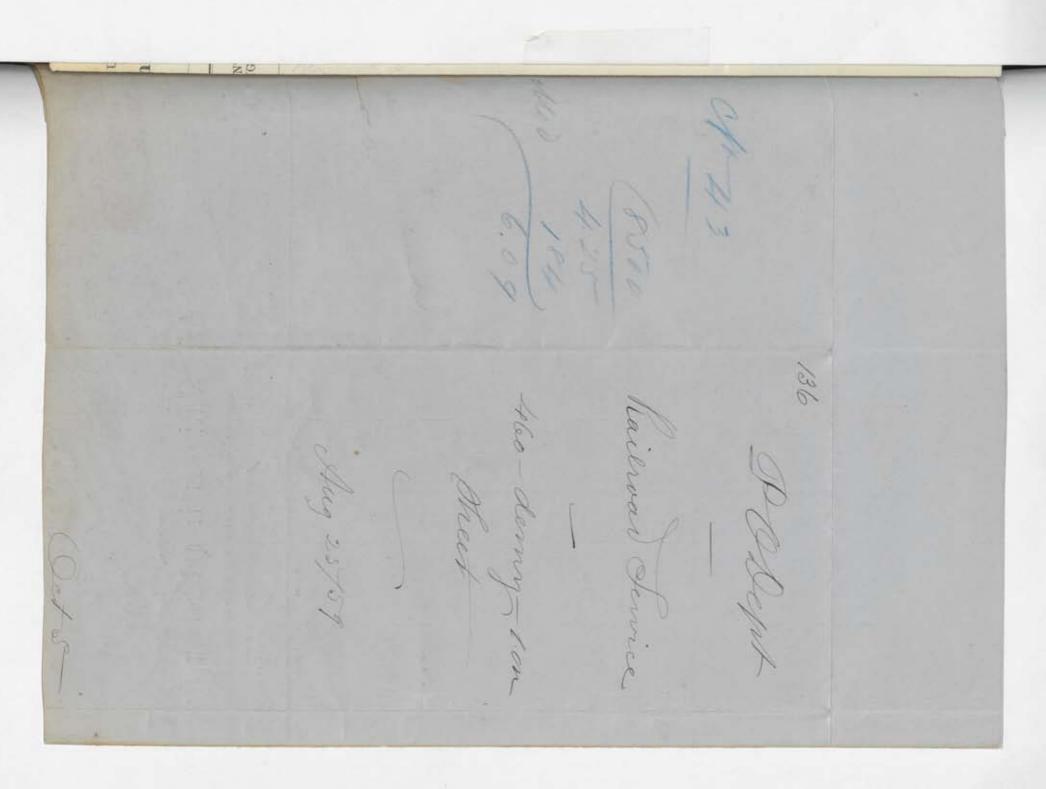
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(CIRCULAR NO. 10.)

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E	OFFICE,	COUNTY,	STATE,	ESTABLISHED, DISCO NTINUED, OR NAME CHANGED.	ROUTE	REMARKS.	AST T	
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P. O. Dept Report of Appointments De 1840 Jolput 920 foliopost Luly 25/89

LETTER BILL.

Mail sent from the office !

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By way of England and of a

Departing from

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18

(1) Name of the effice of despatch. (2) Name of the effice of destination. (3) Date of despatching the mail. (4) Character, name, and nation of the vessel by which the wall is to be transported from the United States to Europe. (5) Name of the root whereat the mail is to be placed on board the vessel thought with transporting it to Europe. (7) Date of the sleparage of the said vessel.

I send you, together with the present letter bill, the letters and printed matter of every kind specified in the following lables. I beg you to acknowledge the reception of these matters, article by article, by your next mail, taking care to mention the differences or the errors which you shall have observed after exact comparison of the contents of this mail.

TABLE No. 1 .- Correspondence not prepaid, or partially prepaid, delivered on account to the French Post Office.

		The same of the sa	The second secon	T BY THE UNITED VICE OF EXCHANGE.		PATION BY THE
of the U. States.	DESIGNATION OF	THE COUNTRYON DENCE.	Number of Articles.	Amount of padagree to be certisd to the credit of the Unit'd States Fort Office.	Number of Articles.	Amount of postage to be carried to the credit of the United States Pos Office.
-	Unpaid letters from the U. States for	France and Algeria, (cents per 72 grammes). Countries to which France serves as an intermediate point, (cents per 72 grammes).		BOLLAIN. (Th.		BOLLANS. FTS.
	Letters not prepaid or charged with the price of transit sent from countries to which the United States serves as an intermediate point.	France and Algeria Countries to which France serves as an intermediate point				85
	Letters badly directed by the Frenc	h Post Office, and returned to that Office .		141		570
	Letters resent, addressed to person address	s who have departed, but have left their				

Table No. 2.—Prepaid correspondence, the senders whereof have paid postages which should be carried to the credit of the French Post Office.

