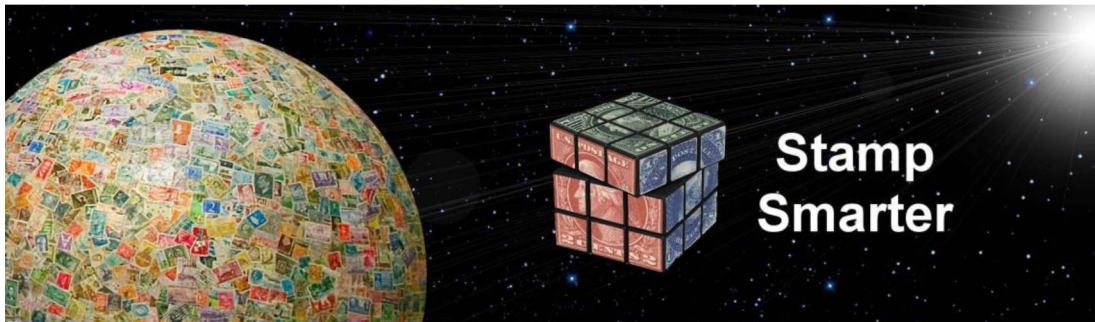


USPOD

General Instructions Concerning Blanks and Other Supplies



www.stampsmarter.com

As Published in the Official Postal Guide, January 1908

This was the first exhaustive list of Postal Supplies provided to Postmasters.

U.S. Post office dept.

United States Official Postal Guide,

JANUARY, 1908.

ORGANIZATION OF THE DEPARTMENT.

OFFICE OF THE POSTMASTER-GENERAL.

Postmaster-General.—GEORGE VON L. MEYER, Massachusetts.

Chief Clerk.—M. O. CHANCE, Illinois.

Assistant Chief Clerk.—GEORGE G. THOMSON, Michigan.

Private Secretary.—JOHN A. HOLMES, District of Columbia.

Assistant Attorney-General.—R. P. GOODWIN, Illinois.

Special Counsel.—RICHARD M. WEBSTER, Kentucky.

Assistant Attorney.—PAUL V. KEYSER, Iowa.

Assistant Attorney.—EDWIN A. NIESS, Pennsylvania.

Purchasing Agent.—WILLIAM E. COCHRAN, Colorado.

Division of Post Office Inspectors.—

Chief Inspector.—FRANK E. McMILLIN, Utah.

Chief Clerk. THEODORE INGALLS, Kentucky.

Appointment Clerk.—GEORGE S. PAULL, Ohio.

Disbursing Clerk.—WM. M. MOONEY, Ohio.

OFFICE OF THE FIRST ASSISTANT POSTMASTER-GENERAL.

First Assistant Postmaster-General.—F. H. HITCHCOCK, Massachusetts.

Chief Clerk.—C. P. GRANDFIELD, Missouri.

Division of Postmaster's Appointments.—

Superintendent. BAYARD WYMAN, Michigan.

Assistant Supt., CHRISTIAN B. DICKEY, Ohio.

Division of Salaries and Allowances.—

Superintendent. C. M. WATERS, Colorado.

Asst. Supts., E. T. BUSHNELL, Connecticut; GUY T. GOULD, Illinois;

HARRY B. HALL, California; HOMER M. KINTZ, New York; ELIJAH

M. NORRIS, New Jersey; SAMUEL B. RATHBONE, Indiana; GEORGE

W. REIK, Maryland; CHARLES F. TROTTER, West Virginia; GEO. L.

VAN DYKE, Iowa; JOSEPH M. WHITE, Massachusetts; GEO. L.

WOOD, Maryland.

Division of City Delivery.—

Superintendent. ERVIN H. THORP, Vermont.

Assistant Superintendent. WILLIAM H. HAYCOCK, District of Columbia.

OFFICE OF THE SECOND ASSISTANT POSTMASTER-GENERAL.

Second Assistant Postmaster-General.—JAMES T. MCCLEARY, Minnesota.

Chief Clerk.—JOHN W. HOLLYDAY, Ohio.

Division of Railway Mail Service.—

General Superintendent. ALEXANDER GRANT, Michigan.

Asst. Genl. Supt., GEORGE F. STONE, New York.

Chief Clerk. A. A. FISHER, Vermont.

(RECAP)

HEG361
A3
Jan 1908

737413

GENERAL INSTRUCTIONS CONCERNING BLANKS AND OTHER SUPPLIES.

Postmasters at offices of the first, second and third classes will order on requisition Form No. 1590 (see page 167) and postmasters at offices of the fourth class will order on requisition Form No. 1590a (see page 194) all blanks and supplies enumerated in the following list, except official and registry envelopes, which should be requested on blank Form No. 1579 (see page 218), money order and advice forms, which should be requested on blank Form 0063c (see page 217), and postmarking and miscellaneous stamps, which should be requested on blank Form No. 1567 (see page 208). Typewriters, adding machines, numbering machines, letter presses, envelope-opening machines, computing machines, etc., which are not supplied to offices below the second class should be made the subject of special correspondence.

Every requisition must be properly filled out to include the information called for in the several blanks and columns, **AND THE POSTMARKING STAMP MUST BE IMPRESSED CLEARLY IN THE SPACE PROVIDED THEREFOR.**

The Department desires that postmasters at offices of the first class whose salary is less than \$5,000, and postmasters at offices of the second class endeavor to order in sufficient quantity and variety at one time to meet their requirements for three months, and postmasters at offices of the third and fourth classes endeavor to order in sufficient quantity and variety at one time to meet their requirements for one year, thus reducing the number of requisitions to be handled.

Requests for postage stamps, stamped envelopes, newspaper wrappers and postal cards, should be addressed to the Third Assistant Postmaster-General.

All requests for supplies are being promptly honored, but if supplies ordered are not received within a reasonable time, a second requisition marked "DUPLICATE" should be prepared and forwarded to this office.

Blank facing slips are furnished from the Division of Supplies on requisition to post offices and the Railway Mail Service. Printed facing slips for use in offices of the first and second classes are obtainable upon special allowance granted by the Fourth Assistant Postmaster General, Division of Supplies, and such shipments will be made direct from the contractor's plant. Specially printed facing slips for use of Railway Postal clerks and in post offices of the third and fourth classes can be obtained from the contractor at the expense of the purchaser, including charges for transportation, as shipments of slips for these purposes will not be made under penalty label or at the expense of the Department.

The monthly supplements to the Official Postal Guide will contain any changes affecting the lists contained herein.

INDEX TO SUPPLIES.

BLANKS:

For Post Office Inspectors.....	168-170
For use in the Railway Mail Service.....	170-173
For offices of the first class	173-182
For offices of the second class	182-189
For offices of the third class	189-194
For offices of the fourth class	196-198
For the Money Order Service (all classes).....	198-203

CITY DELIVERY EQUIPMENT.....	203-204
RURAL DELIVERY EQUIPMENT.....	204
STATIONERY:	
For offices of the first and second classes.....	204-207
For offices of the third class.....	207
For offices of the fourth class.....	207
TYPEWRITERS AND SUPPLIES.....	208
STAMPS, SEALS, CANCELLING INK, PADS, TYPE, ETC.):	
For offices of all classes.....	208-214
NUMBERING MACHINES.....	214
ADDING MACHINES.....	214
SCALES.....	214-215
LETTER PRESSES AND SUPPLIES.....	215
BASKETS.....	215-216
DRY GOODS.....	216
TWINE.....	216
TRUCKS.....	216
MONEY ORDER AND ADVICE FORMS.....	217
ENVELOPES:	
Official and registry.....	219-223

(SAMPLE.)

FORM NO. 1586.

SEND THIS ORDER TO THE FOURTH ASSISTANT POSTMASTER GENERAL,
DIVISION OF SUPPLIES.

REQUISITION

For blanks and supplies of all kinds, except envelopes, blank money order and advice forms, postmarking and miscellaneous stamps, typewriters, adding machines, numbering machines, letter presses, envelope opening machines, and computing machines.

STATE HERE:

Postmaster's yearly salary.....	Post Office.....
No. regular clerks.....	(Write plainly and in full. Rubber stamp may be used.)
No. city carriers.....	
No. rural carriers.....	
No. rural routes.....	County.....
No. Star routes.....	
No. R. P. O. clerks paid.....	State.....
Number of letters and parcels registered last year.....	
How many money orders have you issued and paid during the past year	Date.....
Issued.	Paid.
Domestic.....	
International.....	

POSTMARKING
STAMP HERE.

M.O.B. STAMP
HERE.

Order from list in Postal Guide and follow specifically the detailed instructions therein. Always give item or form number. Postmasters at offices of the

BLANKS FURNISHED TO POST OFFICE INSPECTORS — Continued.

Form No.	Title.
521A	Cash statement. Inspector in charge at
521B	Statement of moneys collected and disbursed in the field by inspectors connected with Division.
524	Application for leave of absence.
529	Postmaster requested to furnish information concerning matter reported lost.
529A	Inquiry concerning a said to have been mailed at and directed to
529B	Inquiry concerning a supposed to have been directed to
529C	Circular letter to postmaster. This office has under investigation the alleged loss of
529D	Circular letter to postmaster requesting information as to value of matter reported lost. (Formerly 582-A.)
531	Reference slip. Respectfully referred to Chief Inspector.
531A	Reference slip. Respectfully referred to the Chief Inspector, as bearing on the above numbered case.
531B	Reference slip. Respectfully.
531C	Reference slip. Respectfully Inspector.
531D	Reference slip. Respectfully to the postmaster.
531E	Reference slip. Respectfully referred to postmaster for his information, etc.
534	Monthly pay account of clerk.
534A	Pay account of inspectors.
534B	Statement of the daily expenses of Post Office Inspector.
535	Voucher. (Book.)
546	Circular letter requesting information whether or not..... has sent any postage stamps for merchandise ordered.
547½	Circular letter. Reply to communication dated.....
548	Notice that sum of..... has been collected on account of..... registered letter No.....
553	Notice to Chief Inspector. Money collected on account of..... by Inspector.
556A	Official address label.
559	Daily report.
561	Request for particulars of burglary or burning of post offices.
562	Monthly report of Division.
563	Notice to postmaster. This office has under investigation the loss of \$..... from R. P. E. No.....
565	Combined form of affidavits and application for indemnity for lost registered mail.
565A	Circular letter to postmaster requesting information whether registered package envelope has been received.
565B	Notice to postmaster. This office has under investigation the loss of \$..... from R. P. E. No.....
565C	Circular letter, requesting information from whom registered package envelope number has been received.
565D	Request to procure from..... envelope registered.
566	Reference slip. Referred to Chief Inspector for jacket and reference.
565E	Notice to postmaster. Complaint has been made to Department that registered letter No..... has not been received.
565F	Report to Chief Inspector of registered letter of case.
566A	Reference slip. Request for A and B jackets.
567D	Report of arrest and preliminary hearing.

BLANKS FURNISHED TO POST OFFICE INSPECTORS — Continued.

Form No.	Title.
567E	Report of indictment.
567F	Report of result of trial or final disposition of case.
570	Request for information whether business transacted with..... has been satisfactory.
570D	Reply to communication that..... is using the mails for fraudulent purposes.
573	Inspection form for presidential offices.
573A	Reference slip. Case No.....I, returned to inspector in charge.
573B	Inventory of supplies not in use at offices of the first class.
573½	Inspection report for city delivery and special delivery service.
573¼	Inspection report. (Station form.)
573¾	Inspection report. (Fourth-class.)
573-1	Inspection form — rural delivery service.
574	Receipt for money received from inspector.
574A	Receipt for money collected from postal employee.
578	Report of inspector. Depredation of.....
577	Recommendation for removal.
582	Request for information, whether..... reported missing has been received or satisfactorily accounted for.
585-2	Reference slip to postmaster at..... to report full and exact particulars of mailing on enclosed form 1510.
591	Monthly report of work done by inspectors and division headquarters.
592	Inquiry in regard to surety.
592A	Circular letter returning case relating to financial responsibility of the sureties.
592B	Circular letter returning S case.
594	Cases returned to the Department from the..... Division.
596	Notice to inspector. The following matter was mailed to you on.....
599	Instructions to keep accurate account of postage postmarked at.....
1519	Affidavit of sender relative to ordinary letter or parcel.
1519A	Affidavit of addressee relative to ordinary letter or parcel.
	Letter heads. (Unruled.)
	Letter heads. (Ruled.)
	Follow sheets. (Ruled.)
	Sectional map paper.
	Arrest books — 5x7.
	Index to depredation cases — Class D.

SUPPLIES FURNISHED FOR USE IN THE RAILWAY MAIL SERVICE.

BLANKS AND BOOKS.

Form No.	Title.
1544	Railway postal clerks registry receipt book.
1546V	Annual leave, special roll.
1556½	Railway postal clerks registry receipt card.
1563A	Railway postal clerks special acting separate voucher.
2298	Train sheet.
5002	Report regarding delayed registered pouch.
5003	Statement of case examination. (Individual.)
5664	Notification to prepare for case examination.
5006	Statement of errors by month by clerk.
5007	Single trip reports. (Sheet.)
5007	Book, duplicate trip reports.

SUPPLIES FURNISHED IN RAILWAY MAIL SERVICE — Continued.

Form No.	Title.
5008	Failure to receive and deliver mails.
5009	Notification to report for case examination.
5010	Instructions to postmaster how to fill out form 5016.
5022	Trip reports for full R. P. O. lines.
5016	Statement of dispatch of mail from post office.
5017	Chief Clerk's notice to Superintendent of commencement of R. P. C.
5018	Statement of detailed employees.
5019	Postmasters report of misseat registers.
5024	Books, arrival and departure of R. P. C. (16 signatures.)
5028	Notice to postmaster to withhold pay of R. P. C.
5029	Weighing. Final tabulating sheet.
5030	Copied from trip report from Chief Clerk's office.
5031	Receipts from R. P. C. for supplies.
5032	Weighing; designation of mail weighers.
5033	Weighing; request to Second Assistant Postmaster-General to pay mail weighers.
5034	Pay-roll for mail weighers.
5035	Record of arrival and departure of R. P. O. clerks.
5036	Rating of R. P. C.
5037	Report of certified substitutes. (Monthly.)
5038	Report of receipt or non-receipt of newspaper.
5043	Notice of promotion or reduction of R. P. C.
5044	Notice to postmaster of transfer of R. P. C.
5045	Superintendent's advice to postmaster of discontinuance of R. P. C.
5046	Superintendent's notification to postmaster of commencement of R. P. C.
5047	Notice to postmaster of failure of R. P. C. to perform service.
5048	Receipt from R. P. C. for photograph commission.
5049	Statement of error record of R. P. C.
5050	Statement of case examination of R. P. C.
5051	Statement of case examination and error record of R. P. C.
5052	Weighing; sent and received.
5053	Instructions to weighers on express trains.
5054	Chief Clerk's report on probationer. (Final.)
5055	Weighing; consolidated running schedule.
5056	Weighing; instructions to weighers.
5057	Application for transfer.
5058	Keeping count of mail.
5060	Recommendation for transfer.
5061	Notice of failure to record arrival and departure of R. P. C.
5062	Reference slip. Recommendation for promotion.
5063	Oaths for R. P. C.
5064	Statement of unworked mail, etc.
5065	Record of pouches received and dispatched for transfer clerks.
5067	Weighing; tabulating sheets for one day.
5068	Weighing; instructions to postmaster to weigh.
5069	Copied from trip report. (Unruled.)
5070	Copied from trip report. (Ruled.)
5072	Weighing; preliminary oath of weigher.
5073	Record of pouches received and dispatched by R. P. C.'s.
5084	Reorganization of lines.
5085	Daily report of Chief Clerks.
5086	Monthly trip report.
5088	Estimated force required — additional.
5094	Estimated car space required.
5095	Superintendent's requisition for supplies.

SUPPLIES FURNISHED IN RAILWAY MAIL SERVICE — Continued.

Form No.	Title.
5096	Weighting; request to postmaster to forward reports.
5097	Books. Record of arrival and departure of R. P. O. (Three clerks to crew.)
5098	Records of photograph commissions of R. P. O. (Book.)
5100	Books. For general orders. (Blank.)
5102	Superintendent's monthly account; salary and expenses.
5103	Superintendent's and Chief Clerk's statement of daily expenses.
5105	Superintendent's report of printing.
5106	Physician's certificate.
5107	Inspection of full R. P. O. and appointment of car lines.
5109	Daily report of transfer clerk of failure to connect.
5110	Report of failures in full R. P. O. car service.
5111	Chief Clerk's monthly account of expenses.
5112	Superintendent of mails; monthly report. (Also furnished to first-class offices.)
5113	Postmaster's statement of errors checked.
5114	Books. Record of arrival and departure of R. P. C.'s. (One clerk to a car.)
5120	Temporary assignments.
5121	Monthly report of Division Superintendent's employment of substitutes.
5122	Notice to postmaster to withhold salary of R. P. C. for substitute service.
5123	Employment of substitutes.
5124	Chief Clerk's vouchers. (Small size.)
5125	Statement of misdirected mail, mixles, etc.
5127	Permanent appointment. (Reference slip.)
5128	Weight blank. Instructions to R. R. Company in regard to weighing.
5129	Reference slips for R. P. C.'s.
5130	Reference slips for transfer clerks.
5131	Report of damaged equipment.
5132	Chief Clerk's reference slips. (Unruled.)
5134	Report of failure of trains carrying closed mail.
5140	Comparative record of R. P. C.'s.
5141	Requisition for maps.
5142	Annual statement of errors by postmasters.
5143	Notification of appointment of C. S. substitutes.
5144	Change of pay office only.
5148	Receipt for R. M. S. badge and mail key, etc.
5150	Boycotting blanks.
5152	Acting clerk's certificate of commencing service.
5153	Final certificate.
5161A	Jacket; annual leave under order 461. (Yellow.)
5162	Postmasters keep watch for paper.
5167	Annual leave blank. Recommendation of Chief Clerk.
5168	Acting Clerk.
5169	Acting Clerks and leave.
5171	Register of runs on R. P. O.'s.
5172	Change in schedules of mail trains for contract office.
5173	Shortage slips.
5174	Physician's certificate, injury cases.
5177	Blanket bond for R. P. C.'s.
5178	Individual bond for R. P. C.'s. (Personal surety.)
5179	Corporation bond for R. P. C.'s.
5180	Report of Assistant Superintendents in the field.
5181	Notice to R. P. C.'s and sub-clerk in regard to bond.
5182	Cautionary notice to postmaster to withhold pay of R. P. C.

SUPPLIES FURNISHED IN RAILWAY MAIL SERVICE — Continued.

Form No.	Title.
5183	Request to exchange runs.
5184	Permission to change runs.
5185	Daily trip report. (Medium size)
5186	Application for leave of absence without pay.
5187	Leave of absence without pay granted by Superintendent.
5188	Notice to postmaster to deduct pay of clerk for sub-service.
5189	Notice to Superintendent of employment of substitutes.
5190	Statement by Division Superintendents; leave of absence for month of
5191	Daily report of R. P. O. trains.
5192	Weight blank. Information regarding franked matter.
5193	Note sheet for Chief Clerk. 7 x 8, unruled.
5194	Letter heads for Chief Clerks. 8 x 10½, unruled.
5195	Record of mail transit.
5196	Manifold letter heads for Chief Clerks. 8 x 10½.
5197	Book. Mail weigher's memorandum.
5201	Manifold note sheets for Chief Clerk. 7 x 8.
5209	Cards. Notice that only authorized persons are allowed in mail cars.
5210	Letter heads for Assistant Superintendents, R. M. S.

SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS.

BLANKS AND BOOKS.