Herrin			T BY THE UNITED NOW OF EXCHANGE.	VERIFICATION BY THE PHENCH OFFICE OF EXCHANGE,		
- the scenario (to the craft) of France)	DESIGNATION OF THE CORRESPONDENCE.	Number of Articles	Amount of postages to be carried to the credit of the French P. Odles.	Number of Articles.	Amount of gootage to be carried to the arells of the French P. Office.	
7 {	Letters for France and Algeria pre- paid to destination and proceeding from countries to which the U. States serves as an intermediate point, (cents per ‡ ounce)	1120	OULLARS. USA.	SON,	DOLLARS. CES.	
0 6	Prepaid letters for countries to From the United States			14		

CONTINUATION OF THE LETTER BILL OF THE UNITED STATES POST OFFICE.

Table No. 3 .- Correspondence delivered over to the French Post Office free of all charge for transportation.

II SANT TEE		OF EXCHANGE.	PRESUM OFFICE OF EXCHANGE		
DINBINATION OF THE CORRESPONDENCE.	Number of articles.	Not weight in grammes.	Number of articles,	Net weight in gratumes	
Printed matter of every kind addressed to France and Algeria, From the United States and proceeding From countries to which the United States serves as an intermediate point					
Printed matter of every kind addressed to the European States to which France serves as an intermediate point, (except Spain and Portugal.) and proceeding	1				
Correspondence relating to the service, dead matter, and letters relating to the account, addressed by the United States Post Office to the French Post Office		20.0			

Table No. 4.—Abstract of the matters which are to serve as a base for the settlement of the amount due to the British Post Office, or to captains of commercial vessels, for the transportation of the correspondence comprised in the mail.*

STATEMEN	T BY THE UNITED ST	TATES OFFICE OF	EXCHANGE.	VEHIFICATION BY THE FRENCH OFFICE OF EXCHANGE.							
141	ETFEIS.	ARTHUMA DE E	PRINTED NATURE.	ian	must.	ARTHURS OF PRINCIPE MATTER.					
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					Tarin and						
			E to held a	AND STREET							
	141				NO out and						

"The correspondence relating to be service, the dead matter, and the letters relating to the account, addressed by the United States Test Office to the French Past Office, and described in the Table No. 3, use not to be included in this abstract.

Certified by the undersigned Postmaster.

ACKNOWLEDGMENT OF RECEIPT.

From the Office

for the office of

I received on the

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18 , transported

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to*

, by the

You

will find hereinafter stated, article by article, the result of the comparison to which the matters which that mail contained were submitted at the moment of opening the said mail.

(1) Date of the arrival of the mail at the office of destination. (2) Date of the departure of the mail from the office from which it was rent. (3) Name of the part where the mail was placed on the vessel which brought it to the United States. (4) Name of the United States. (5) Character, name, and nation of the vessel which brought the mail from Europe to the United States.

Table No. 1.—Correspondence not prepaid, or partially prepaid, delivered on account to the United States

Post Office.

the stracts of				OF EXCHANG	200	STATES OF	THE OF EXCHANGE
Feather		THE CORRESPONDENCE.	Number of Articles.	Amount of pe to be wast the credit French P.	ied to	Number of Articles.	Amount of postage to be carried to the cyclic of the Friend P. Office,
100			3			n.	
1 5 3 4 5 5 6	Letters resent, addressed to person	The United States, (cents per ounce). Countries to which the United State serves as an intermediate point, (cents per 1 ounce) The United States. Countries to which the United State serves as an intermediate point.	ir	BOLLANS.			BOGGADE, INC.

Table No. 2.—Prepaid correspondence, the senders whereof have paid postages which should be carried to the credit of the United States Post Office.

Sales)		OFFICE OF EXCHANGE. YESTFICATION BY THE	
of the Weifel States)	DESIGNATION OF THE CORD	Number of to be Carried to the Credit of the	riet to
75	Letters for the United States prepaid from co	rance and Algeria, (cents grammes)	cm.
1	Prepaid letters for countries to which the United States serves as an intermediate point, and proceeding an int	eintries to which France serves as	

CONTINUATION OF THE ACKNOWLEDGMENT OF THE UNITED STATES POST OFFICE.

Table No. 3 .- Correspondence delivered over to the United States Post Office free of all charge for transportation.