Form No.	Title.
	Foreign Registry Labels. (For Foreign Registry exchange offices only.)
	Official Seals.
	Pamphlet, General Postal Information. (Furnished on recommendation from Third Assistant Postmaster-General.)
A22	Notice of Change of Address.
B22	Request for better address.
C201	Appointment of Substitute Clerks.
C202	Changes in Office Force.
C204	Promotion of Clerks in accordance with Act of Congress approved March 2, 1907.
C206	Clerks failing of promotion. (Act of Congress approved March 2, 1907.)
D101	Appointment of substitute letter carrier. (Formerly Form 1101.)
D102	Changes in carriers' force.
D104	Promotion of Carriers (in accordance with Act of Congress approved March 2, 1907).
D106	Carriers failing of promotion (in accordance with Act of Congress approved March 2, 1907).
D108	City Carriers Blanket Bond.
D107	City Carriers Bond (Personal Surety).
D108	City Carriers Bond (Corporate Surety — single form).
E22	Memorandum of Mail to be called for.
F. D. 2	Box and Post Report (Monthly).
H22	Reply of Postmaster, Matter referred to will receive prompt attention.
I22	Name blank for Post Office Directory.
K22	Trip Report for Street Car Railway Post Office Service. (Furnished only to offices having street car railway post office service.)
L22	Request to call for special request envelopes ordered.
M22	Request for information as to arrival and departure of mail trains.
R. D. 1	Rural Carriers Voucher.

SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS — On

Form No.

7-10-11

- R. D. 2 Abstract of Payments to Rural Carriers. (Furnished only to offices paying rural carriers.)
- R. D. 4 Substitute Rural Carriers Vouchers.
- R. D. 5 Abstract of Payments to Rural Carriers. (Furnished only to offices paying rural carriers.)
- 01 Standing Order Blank, authorizing delivery of registered mail to agent.
- 03 Division Tracer within Post Office.
- 05 Slip—Receipt to Carrier for undelivered registered matter. (Ordinary slip system.) (Furnished only to offices authorized by Third Assistant Postmaster-General to use them.)
- 05 Manifold Bill Book, registered matter sent from station to main office. (Long form 10 lines.)
- 06 Slip—Carrier's Receipt to Postmaster for Registered Mail. (Ordinary slip system.) (Furnished only to offices authorized by Third Assistant Postmaster-General to use them.)
- 07 Manifold bill book, registered matter sent from main office to station. (Long form 10 lines.)
- 08 Response to inquiry regarding patron (slip).
- 09 Record of cash received and paid (book).
- 011 Register of deposits received (book, furnished only to depository offices).
- 012 Special request envelope cash book.
- 013 Employee's receipt for parts of salary.
- 013 Record of letters sent to the division of dead letters (book).
- 014 Tracer from carrier to carrier.
- 017 Order for stamps, postal cards and envelopes from station on main office.
- 019 Record of lost letter and packages.
- 020 Record of matter found loose in the mails.
- 021 Record of registered matter received for distribution (15,000 entries). (Furnished only to offices authorized by Third Assistant Postmaster-General to use them.)
- 022 Complaint book, lost mail matter.
- 026 Record of sacks furnished publishers.
- 3Q Statistical report (quarterly). (For rural delivery offices only.)
- 6 Daily record of mail delivered and collected by rural carrier.
- 1060 Notice, this post office will be closed on ———.
- 1091½ Box and key deposit register.
- 1092 Verification of reference of applicant for box.
- 1092½ Rules concerning the renting of boxes.
- 1093 Notice to present keys for redemption.
- 1094 Application for additional keys to post office box.
- 1500F Quarterly payroll, clerkhire contract station service, 14 lines. (To be submitted with quarterly postal account.)
- 1500FF Quarterly payroll, clerkhire contract station service, 36 lines. (To be submitted with quarterly postal account.)
- 1500L Clerks regular payroll, 30 lines. (To be submitted with quarterly postal account.)
- 1500S Clerks regular payroll, 14 lines. (To be submitted with quarterly postal account.)
- 1501L City carriers regular payroll, 36 lines. (To be submitted with quarterly postal account.)
- 1501S City carriers regular payroll, 14 lines. (To be submitted with quarterly postal account.)
- 1502 Letter carriers daily trip report.
- 1503 Statement of excess service by letter carrier.
- 1503½ Quarterly postage due account with division of dead letters.

SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS — Con.

Form No.	Title.
1504	Summary of disbursements for city delivery service. (To be submitted with quarterly postal account.)
1506	Requisitions for stamps, etc., from retail clerk.
1508	Mainfold, through registered pouch bill book (for registered pouch and inner sack offices).
1508½	Unpaid postage bill (book).
1509	Withdrawal of mail matter by sender.
1510	Report of lost letters.
1510a	Circular letter to accompany Form 1510.
1510½	Record of contents of R. P. E's. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
1511	Detailed statement of stamps, envelopes, etc., received from Department. (To accompany quarterly postal account.)
1512	Request to call and open package for customs inspection.
1513	Notice of package too large to be delivered by city carrier.
1513a	Notice, carrier has been unable to deliver.
1513b	Notice of deficiency in postage or address on mail in bulk.
1513½	Notice of package supposed to be liable to customs duty.
1514	Record of letters returned by carriers.
1515	Dead letter labels. (To be used for transmitting unclaimed matter to division of dead letters.)
1515½	Labels for unmailable matter.
1516	Inquiry concerning lost letter.
1518	Notice that missing mail has not been found.
1520	Reply to request to forward letter.
1521	Application to Fourth Assistant Postmaster-General for letter sent to division of dead letters.
1522	List of unmailable letters, daily.
1522½	List of unmailable letters, weekly.
1524	Notice to apply for valuable dead letter.
1525	Registry delivery notice.
1526a	Voucher for clerkhire. (To accompany quarterly postal account, and to be used only in case of emergency.)
1526C	Voucher for assistant postmaster's salary. (To be submitted with quarterly postal account.)
1526D	Certificate of authority to receive payment and receipt voucher.
1526P	General voucher. (To accompany quarterly postal account.)
1526R	Voucher for rent. (To accompany quarterly postal account.)
1526S	Sticker to attach to vouchers on dealers' billheads. (To be used when dealers' billheads are submitted with quarterly postal account.)
1527	Record of letter carriers' time.
1528	Notice to discontinue publication.
1528½	Record of notices to publishers.
1530	Mail equipment depository invoice. (For mail-bag depository offices only.)
1534	Report of violations, section 484, P. L. and R., 1902.
1536	Tracer for registered package envelope reported missing.
1537	Box account. (Quarterly report to Auditor.)
1538	Receipts for box rent. (Books issued in Vols. of 200, 400 and 600 receipts.)
1540	Vouchers for horse hire. (To be submitted with quarterly postal account.)
1540B	Vouchers for use of bicycles. (To be submitted with quarterly postal account.)
1542	Detailed statement of incidental expenses of city delivery service. (To be submitted with quarterly postal account.)

SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS — Con.

Form No.	Title.
1545B	Quarterly postal account.
1545½	Record and postal account book (for offices having city delivery service).
1546A	Special substitute railway postal clerks' payroll. (To be submitted with quarterly postal account. Furnished only to offices paying 50 or more R. P. O. clerks.)
1546D	Deduction check sheet. (To be submitted with quarterly postal account. Furnished only to offices paying 50 or more R. P. O. clerks.)
1546G	Semi-monthly payroll for R. P. O. clerks. (Furnished only to offices paying R. P. O. clerks.)
1546L	Railway postal clerks' regular payroll, 36 lines. (To be submitted with quarterly postal account.)
1546S	Railway postal clerks' regular payroll, 14 lines. (To be submitted with quarterly postal account.)
1547	Registry delivery book, providing for the delivery of 4,500 pieces.
1547½	Registry delivery book, providing for the delivery of 1,500 pieces. (Used for stations.)
1548	Registry return receipt card, melon. (Specially printed for all offices registering 3,000 or more pieces per annum.)
1549	Manifold window registry receipt book, 1,000 receipts in duplicate. (Specially printed for offices recommended by the Third Assistant Postmaster-General.)
1549a	Window registration receipt book, not manifold — 2,000 receipts. (To be used in connection with Form 1549 at larger post offices during rush periods.)
1549b	Manifold window registry receipt book, 200 receipts each in duplicate. (Used only at stations.)
1550	Registry bill, gray card. (Used now only in dispatch of registered matter addressed to foreign countries.)
1551	Registry bill sheet form, 15 lines. (To be used when more than four registered pieces are sent in one R. P. envelope addressed to foreign countries.)
1552L	Stamp impression book.
1553	Record of registered matter in transit, 6,000 entries.
1554	Labels for mailing quarterly postal accounts.
1556	Registered package receipt card, yellow.
1557	Abstract of payments to acting railway postal clerks. (To be submitted with quarterly postal account. Furnished only to offices paying R. P. O. clerks.)
1557½	Abstract of payments for miscellaneous items, railway mail service. (To be submitted with quarterly postal account. Furnished only to offices paying R. P. O. clerks.)
1559	Detailed statement of vouchers accompanying quarterly postal account.
1560	Carriers' registry delivery book.
1561	Dead letter bills.
1563	Railway postal clerks' receipts for services performed, single voucher, pink. (To be submitted with quarterly postal account. Furnished only to offices paying R. P. O. clerks.)
1564	Carriers' and postmaster's route book.
1565	Weekly transcript of postal deposits received. (Furnished only to offices authorized to receive deposits.)
1565a	Weekly transcript of Post Office Department transfer drafts paid. (Furnished only to draft offices.)
1565½	Abstract of postal deposits received. (Furnished only to authorized depository offices.)
1566	Books, certificates of deposits of postal funds. (Furnished only to authorized depository offices.)

SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS — Con.

Form No.	Title.
1506½	Schedule of deposits. (For large first-class offices only.)
1567	Requisition for postmarking and miscellaneous stamps.
1568	Notice to change address of publication.
1569	Abstract of Post Office Department transfer drafts paid. (Furnished only to authorized draft offices.)
1570	Statement, sale of waste paper, etc.
1571	Report of undelivered mail.
1572	Inquiry whether mail has been received.
1573	Report, carriers have examined undelivered mail matter on hand on this date.
1574	Requisition on postmaster for supplies.
1575	Record of mails received.
1576	Record of mails dispatched.
1576a	Book — Record of mails received and dispatched.
1577	Record of transit mails received and dispatched.
1578	Statement of case examinations.
1579	Requisition for official and registry envelopes.
1580	Requisitions for general supplies.
1582	Card payroll for rural carriers, ruled and punched, 6¼ by 9½ inches. (Furnished only to offices paying rural carriers.)
1583	Notice to postmaster, mail matter, originally addressed to and readdressed at your office, held for better address.
1584	Memorandum of change of address.
1585	Request to call.
1587	Carriers route cards.
1588	Regulations governing letter carriers, sheets.
1589	Daily time report.
1590	Regular clerks absence record.
1591	Regular carriers absence record.
1592	Record of substitute, auxiliary and temporary clerical service.
1593	Record of substitute, auxiliary and temporary carriers service.
1594	Regular clerks semi-monthly payroll.
1595	Substitute, auxiliary and temporary clerks semi-monthly payroll.
1596	Regular carriers semi-monthly payroll.
1597	Substitute auxiliary and temporary carriers semi-monthly payroll.
1622L	Substitute, auxiliary and temporary clerks payroll. (For payments at 30 cents an hour and to be submitted with quarterly Postal Account.) — 36 lines.
1622S	Substitutes, auxiliary and temporary clerks payroll. (For payments at 30 cents an hour and to be submitted with quarterly Postal Account.) — 14 lines.
1625	Summary of disbursements. Clerk hire.
1622L	Substitute, auxiliary and temporary carriers payroll. (For payments at 30 cents an hour and to be submitted with quarterly Postal Account.) — 36 lines.
1622S	Substitute, auxiliary and temporary carriers payroll. (For payment at 30 cents an hour and to be submitted with quarterly postal account.) — 14 lines.
2201	Register of arrival and departure of mails, monthly. (Furnished only to star route offices.)
2202	Report, regulation wagon service. (Furnished only to offices having regulation wagon service.)
2203	Report, intermediate star route service. (Furnished only to offices having intermediate star routes.)

*Supplies.***SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS — Con.**

Form No.	Title.
2226	Report, steamboat service. (Furnished only to offices having steamboat service.)
2227	Mail bill.
2227d	Mail bill, tablet.
2231	Report, railroad service. (Furnished only to offices reporting railroad service.)
2240	Report, electric and cable car service. (Furnished only to offices having electric and cable car service.)
2242	Report of mail messenger service. (Furnished only to offices having mail messenger service.)
2559P.	Circular letters from paying postmaster. Request to report to Fourth Assistant Postmaster-General, Division of Rural Delivery, on Form 5602, leave granted rural carrier.
3044a	Transmittal of deposits, postal funds. (Yellow.)
3200	Prices of stamped envelopes and newspaper wrappers.
3201	Order to Department for postage stamps, envelopes, and postal cards.
3202	Order to Department for special request envelopes.
3202a	Receipts for special request envelopes. (Book.)
3202c	List of special request envelopes.
3203	Order on Department for postage stamp books.
3203d	Table of prices of stamp books.
3240b	Daily invoice of stamped paper, sales and cash.
3285	Order to Department for postage-due stamps.
3501	Application for entry of domestic publication to second class of mail matter, under Act of March 3, 1879.
3501a	Application by agent for admission of foreign publication to the U. S. mail at the second-class rates of postage.
3501b	Application for admission of publications to second class of mail matter, under Act of July 16, 1894, or June 6, 1900.
3501c	Application for registry as news agent.
3503	Conditional permit.
3503a	Follow sheet to Form 3503.
3539	Newspaper and periodical receipt book. (Furnished only to offices mailing second-class matter at pound rate. When ordering supply state number of receipts on hand and number of receipts issued during last quarter.)
3539a	Card record, mailings of second-class matter. (Furnished only to offices authorized by Third Assistant Postmaster-General to use them.)
3539b	Memorandum weight record of second-class matter, duplicate.
3539b	Memorandum weight record of second-class matter, triplicate.
3540	Notice to sender of undelivered parcel.
3548	Notice of mail held for postage.
3551	Quarterly statement of newspaper and periodical postage collected.
3551	Follow sheets to be used in connection with Form 3551.
3601	Permit to mail third and fourth-class matter without postage stamps affixed. Act of Congress, April 28, 1904. (Furnished only to offices authorized to receive mailings of third and fourth-class matter without stamps affixed.)
3602	Statement of mailings, third and fourth-class matter. (Furnished only to offices authorized to receive mailings of third and fourth-class matter without postage stamps affixed.)
3603L.	Receipt for mailings of third-class matter without stamps affixed, book. (Furnished only to offices authorized to receive mailings of third-class matter without postage stamps affixed.)

SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS — Con.

Form No.	Title.
3804	Statement of postage collected in money on special mailings of third and fourth-class matter under section 483½, P. L. and R.—Blue. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3807L	Receipt for mailings of fourth-class matter without stamps affixed.—Book. (Furnished only to offices authorized to receive mailings of fourth-class matter without postage stamps affixed.)
3809	Record of mailings of third and fourth-class matter without postage stamps affixed. (Furnished only to offices authorized to receive third and fourth-class matter without postage stamps affixed.)
3802	Circular to sender concerning unmailable registered matter.
3803	Record of registered pouches, sacks and hand pieces received. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3824	Temporary bulk receipt for matter registered.
3826	Blank for reporting to Department miscellaneous registry irregularities.
3826a	Blank for reporting to the Department the misending of registered matter.
3832	International registered bill book, duplicate with stub. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3834	Postal union registry bill book, duplicate without stub. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3837	Memorandum of undelivered registered matter returned from stations. (Furnished only to offices having delivery stations.)
3840	Registry caution card. (Placard for posting near letter drops, or in post office lobby.)
3843	Special instructions regarding foreign receipt forms. (Furnished only to offices receiving registered mail from foreign countries.)
3846	Report of short-paid registered mail, domestic.
3846a	Report of short-paid registered mail, foreign. (Furnished only to foreign exchange offices.)
3848	Annual registry report.
3852	Manifold registry bill book, triplicate. (Furnished only to offices authorized by Third Assistant Postmaster-General to use them.)
3853	Manifold registry dispatch book, duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3855	Application of sender for forwarding, delivery or return of registered matter after dispatch.
3856	Registry circular of inquiry.
3856½	Circular notice to mailing office, as to undeliverable registered mail.
3857	Reference slip, showing particulars of dispatch of registered mail. (For use at exchange post office only.)
3859	Manifold registry bill book. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3862	Record of registered matter received for, delivery at stations. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3862a	Manifold bill of registered matter sent from main office to station, short form, 10 lines. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3862b	Manifold bill of registered matter sent from main office to station, short form, 20 lines. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)

SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS.—Con.

Form No.	Title.
3863	Record of witnesses to dispatch and receipt of registered mail, 10 lines, duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3864	Record of witnesses to dispatch and receipt of registered mail, 10 lines, triplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3865	Record of witnesses to dispatch and receipt of registered mail, 5 lines, duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3866	Record of witnesses to dispatch and receipt of registered mail, 5 lines, triplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3867	Carrier's receipt to postmaster for registered mail, tissue slip system. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3868	Slip—Receipt to carrier for undelivered registered matter, tissue slip system. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3869	Manifold receipt delivery book, tissue slip system. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3870	Foreign registry return receipt. (Furnished to foreign exchange offices and such other offices as may be authorized by the Third Assistant Postmaster-General to use them.)
3873	Registry statistical book. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3873a	Daily trial balance of registered matter. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3873aa	Trial balance memorandum sheets. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3873B	Station registry report to main office. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3876	Order for forwarding registered mail.
3877	Manifold registration book for firms, 15 lines, duplicate. (Furnished only to offices authorized by Third Assistant Postmaster-General to use them.)
3878	Memorandum of City R. P. E's. received. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3881	Manifold registration book for firms, 30 lines, duplicate. (Furnished only to offices authorized by Third Assistant Postmaster-General to use them.)
3882	Manifold registration books for firms, 30 lines, triplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3883	Manifold registry delivery book for firms, duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3886	Desk delivery book, with printed numbers in delivery number column. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3888	Summary and balance. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3888J	Pouch room memorandum. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)

SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS — Con.

Form No.	Title.
3888K	R. P. D. make up record Registry Division. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3891	Notice of dispatch of extra registered pouches or inner sacks. (Furnished only to offices authorized through registered or inner sack exchanges.)
3891½	Notice to sender of letter prepaid and prepared for registration found in letter drop.
3893	Numbering sheet. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3896	Carriers registration book.
3896B	Notice to sender of short-paid letter registered by carrier.
3898	Registry information card for distribution to public on rural routes.
3899	Registry information card for distribution to public at city delivery offices.
3950	Special delivery messenger payroll, 10 lines. (To be submitted with quarterly postal account.)
3950a	Special delivery messenger payroll, 27 lines. (To be submitted with quarterly postal account.)
3951	Special delivery messenger receipt books.
3952	Postmaster's report of special delivery semi-annual.
3953	Record of special delivery matter received for delivery.
3954a	Receipt for special delivery matter delivered — book. When this form (3954a) is in use Forms Nos. 3951 and 3953 will not be furnished.
3955	Notice to call for special delivery letter, tablet.
3955a	Notice, special delivery letter has been placed in letter box on rural delivery route and receipt therefor.
3957	Application for leave of absence.
3958	Roster of clerks. (Card 4 by 6 inches.)
3960	Statement number slip for report to Auditor. (For large offices only.)
3961	Cashier's daily balance sheet.
3962	Record of hours of collection boxes.
3963	Receipt for articles found in the mails without address.
3967	Roster of carriers. (Card 4 by 6 inches.)
3969	Notice to sender, mail reported missing has been received by addressee.
3970	Requisition by publisher on postmaster for Class D mail sacks.
3971	Receipt by postmaster to publisher for mail sacks returned.
3972	Circular letter to postmaster of the fourth class, that quarterly remittances must be accompanied by Form 3044. (Furnished only to depository offices.)
3974	Notice of unpaid postage bill.
3975	Requisition from dispatcher on postmaster for pouches, sacks, etc.
3976	New firms and changes of firm names.
4072c	Letter bill, mail dispatched from the exchange office of to exchange office of by steamer. (Furnished only to foreign exchange offices dispatching mail by steamer.)
4074d	Bulletin of verification, for the correction and statement of errors and irregularities of all kinds discovered in mail from exchange office of (Furnished only to foreign exchange offices.)
4078C	Letter bill, mail dispatched from the exchange office, U. S. Sea Post No. for exchange office of (Furnished only to offices connected with sea post service.)
4108	Account of U. S. mail bags containing mail matter, and of Canadian mail bags empty, made up and dispatched from exchange post office,, U. S., to exchange post office,, Dominion of Canada. (Furnished only to offices authorized to exchange mails with Canada.)