		E OF EXCHANGE	VARIFICATION STATES OFFICE	
DESIGNATION OF THE CORRESPONDENCE.	Number of serticles.	Net weight in groomes.	Number of articles.	Net weight in gramme.
Printed matter of every kind ad- dressed to the United States, and From countries to which France serves as proceeding				
rinted matter of every kind ad- dressed to countries to which the United States serves as an inter- mediate point, and proceeding				
forrespondence relating to the service, dead matter, and letters relating to the account, addressed by the French Post Office to the United States Post Office .				12/20

Table No. 4.—Abstract of the matters which are to serve as a base for the settlement of the amount due to the British Post Office, or to captains of commercial vessels, for the transportation of the correspondence comprised in the mail.*

STATES	HENT BY THE I	ENCH OFFICE OF EX	CHANGE.	VERIFICATIO	N BY THE UNITED	STATES OFFICE OF	EXCHANGE.
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	42-1-1	CLAI	2 Duni	A CHUVY		or Minnette	
		76	1				

O The correspondence relating to the service, the dead matter, and the letters relating to the account, addressed by the French Post Office to the United States Post Office, and described in Table No. 2, are not to be included in this abstract.

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July 25/59

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Aug 8









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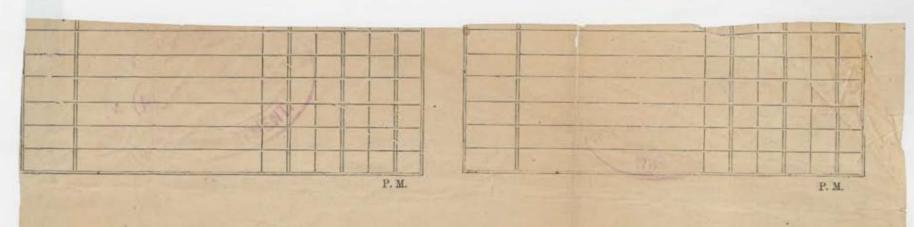
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REGISTERED LETTER BILL

This bill, and the annexed outurn bill, are to be filled up affile, at the office of mailing, by entering therein the registered letters to which they relate. This let Asso bill is then to be separated from the return bill, and malled with the letters. The return bill is to be kept in the mailing office until the departure of the acri sent for the same destination, and then forwarded in a scaled envelope, addressed to the Postmuster of that affice. See Regulations, 'Imagine on 'Registration of Letters'

(6"The first letter registered, to to be entered No. 1, the second No. 2, and so on to the end of the quarter. The next quarter will commonous again with No. 1.

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RETURN REGISTERED LETTER BILL.

RETURN REGISTERED LETTER BILL.

Upon the receipt of this bill, at the office of its destination, the Postmaster will at once ascertain whether a corresponding package of registered bitsen has been received at his office. If it has, he will endurise this bill correct, if it is found so, or note any error or difference which may be found in it; and will then inclose and return it, by the first mail, to the office from which it was received. If it he found that the corresponding package has not been received, he will

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LETTERS from Washington, D. C. LETTERS from Washington, D. C.

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W. JONES, P. M.

1861

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W- JONES, P. M.

LETTERS from Washington, D. C.

1861

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W. JONES, P. M.

LETTERS from Washington, D. C.

1861

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W JONES, P. M.

LETTERS from Washington, D. C.

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W. JONES, P. M.

LETTERS from Washington, D. C.

1861

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W. JONES, P. M.

LETTERS from Washington, D. C.

1861

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W. JONES, P. M.

LETTERS from Washington, D. C.

1861

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W. JONES, P. M.

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W. JONES, P. M.

LETTERS from Washington, D. C.

1861

To

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W. JONES, P. M.