*Supplies.***SUPPLIES FURNISHED TO OFFICES OF THE FIRST CLASS—Con.**

Form No.	Title.
4214	Way bill mails dispatched per steamer (Furnished only to offices authorized to dispatch foreign mails by steamer.)
4229	Statement of the weights of mails for sent by steamer (Furnished only to offices authorized to dispatch foreign mails by steamer.)
4229½	Statement of the weights of mails for by steamer (Furnished only to offices authorized to dispatch foreign mails by steamer.)
4250	Statement of the weights of mails for Japan, Hong Kong, and for countries beyond, via Yokahama and Hong Kong, sent by steamer (Furnished only to offices authorized to dispatch mail by steamer.)
4401	Certificate of mailing, parcels post.
4402	Customs declaration, parcels post.
4404	Parcels-post labels.
4505	Register of arrival and departure of mails, monthly, rural delivery lock-pouch service. (Furnished only to offices having rural delivery lock-pouch service.)
4505½	Reports of irregularities in the rural delivery lock-pouch service, monthly. (Furnished only to offices having rural delivery lock-pouch service.)
5035	Record of arrival and departure of Ry. P. clerks. (Furnished only to offices keeping record of arrival and departure of R. P. clerks.)
5112	Superintendent of mails monthly report.
5502	Rural carriers' trip report.
5502½	Rural delivery service, carriers' trips, monthly report.
5507	Letter for returning vouchers for corrections. (Furnished only to offices paying rural carriers.)
5578	Patron's name and address slip, tablet.
5581	Notice to patrons on rural routes of mail held for postage.
5802	Report of leave granted rural carrier.
9005	Oath of post office employee.

SUPPLIES FURNISHED TO OFFICES OF THE SECOND CLASS.**BLANKS AND BOOKS.**

Form No.	Title.
	Foreign registry labels. (For foreign registry exchange offices only.)
	Official seals.
	Pamphlet, general postal information. (Furnished on recommendation from Third Assistant Postmaster-General.)
A22	Notice of change of address.
B22	Request for better address. (For city delivery offices.)
C201	Appointment of substitute clerks.
C202	Change in office force.
C204	Promotion of clerks in accordance with Act of Congress approved March 2, 1907.
C205	Clerks failing of promotion. (Act of Congress approved March 2, 1907.)
D101	Appointment of substitute letter carrier [formerly 1101] for city delivery offices only.
D102	Changes in carriers' force. (For city delivery offices.)
D104	Promotion of carriers. (In accordance with Act of Congress approved March 2, 1907. For city delivery service.)
D105	Carriers failing of promotion. (In accordance with Act of Congress approved March 2, 1907. For city delivery service.)
D106	City carriers' blanket bond. (For city delivery service.)

SUPPLIES FURNISHED TO OFFICES OF THE SECOND CLASS — Con.

Form No.	Title
D107	City carriers' bond. (Personal surety. For city delivery service.)
D108	City carriers' bond. (Corporate surety — single form. For city delivery service.)
E22	Memorandum of mail to be called for.
F. D. 2	Box and post reports. (Monthly. For city delivery service.)
H22	Reply of postmaster. Matter referred to will receive prompt attention.
I22	Name blank for post office directory. (For city delivery service.)
K22	Trip report for street car railway post office service. (Furnished only to offices having street car railway post office service.)
L22	Request to call for special request envelopes ordered.
R. D. 1	Rural carrier's voucher.
R. D. 4	Substitute rural carrier's voucher.
91	Standing order blank. (Authorizing delivery of registered mail to agent.)
93	Division tracer within post office. (For city delivery service.)
95	Manifold bill book, registered matter sent from stations to main office. (Long form, 10 lines.)
97	Manifold bill book, registered matter sent from main office to station. (Long form, 10 lines.)
98	Response to inquiry regarding patron.
912	Special request envelope cash book.
913	Employee's receipt for part of salary.
914	Tracer from carrier to carrier. (City delivery service.)
917	Order from station on main office for stamps, postal cards and envelopes.
920	Record of matter found loose with mails. (Furnished if end of divisions.)
921½	Record of registered matter received for distribution, 5,000 entries. (Furnished only to offices authorized by Third Assistant Postmaster-General to use them.)
922	Complaint book, lost mail matter.
3Q	Statistical report. (Quarterly. For rural offices only.)
6	Daily record of mail delivered and collected by rural carriers.
1090	Notice, this post office will be closed on —
1091½	Box and key deposit register.
1092	Verification of reference of applicant for box.
1092½	Rules concerning the renting of boxes.
1093	Notice to present keys for redemption.
1094	Application for additional keys to post office box.
1500F	Quarterly payroll, clerk hire, contract station service, 14 lines. (To be submitted with quarterly postal account.)
1500L	Clerks' regular payroll, 36 lines. (To be submitted with quarterly postal account.)
1500S	Clerks' regular payroll, 14 lines. (To be submitted with quarterly postal account.)
1501L	City carriers' regular payroll, 36 lines. (To be submitted with quarterly postal account. For city delivery service.)
1501S	City carriers' regular payroll, 14 lines. (To be submitted with quarterly postal account. For city delivery service.)
1502	Letter carriers' daily trip report. (For city delivery service.)
1503	Statement of excess service by letter carrier. (For city delivery service.)
1503½	Quarterly postage due account with Division of Dead Letters. (For city delivery service.)
1504	Summary of disbursements for city delivery service. To be submitted with quarterly postal account. (For city delivery service.)
1506	Requisition for stamps, etc., from retail clerk.
1508	Manifold through registered pouch-bill book for registered pouch and inner sack offices.

SUPPLIES FURNISHED TO OFFICES OF THE SECOND CLASS — Con.

Form No.	Title.
1508½	Unpaid postage bill. (Book. For city delivery service.)
1509	Withdrawal of mail matter by sender.
1510	Report of lost letters.
1510A	Circular letter to accompany Form 1510.
1510½	Record of contents of R. P. E.'s. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
1511	Detailed statement of stamps, envelopes, etc., received from Department. (To accompany quarterly postal account.)
1512	Request to call and open package for customs inspection.
1513	Notice of package too large to be delivered by city carrier. (For city delivery service.)
1513A	Notice, carrier has been unable to deliver. (For city delivery service.)
1513B	Notice of deficiency in postage or address on mail in bulk.
1513½	Notice of package supposed to be liable to customs duty.
1514	Record of letters returned by carriers. (For city delivery service.)
1515	Dead-letter labels. (To be used for transmitting unclaimed matter to Division of Dead Letters. For city delivery service.)
1515½	Labels for unmailable matter.
1516	Inquiry concerning lost letters.
1518	Notice that missing mail has not been found.
1520	Reply to request to forward letter.
1521	Application to Fourth Assistant Postmaster-General for letters sent to Division of Dead Letters.
1522½	List of unmailable letters. (Weekly.)
1523P	Dead-letter bill. (Weekly. Not city delivery.)
1524	Notice to apply for valuable dead letter.
1525	Registry delivery notice.
1526A	Voucher for clerk hire. (To accompany quarterly postal account. To be used only in case of emergency.)
1526C	Voucher for assistant postmaster's salary. (To be submitted with quarterly postal account.)
1526D	Certificate of authority to receive payment and receipt voucher.
1526P	General voucher. (To accompany quarterly postal account.)
1526R	Voucher for rent. (To accompany quarterly postal account.)
1526S	Sticker to attach to voucher on dealers' bill heads. (To be used when dealers' bill heads are submitted with quarterly postal account.)
1527	Record of letter carriers' time. (For city delivery service.)
1528	Notice to discontinue publication.
1528½	Record of notices to publishers.
1534	Report of violations, Section 484. Postal Laws and Regulations, 1902.
1536	Tracer for registered package envelope reported missing.
1537	Box account—quarterly report to Auditor.
1538	Receipts for box rent. (Books issued in volumes of 200, 400 and 600 receipts.)
1540	Vouchers for horse hire. (To be submitted with quarterly postal account. For city delivery service.)
1540B	Vouchers for use of bicycles. (To be submitted with quarterly postal account. For city delivery service.)
1542	Detailed statement of incidental expenses of city delivery service. (To be submitted with quarterly postal account. For city delivery service.)
1545	Postal account book. (Not city delivery service.)
1545A	Quarterly postal account. (Not city delivery.)
1545B	Quarterly postal account. (For city delivery service.)
1545½	Record and postal account book. (For offices having city delivery service.)

SUPPLIES FURNISHED TO OFFICES OF THE SECOND CLASS — Con.

Form No.	Title.
1546A	Special substitute railway postal clerks payroll. (To be submitted with quarterly postal account. Furnished only to offices paying fifty or more R. P. O. clerks.)
1546D	Deduction check sheet. (To be submitted with quarterly postal account. Furnished only to offices paying fifty or more R. P. O. clerks.)
1546G	Semi-monthly payroll for railway postal clerks. (Furnished only to offices paying R. P. O. clerks.)
1546L	Railway postal clerks regular payroll — 36 lines. (To be submitted with quarterly postal account. Furnished to offices paying fourteen or more R. P. O. clerks.)
1546S	Railway postal clerks regular payroll — 14 lines. (To be submitted with quarterly postal account.)
1547	Registry delivery book — providing for delivery of 4,500 pieces.
1547½	Registry delivery book — providing for delivery of 1,500 pieces.
1548	Registry return receipt cards — melon. (Specially printed for offices registering 3,000 or more pieces per annum.)
1549	Manifold window registry receipt book. (1,000 receipts, each in duplicate.)
1549B	Manifold window registry receipt books. (200 receipts, each in duplicate. For use only at stations.)
1550	Registry bill — gray card (used now only in dispatch of registered mail addressed to foreign countries.)
1551	Registry bill — sheet form — 15 lines. (To be used when more than four registered pieces are sent in one registered package envelope addressed to foreign countries.)
1552L	Stamp impression book (large).
1552S	Stamp impression book (small).
1553½	Record of registered matter in transit — 2,000 entries.
1554	Labels for mailing quarterly postal account.
1556	Registered package receipt card (yellow).
1557	Abstract of payments to acting railway postal clerks. (To be submitted with quarterly postal accounts. Furnished only to offices paying R. P. O. clerks.)
1557½	Abstract of payments for miscellaneous items, railway mail service. (To be submitted with quarterly postal account. Furnished only to offices paying R. P. O. clerks.)
1559	Detailed statement of vouchers accompanying quarterly postal account.
1560	Carriers registry delivery book. (For city and rural carriers.)
1561	Dead letter bill. (For city delivery service.)
1563	Railway postal clerks receipts for services performed. Single voucher (pink). (To be submitted with quarterly postal account. Furnished only to offices paying R. P. O. clerks.)
1564	Carriers and postmasters route books. (For city and rural service.)
1567	Requisition for postmarking and miscellaneous stamps.
1568	Notice to change address of publication.
1570	Statement — sale of waste paper, etc. (To be submitted with quarterly postal account.)
1571	Report of undelivered mail. (For city delivery offices.)
1572	Inquiry whether mail has been received.
1573	Report — carriers have examined undelivered mail matter on hand on this date. (For city delivery offices.)
1574	Requisition on postmaster for supplies.
1575	Record of mails received.
1576	Record of mails dispatched.
1577	Record of transit mails received and dispatched.

SUPPLIES FURNISHED TO OFFICES OF THE SECOND CLASS *Con.*

Form No.	Title
1578	Statement of case examinations.
1579	Requisition for official and registry envelopes.
1580	Requisition for general supplies.
1583	Notice to postmaster — mail matter originally addressed to _____ and readressed at your office held for better address.
1584	Memorandum of change of address.
1585	Request to call.
1587	Carriers route cards. (For city delivery offices only.)
1588	Regulations governing letter carriers-sheets. (For city delivery offices only.)
1589	Daily time report.
1590	Regular clerks absence record.
1591	Regular carriers absence record. (For city delivery offices only.)
1592	Record of substitute, auxiliary and temporary clerical service.
1593	Record of substitute, auxiliary and temporary carriers service. (For city delivery offices only.)
1594	Regular clerks semi-monthly payroll.
1595	Substitute, auxiliary and temporary clerks semi-monthly payroll.
1596	Regular carriers semi-monthly payroll. (For city delivery offices only.)
1597	Substitute, auxiliary and temporary carriers semi-monthly payroll. (For city delivery offices only.)
1622S	Substitute, auxiliary and temporary clerks payroll. (For payments at 30 cents per hour) (to be submitted with quarterly postal account.)
1625	Summary of disbursements — Clerk hire.
1625S	Substitute, auxiliary and temporary carriers roll. (For payment at 30 cents per hour — to be submitted with quarterly postal account. City delivery service.)
2201	Register of arrival and departure of mails — monthly. (Furnished only to star route offices.)
2203	Report — intermediate star route service. (Furnished only to offices having intermediate star routes.)
2226	Report — steamboat service. (Furnished only to offices having steamboat service.)
2231	Report — railroad service. (Furnished only to offices reporting railroad service.)
2240	Report — electric and cable car service. (Furnished only to offices having electric and cable car service.)
2242	Report of mail messenger service. (Furnished only to offices having mail messenger service.)
3044A	Transmittal of deposits — yellow. (Postal funds.)
3200	Prices of stamped envelopes and newspaper wrappers.
3201	Order to Department for postage stamps, envelopes and postal cards.
3202	Order to Department for special request envelopes.
3202A	Receipts for special request envelopes — book.
3202C	List of special request envelopes.
3203	Order to Department for postage stamp books.
3203D	Table of prices of stamp books.
3240B	Daily invoice of stamped paper — sales and cash.
3285	Order to Department for postage due stamps.
3501	Application for entry of domestic publication to second class of mail matter, under the Act of March 3, 1879.
3501A	Application by agent for admission of foreign publication to the United States mails at the second-class rates of postage.
3501B	Application for admission of publications to second class of mail matter, under the Act of July 16, 1894, or June 6, 1900.

SUPPLIES FURNISHED TO OFFICES OF THE SECOND CLASS — Con.

Form No.	Title.
3501C	Application for registry as news agent.
3503	Conditional permit.
3503A	Follow sheets for 3503.
3539	Newspaper and periodical receipt book. (Furnished only to offices mailing second-class matter at pound rate. When ordering supply, state number of receipts on hand and number of receipts issued during last quarter.)
3539B	Memorandum weight record of second-class matter — Duplicate.
3540	Notice to sender of undelivered parcel.
3548	Notice of mail held for postage.
3551	Quarterly statement of newspaper and periodical postage collected.
3551	Follow sheet, for use in connection with Form 3551.
3601	Permit to mail third and fourth-class matter without postage stamps affixed. (Act of Congress April 23, 1904. Furnished only to offices authorized to receive mailings of third and fourth-class matter without postage stamps affixed.)
3602	Statement of mailing, third and fourth-class matter. (Furnished only to offices authorized to receive mailings of third and fourth-class matter without postage stamps affixed.)
3603L	Receipt for mailings of third-class matter without postage stamps affixed — book. (Furnished only to offices authorized to receive mailings of third class matter without postage stamps affixed.)
3604	Statement of postage collected in money on special mailings of third and fourth-class matter under section 483½ P. L. and R. 1902 — blue. (For use only at offices authorized by the Third Assistant Postmaster-General.)
3607L	Receipt for mailings of fourth-class matter without postage stamps affixed — book. (Furnished only to offices authorized to receive mailings of fourth-class matter without postage stamps affixed.)
3802	Circular to sender concerning unmailable registered matter.
3803	Record of registered pouches, sacks and hand pieces received. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3824	Temporary bulk receipt for matter registered.
3826	Blank for reporting to the Department miscellaneous registry irregularities.
3826A	Blank for reporting to the Department the missending of registered matter.
3832	International registered bill book — duplicate with stub. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3834	Postal union registry bill book — duplicate without stub. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3837	Memorandum of undelivered registered matter returned from stations. (Furnished only to offices having delivery stations.)
3839	Registry caution indemnity card. (Placard for posting near letter drop, or in post office lobby for other than money order post offices only.)
3840	Registry caution card. (Placard for posting near letter drop, or in post office lobby for money order post offices only.)
3843	Special instructions regarding foreign receipt forms. (Furnished only to offices receiving registered mail from foreign countries.)
3846	Report of short-paid registered mail — domestic.
3846A	Report of short-paid registered mail — foreign. (Furnished only to foreign exchange offices.)
3848	Annual registry report.

SUPPLIES FURNISHED TO OFFICES OF THE SECOND CLASS — Con.

Form No.	Title.
3852	Manifold registry bill book—triplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3853	Manifold registry dispatch book—duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3855	Application of sender for forwarding, delivery or return of registered matter after dispatch.
3856	Registry circular of inquiry.
3856½	Circular notice to mailing office as to undeliverable registered mail.
3857	Reference slip, showing particulars of dispatch of registered mail. (For use at exchange offices only.)
3863	Record of witnesses to dispatch and receipt of registered mail—10 lines, duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3865	Record of witnesses to dispatch and receipt of registered mail—5 lines, duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3870	Foreign registry return receipts. (Furnished to foreign exchange offices and any other offices authorized by the Third Assistant Postmaster-General to use them.)
3873	Registry statistical book. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3873A	Daily trial balance of registered matter. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3873AA	Trial balance memorandum sheet. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3876	Order for forwarding registered mail.
3877	Manifold registration book for firms—15 lines, duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3881	Manifold registration book for firms—30 lines, duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3883	Manifold registry delivery books for firms—duplicate. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
3891	Notice of dispatch of extra registered pouches or inner sacks. (Furnished only to offices having authorized through registered pouch or inner sack exchanges.)
3891½	Notice to sender of letter prepaid and prepared for registration in letter drop.
3896	Carriers registration book. (For city and rural delivery service.)
3896B	Notice to sender of short-paid letter registered by carrier. (For city delivery offices.)
3898	Registry information cards for distribution to public on rural routes.
3899	Registry information card. (For distribution to public at city delivery offices.)
3950	Special delivery messengers' payroll—10 lines. (To be submitted with quarterly postal account. For city delivery service.)
3951	Special delivery messengers' receipt book. (For city delivery service.)
3952	Postmaster's report of special delivery—semi-annual. (For city delivery offices.)
3953	Record of special delivery matter received for delivery—book. (For city delivery offices.)
3953A	Record of special delivery matter received for delivery—sheet form. (Not for city delivery offices.)

SUPPLIES FURNISHED TO OFFICES OF THE SECOND CLASS — Con.