1861

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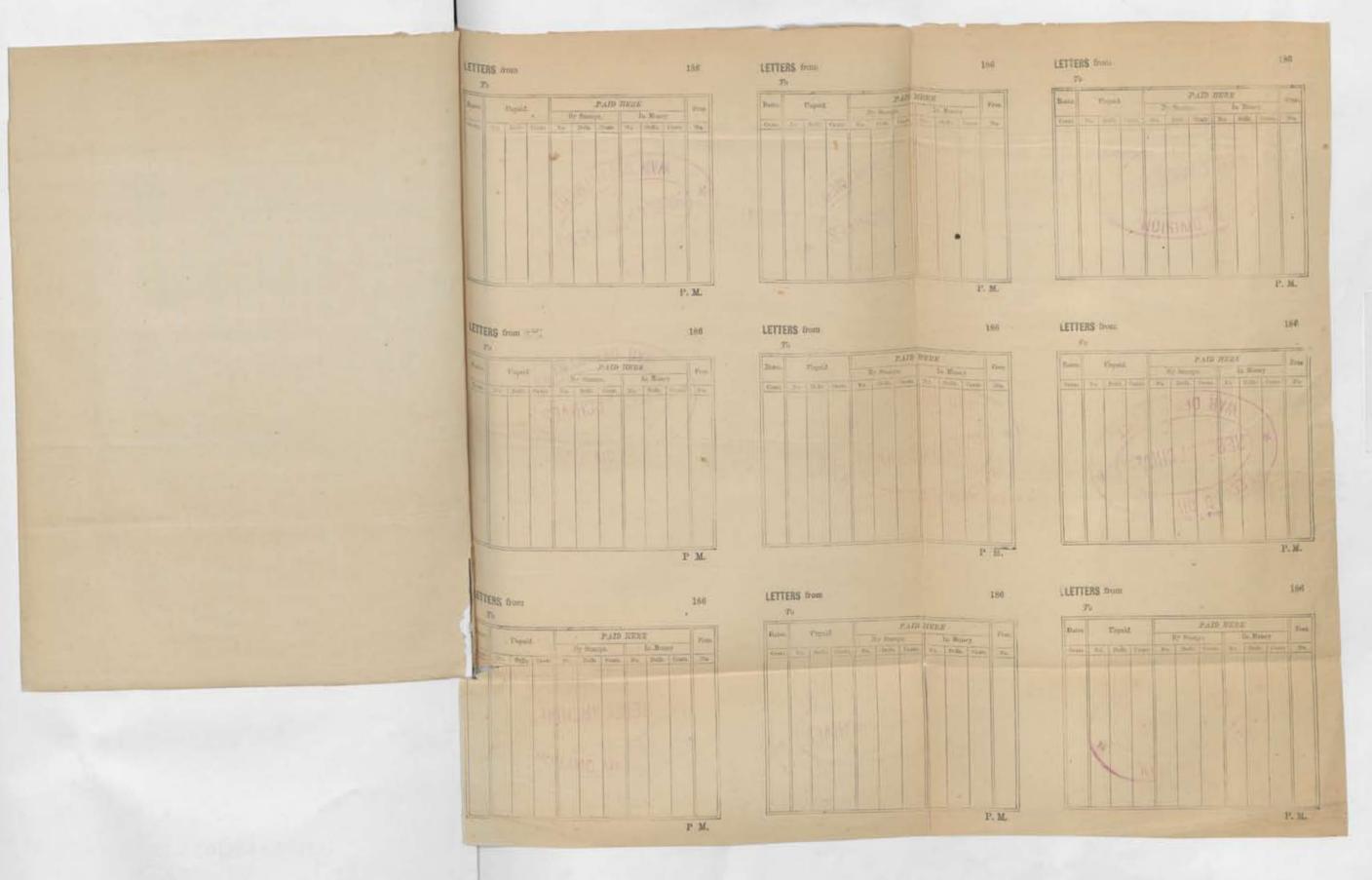
W. JONES, P. M.

1861

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W. JONES, P. M





REGISTERED LETTER BILL.

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\$67 The first letter registered, is to be extered No. 1, the second No. 2, and so on to the end of the quarter. The next quarter will commence each with No. 1.

REGISTERED	LETTERS From	196
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REGISTERED LETTER BILL

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\$87 The first letter registered, is to be entered No. 1, the second No. 2, and so on in the end of the quester The text quester will immunes again with No. 1.

DAMAMARKE	LEPTERS From	144	
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REGISTERED LETTER BILL

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We employed, is to be entered No. 1, the second No. 2, and so on to the end of the quarter will commonic again with No. 1.

a	LETTERS	From_	181
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RETURN REGISTERED LETTER BILL.

Upon the receipt of this bill, at the office of its destination, the Plantmeter will at once accretic whether a corresponding package of registered letters has been received at his office. If it has, he will endows this bill never, if it is found as, or note any error or difference which may be found in it; and will then below and received in the total read, to be allowed from which it was received. It is the found that it corresponding package has not been received, he will colored the hill and received, and will return it in the same manner.

POST OFFICE.	118

REGISTERED LETTERS Received from

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RETURN REGISTERED LETTER BILL.

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POST OFFICE. 186

REGISTERED LE TERS Received from.

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RETURN REGISTERED LETTER BILL.