Form No.	Title.
3564	Receipts for special delivery matter delivered. (Not for city delivery service.)
3565	Notice to call for a special delivery letter — tablet.
3565A	Notice special delivery letter has been placed in letter box on rural delivery route together with receipt therefor.
3568	Roster of clerks — card, 4 by 8 inches.
3562	Record of hours of collection boxes. (For city delivery offices only.)
3563	Receipt for articles found in the mails without address.
3567	Roster of carriers — card, 4 by 8 inches. (City delivery only.)
3569	Notice to sender, mail reported missing has been received by addressee.
3570	Requisition on postmaster by publisher for Class D mail sacks.
3571	Receipt from postmaster to publisher for mail sacks returned.
4072C	Letter bill — mail dispatched from the exchange office of to exchange office of by steamer. (Furnished only to foreign exchange offices dispatching mail by steamer.)
4074D	Bulletin of verification — For the correction and statement of errors and irregularities of all kinds discovered in mail from exchange office. (Furnished only to foreign exchange offices.)
4108	Account of U. S. mail bags containing mail matter and of Canadian mail bags empty, made up and dispatched from exchange office U. S. to exchange office Dominion of Canada. (Furnished only to offices authorized to exchange mail with Canada.)
4214	Mails dispatched from steamer (Furnished only to offices authorized to dispatch foreign mails by steamer.)
4229	Statement of the weights of mails for sent by steamer. (Furnished only to offices authorized to dispatch foreign mails by steamer.)
4229½	Statement of the weight of mails for by steamer. (Furnished only to offices authorized to dispatch foreign mails by steamer.)
4401	Certificate of mailing — Parcels post.
4402	Customs declaration — Parcels posts.
4505	Register of arrival and departure of mails — monthly. (Rural delivery lock-pouch service. (Furnished only to offices having rural delivery lock-pouch service.)
4505½	Report of irregularities in the rural delivery lock-pouch service — monthly. (Furnished only to offices having rural delivery lock-pouch service.)
5035	Record of arrival and departure of R. P. O. clerks. (Furnished only to offices keeping a record of arrival and departure of R. P. O. clerks.)
5502	Rural carriers' trip reports.
5502½	Rural carriers' trip reports — monthly.
5578	Patrons' name and address slips. (Tablets for rural delivery offices only.)
5581	Notice to patrons on rural routes of mail held for postage.
5602	Report of leave granted rural carriers.
9005	Oath of post office employees.

SUPPLIES FURNISHED TO OFFICES OF THE THIRD CLASS.

BLANKS AND BOOKS.

Form No.	Title.
	Official seals.
	Pamphlet, general postal information. (Furnished on recommendation from Third Assistant Postmaster-General.)
A22	Notice of change of address.

SUPPLIES FURNISHED TO OFFICES OF THE THIRD CLASS — Con.

Form No.	Title.
B22	Request for better address. (For city delivery offices.)
D101	Appointment of substitute letter carrier [formerly 1101]. (For city delivery offices only.)
D102	Changes in carriers' force. (For city delivery offices.)
D104	Promotion of carriers. (In accordance with Act of Congress approved March 2, 1907. For city delivery offices.)
D105	Carriers falling of promotion. (In accordance with Act of Congress approved March 2, 1907. City delivery.)
D106	City carriers' blanket bond.
D107	City carriers' bond (personal surety).
D108	City carriers' bond (corporate surety — single form).
F. D. 2	Box and post report (monthly). (City delivery.)
122	Name blank for post office directory. (City delivery.)
R. D. 1	Rural carrier's voucher.
R. D. 4	Substitute rural carrier's voucher.
01	Standing order blank. (Authorizing delivery of registered mail to agent.)
03	Division tracer within post office. (City delivery.)
014	Tracer from carrier to carrier. (City delivery.)
3Q	Statistical report (quarterly). (For rural offices only.)
6	Daily record of mail delivered and collected by rural carrier.
1090	Notice, this post office will be closed on
1091½	Box and key deposit register.
1092	Verification of reference of applicant for box.
1092½	Rules concerning the renting of boxes.
1093	Notice to present keys for redemption.
1094	Application for additional keys to post office box.
1501B	City carriers' regular payroll — 14 lines.
1502	Letter carriers' daily trip report. (City delivery.)
1503	Statement of excess service by letter carrier. (City delivery.)
1503½	Quarterly postage due account with Division of Dead Letters. (City delivery.)
1504	Summary of disbursements for city delivery service. (To be submitted with quarterly postal account.)
1508	Manifold through registered pouch bill book. (For offices having through or inner sack exchanges.)
1508½	Unpaid postage bill (book). (City delivery.)
1509	Withdrawal of mail matter by sender.
1510	Report of lost letters.
1510A	Circular letter to accompany Form 1510.
1511	Detailed statement of stamps, envelopes, etc., received from Department. (To accompany quarterly postal account.)
1512	Request to call and open package for customs inspection.
1513	Notice of package too large to be delivered by city carrier.
1513A	Notice, carrier has been unable to deliver.
1514	Record of letters returned by carrier.
1515	Dead letter labels. (To be used for transmitting unclaimed matter to Division of Dead Letters.) (City delivery.)
1515½	Labels for unmailable matter.
1516	Inquiry concerning lost letter.
1518	Notice that missing mail has not been found.
1520	Reply to request to forward letter.
1521	Application to Fourth Assistant Postmaster-General for letters sent to Division of Dead Letters.
1522½	List of unmailable letters. (Weekly.)
1523P	Dead letter bill. (Weekly.)

SUPPLIES FURNISHED TO OFFICES OF THE THIRD CLASS — Con.

Form No.	Title.
1524	Notice to apply for valuable dead letters.
1525	Registry delivery notice.
1526A	Voucher for clerk hire. (To accompany quarterly postal account.)
1526D	Certificate of authority to receive payment and receipt voucher.
1526P	General voucher. (To accompany quarterly postal account.)
1526R	Voucher for rent. (To accompany quarterly postal account.)
1526S	Sticker to attach to vouchers on dealers' bill heads. (To be used when dealers' bill heads are submitted with quarterly postal account.)
1527	Record of letter carriers' time. (City delivery.)
1528	Notice to discontinue publication.
1528½	Record of notices to publishers.
1534	Report of violations, Section 484, Postal Laws and Regulations, 1902.
1536	Tracer for registered package envelope reported missing.
1537	Box account — quarterly report to Auditor.
1538	Receipts for box rent. (Books issued in volumes of 200, 400 and 600 receipts.)
1542	Detailed statement of incidental expenses of city delivery service.
1545	Record and postal account book. (Not for city delivery offices.)
1545A	Quarterly postal account. (Not for city delivery offices.)
1545B	Quarterly postal account. (For city delivery offices.)
1546C	Semi-monthly payroll for R. P. O. clerks.
1546L	Railway postal clerks' regularly payroll — 36 lines. (To be submitted with quarterly postal account.)
1546S	Railway postal clerks' regular payroll — 14 lines. (To be submitted with quarterly postal account.)
1547½	Registry delivery book providing for delivery of 1,500 pieces.
1548	Registry return receipt cards — melon.
1549	Manifold window registry receipt book. (1,000 receipts each in duplicate.)
1549B	Manifold window registry receipt books. (200 receipts, each in duplicate.)
1550	Registry bill — gray card. (Used now only in dispatch of registered mail addressed to foreign countries.)
1551	Registry bill — sheet form — 15 lines. (To be used when more than four registered pieces are sent in one registry package envelope addressed to foreign countries.)
1552S	Stamp impression book.
1553½	Record of registered matter in transit — 2,000 entries.
1554	Labels for mailing quarterly postal account.
1556	Registered package receipt card — yellow.
1557	Abstract of payments to acting railway postal clerks. (To be submitted with quarterly postal account. Furnished only to offices paying R. P. O. clerks.)
1557½	Abstract of payments for miscellaneous items — railway mail service. (To be submitted with quarterly postal account. Furnished only to offices paying R. P. O. clerks.)
1559	Detailed statement of vouchers accompanying quarterly postal account.
1560	Carriers' registry delivery book. (City and rural offices.)
1561	Dead letter bill. (City delivery.)
1563	Railway postal clerks receipt for services performed. Single voucher — pink. (To be submitted with quarterly postal account. Furnished only to offices paying R. P. O. clerks.)
1564	Carriers' and postmasters' route books. (City and rural offices.)
1567	Requisition for postmarking and miscellaneous stamps.
1568	Notice to change address of publication.
1570	Statement — Sale of waste paper, etc. (To be submitted with quarterly postal account.)

SUPPLIES FURNISHED TO OFFICES OF THE THIRD CLASS — Con.

Form No.	Title.
1571	Report of undelivered mail. (City delivery.)
1573	Reports, carriers have examined undelivered mail matter on hand the day. (City delivery.)
1575	Record of mails received.
1576	Record of mails dispatched.
1577	Record of transit mails received and dispatched.
1579	Requisition for official and registry envelopes.
1580	Requisition for general supplies.
1587	Carriers' route cards. (City delivery.)
1588	Regulations governing letter carriers. (City delivery.)
1589	Daily time reports. (City delivery.)
1591	Regular carriers' absence record.
1593	Record of substitute, auxiliary and temporary — carriers' service.
1596	Regular carriers' semi-monthly payroll.
1597	Substitute, auxiliary and temporary carriers' semi-monthly payroll.
1602S	Substitute, auxiliary and temporary carriers roll. (For payments at 30 cents an hour. To be submitted with quarterly postal account.)
2201	Register of arrival and departure of mails. (Monthly. Furnished only to star route offices.)
2203	Report — intermediate star route service. (Furnished only to offices having intermediate star routes.)
2226	Report, steamboat service. (Furnished only to offices having steamboat service.)
2231	Report, railroad service. (Furnished only to offices reporting railroad service.)
2240	Report, electric and cable car service. (Furnished only to offices having electric and cable-car service.)
2242	Report of mail messenger service (Furnished only to offices having mail messenger service.)
3044A	Transmittal of deposits — yellow — postal funds.
3200	Prices of stamped envelopes and newspaper wrappers.
3201	Order to Department for postage stamps, envelopes and postal cards.
3202	Order to Department for special request envelopes.
3203	Order on Department for postage stamp books.
3203D	Table of prices of stamp books.
3240B	Daily invoice of stamped paper, sales and cash.
3286	Order on Department for postage due stamps.
3501	Application for entry of domestic publication to second class of mail matter, under Act of March 3, 1879.
3501A	Application by agent for admission of foreign publication to the United States mails at the second-class rates of postage.
3501B	Application for admission of publication to second class of mail, under the Act of July 10, 1894, or June 6, 1900.
3501C	Application for registry as news agent.
3503	Conditional permit.
3503A	Follow sheet to Form 3503.
3539	Newspaper and periodical receipt book. (Furnished only to offices mailing second-class matter at pound rate. When ordering supply, state number of receipts on hand and number of receipts issued during last quarter.)
3540	Notice to sender of undelivered parcel.
3543	Notice of mail held for postage.
3551	Quarterly statement of newspaper and periodical postage collected. (Furnished only to offices authorized to receive mailings at pound rate.)

SUPPLIES FURNISHED TO OFFICES OF THE THIRD CLASS — Con.