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POST OFFICE1	POST	OFFICE.	1
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REGISTERED LETTERS Received from

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186	Bost Office,			To. REGISTERED LETTER. Post Office,	
	Received a Letter addressed to		Address:	Received a Letter addressed to	_786_
		P.M.			P. M
	REGISTERED LETTER.		30	negistered letter. Post Office,	2
	Received a Letter addressed to	110	Andress:	- Received a Letter addressed to	186
		P. M.			P. A
	REGISTERED LETTER. Post Office,		Jo	REGISTERED LETTER. Post Office,	
	Received a Letter addressed to		ADDRESS:	Received a Letter addressed to	78
		P. M.			P.

180	Bo. REGISTERED LETTER. Post Office,		30 ,	Bo. REGISTERED LETTER. Fost Office,	1
itss:	Received a Letter addressed to	788	Address:	Received a Letter addressed to	_786
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. 786	REGISTERED LETTER. Post Office,			Bo. REGISTERED LETTER. Post Office,	- 6
NESS:	Received a Letter addressed to	188	Address:	Received a Letter addressed to	
		PaM.			P. M.
	GISTERED LETTER.		¥0	Post Office,	
			Address:	Received a Letter addressed to	
					P. M.

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REGISTERED LETTER BILL.

This bill, and the annexed return bill, are to be filled up alike, at the office of mailing, by entering therein the registered letters which they relate. This left hand bill is then to be separated from the return bill, and mailed with the letters. The return bill is the kept in the mailing office until the departure of the next mail for the same destination, and then forwarded in a scaled envelope, the second to the Postmaster of that office. See Regulations, Chap. on Registration of Letters.

The first letter registered is to be entered No. 1, the second No. 2, and so on to the end of the quarter. The next will convenence again with No. 1.

EEGISTERED LETTERS from Washington, D. C.

1861

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WILLIAM JONES, P. M.

RETURN REGISTERED LETTER BILL.

Upon the receipt of this bill, at the office of its destination, the Postmaster will at once ascertain whether a corresponding package of registered letters has been received at his office. If it has, he will endorse this bill correct, if it is found so, or note any error or difference which may be found in it; and will then inclose and return it, by the first mail, to the office from which it was received. If it be found that the corresponding package has not been received, he will endorse the bill not received, and will return it in the same manner.

POST OFFICE18

REGISTERED LETTERS Received from Washington, D C.

No.	To whom addressed.	Regis- try Fees. Cents.	Paid Distrib		By St	amps/	In M	onev.	Pres.
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Jany 19th 1860. We received 879 Bills in this form which I reported to it Davis in Guest being about and from the number need in the two paruls, we duppened we had received about two OBeams.

Account of Registered Letters Sent from the Post Office at State of County of Date of the Bills soon To want Office the Letters were sent. No.

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Account of Registered Letters Sent from the Post Office at County of To what Office the Letters were sent.

ACCOUNT OF REGISTERED	LETTERS	Received at the	Post	Office at
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	ounty of									_	-
se of Securing.	Henric of the officer from whenen they were received.	Date of the IIIIa raceived.	No.	To whom the Letters were adde	-	Regis- try Fron.	Pald Distributed, Dotte, Cours.	By Sta	read Origin	Er Rosey.	From No.
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ACCOUNT OF MAILS RECEIVED at the Post Office at

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Account of Circulars, Newspapers, Pamphlets, Books, and other Printed Matter pre-paid at, and sent f am, the Post Office at County of and State of for the Quarter rading collected during the same period, on transient, irregular, and other Printed Matter sent to this Office subject to Postage.

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POST OFFICE at County of			State of		in Account Current wit	h the Unite	ed States,
Dr. for the Service of the Post Office Depart	m it	from		to	186		Cr.
		from	11. By supaid postage of letters missent a 12. By unpaid postage of letters now runs 13. By unpaid postage of letters now runs 14. Balance carried down,	Department this quarter, at C. letter postage collected, C. do, C. do, C. do, C. do, C. do prepaid by C. of postage ou newspape C. do C. of letter postage distributed on this quarter at 1 ce aid for this quarter as by rec	at 40 per cent. st 50 per cent. st 50 per cent. st and other printed matter at per cent. stamps on Registered letters at per cent. prepaid by stamps at 50 per cont. at 20 per cent. stamps on Printed matter at per cent. prepaid by stamps at 50 per cont. at 2 mills each, at 2 mills each, at 2 mills each, at cents each,	DOLLARA	Op.
33. Leaving amount of stamps and stamped envelopes sold during the quarter, as follows, vis :	1		33. By contingent expenses, as by receipts h	herewith,			1 = 1 = 1
Amount of postage stamps sold, \$ Amount of stamped envelopes sold,	1		34. Balance due to the United States,				

I certify that the foregoing account is, in all respects, correct, and that to the best of my knowledge, information, and belief, there is no error or amision therein, to the prejudice of the revenues of the Post Office Department.