Form No.	Title.
3551	Follow sheets, to be used in connection with Form 3551.
3601	Permit to mail third and fourth-class matter without postage stamps affixed. (Act of Congress April 28, 1904. Furnished only to offices authorized to receive mailings of third and fourth-class matter without stamps affixed.)
3602	Statement of mailing third and fourth-class matter. (Furnished only to offices authorized to receive mailings of third and fourth-class matter without postage stamps affixed.)
3603	Receipt for mailings of third-class matter without stamps affixed. (Book. Furnished only to offices authorized to receive mailings of third-class matter without postage stamps affixed.)
3604	Statement of postage collected in money on special mailings of third and fourth-class matter under Section 483½, Postal Laws and Regulations. (Blue.)
3607B	Receipt of mailings of fourth-class matter without stamps affixed. (Book. Furnished to offices authorized to receive mailings of fourth-class matter without postage stamps affixed.)
3802	Circular to sender concerning unmailable registered matter.
3824	Temporary bulk receipt for matter registered.
3826	Blank for reporting to the Department miscellaneous registry irregularities.
3826A	Blank for reporting to the Department the missending of registered matter.
3839	Registry caution indemnity card. (Placard for posting near letter drops or in post office lobby for other than money order post offices only.)
3840	Registry caution card. (Placard for posting near drops or in post office lobby for money order post offices only.)
3846	Report of short-paid registered mail — domestic.
3848	Annual registry report.
3852	Manifold registry bill book. Triplicate. (Furnished only to offices authorized by Third Assistant Postmaster-General to use them.)
3853	Manifold registry dispatch book. (Duplicate. Furnished only to office authorized by Third Assistant Postmaster-General to use them.)
3856	Registry circular of inquiry.
3856½	Circular notice to mailing office, as to undesirable registered mail.
3876	Order for forwarding registered mail.
3891	Notice of dispatch of extra registered pouches or inner sacks. (Furnished only to offices having authorized through registered or inner sack exchanges.)
391½	Notice to sender of letter prepaid and prepared for registration found in letter drop.
396	Carriers' registration book. (City and rural delivery offices.)
396B	Notice to sender of short-paid letter registered by carrier. (City delivery.)
398	Registry information card for distribution to public on rural routes.
399	Registry information card for distribution to public at city delivery offices.
3950	Special delivery messengers' payroll — 10 lines. (City delivery.)
3951	Special delivery messengers' receipt book. (City delivery.)
3952	Postmasters' report of special delivery — semi-annual.
3953	Record of special delivery matter received for delivery. (Book. City delivery.)
3953A	Record of special delivery matter received for delivery. Sheet form. (Not for city delivery offices.)
3954	Receipt for special delivery matter delivered.

SUPPLIES FURNISHED TO OFFICES OF THE THIRD CLASS—Cont.

Form No.	Title.
3955	Notice to call for special delivery letter. (Tablet.)
3955A	Notice, special delivery letter has been placed in letter box on rural delivery route and receipt therefor. (For rural delivery offices only.)
3967	Roster of carriers. (Card 4 x 8. City delivery.)
4401	Certificate of mailing—parcels post.
4402	Customs declaration—parcels post.
4505	Register of arrival and departure of mails. (Monthly. Rural delivery lock-pouch service. Furnished only to offices having rural delivery lock-pouch service.)
4505½	Report of irregularities in the rural delivery lock-pouch service. (Monthly. Furnished only to offices having rural delivery lock-pouch service.)
5085	Record of arrival and departure of railway postal clerks. (Furnished only to offices keeping record of arrival and departure of railway postal clerks.)
5502	Rural carriers' trip report. (For rural delivery offices only.)
5502½	Rural carriers' trip report. (Monthly.)
5578	Patron's name and address slip. (Tablet. For rural offices only.)
5581	Notice to patrons on rural route of mail held for postage.
5602	Report of leave granted rural carriers.
9005	Oath of post office employee.

FORM No. 1580 a.

SEND THIS ORDER TO THE FOURTH ASSISTANT POSTMASTER-GENERAL,
DIVISION OF SUPPLIES.

REQUISITION.

(For blanks and other supplies, except money order and advice forms, official and registry envelope and post-marking and miscellaneous stamps for use in offices of the Fourth Class.)
[No other form of requisition for these supplies will be honored by the Department.]

ATTENTION.

STATE HERE:

Annual salary, \$..... Post Office.....
(Write plainly and in full. Rubber stamp may be used.)

Number of letters and parcels registered last year..... County.....

No. rural routes..... State.....

No. star routes.....

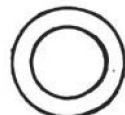
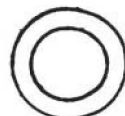
No. R. P. O. clerks paid.....

How many money orders have you issued and paid during the past three months?..... Date.....

Issued. Paid.

Domestic.....

International.....



SUPPLIES FURNISHED TO OFFICES OF THE THIRD CLASS — Con.

Before sending a requisition to the Department, the postmaster must make a careful count of all stock on hand, and order enough of all blanks and miscellaneous supplies at one time to meet his needs for one year, as it is the aim of the Department to receive from each postmaster but one requisition yearly. See January, 1908, Postal Guide for description of blanks, etc.

Form No. for blanks.	Quantity used per month.	Quantity on hand not in use.	Quantity wanted for one year.	Do not fill in this column.	Form No. for blanks.	Quantity used per month.	Quantity on hand not in use.	Quantity wanted for one year.	Do not fill in this column.
1510					5035				
1516					*5502				
1518					*5502†				
1520					*5578				
1521					*5581				
1522‡					*5602				
1523					L				
1525					†L-1				
1526					M				
1526a					†M-1				
1528					N				
1536					†N-1				
1538‡					†N-3				
1547					Q				
1548					XI				
1549b					†XIV				
1550					6000				
1552					6001				
1556					6002				
1558					6003a				
1558‡					6004				
1560					6006				
1563					6010				
1564					6010a				
1579					6010b				
1583a					†6011				
2201					6011a				
2203					6013				
2226					6014				
2231					6019a				
2240					6021				
2242					6024				
*6					†6025				
*RD-1					6028				
*RD-4					6033				
*3-Q					†6034				
3044					6036				
3200					6038				
3201					6037				
3202					6053c				
3203					6054				
3203d					6075				
3285					6089				
3501					6092				
3501a					6193				
3501B					†6309				
3501c					*6387				
3503					6625				
3539					†6684				
3540					6686				
3548					†6700				
3551					6701				
3839					6702				
3840					6706				
3848					†6749a				
3856					6752				
3856‡					6753				
*3897					6753a				
*3898					6750				
3953a					6760				
3954					9005				
*3955a									

* For use at rural delivery offices only.

† For use at international money-order offices only.

‡ For use at money-order depository offices only.

§ For use at stations of money order offices only.

SUPPLIES FURNISHED TO OFFICES OF THE THIRD CLASS — Con.

Item No. for general supplies.	Quantity used per month.	Quantity on hand not in use.	Quantity wanted for one year.	Do not fill in this column.	Item No. for general supplies.	Quantity used per month.	Quantity on hand not in use.	Quantity wanted for one year.	Do not fill in this column.
41					799				
42					852				
130a					853				
280					Twine				
304					Facing				
550					Slips				
551					Rural				
552					Straps				
570					Rural				
835					Satchels				
861					Rural				
870					Tables				
871					Rural				
872					Stools				
890									
785									

* For use at rural delivery offices only.

Postmaster.

SUPPLIES FURNISHED TO OFFICES OF THE FOURTH CLASS.

BLANKS AND BOOKS.

Form No.	Title.
8Q	Statistical reports. (Quarterly. For rural delivery offices only.)
6	Daily record of mail delivered and collected by rural carriers.
R.D.1	Rural carriers' voucher.
R.D.4	Substitute rural carriers' vouchers.
130a	Rural carriers' route book.
1510	Report of lost letters.
1516	Inquiry concerning lost letters.
1518	Notice that missing mail has not been found.
1520	Reply to request to forward letter.
1521	Application to Fourth Assistant Postmaster-General for letters sent to Division of Dead Letters.
1522½	List of unmailable letters. (Weekly.)
1523	Dead letter bill — monthly.
1525	Registry delivery notices.
1526	Voucher for articles purchased.
1528	Notice to discontinue publication.
1536	Tracer for registered package envelope reported missing.
1538	Receipts for box rent. (In books of 200, 400 and 600 receipts.)
1546G	Semi-monthly payroll for R. P. O. Clerks. Furnished only to offices paying R. P. O. clerks.
1546S	Railway postal clerks' regular payroll — 14 lines. (To be submitted with quarterly postal account.)
1547½	Registry delivery book, providing for delivery of 1,500 pieces.
1548	Registry return receipt cards — melon.
1549B	Manifold window registry receipt book. (Two hundred receipts, each 1 duplicate.)
1550	Registry bill — gray card. (To be used only in dispatch of registered mail, addressed to foreign countries.)
1553½	Record of registered matter in transit — 12,000 entries.
1556	Registered package receipt card — yellow.

SUPPLIES FURNISHED TO OFFICES OF THE FOURTH CLASS — Con.

- 1574 Abstract of payments for miscellaneous items, railway mail service. (To be submitted with quarterly postal account.)
- 158 Quarterly postal account.
- 1584 Record and postal account book.
- 1590 Carriers' registry delivery book. (For rural carriers.)
- 1592 Railway postal clerks' receipt for services performed, single voucher — pink. (To be submitted with quarterly postal account.)
- 1594 Carriers and postmasters' route books. (City and rural offices.)
- 1597 Requisition for postmarking and miscellaneous stamps.
- 1575 Record of mails received. (Furnished only to offices receiving more than one pouch per day.)
- 1576 Record of mails dispatched. (Furnished only to offices dispatching more than one pouch per day.)
- 1579 Requisition for official and registry envelopes.
- 1580A General requisition for supplies.
- 2301 Register of arrival and departure of mails — monthly. (Furnished only to star route offices.)
- 2308 Reports — intermediate star route service. (Furnished only having intermediate star routes.)
- 2228 Reports, steamboat service. (Furnished only to offices having steamboat service.)
- 2231 Reports, railroad service. (Furnished only to offices reporting railroad service.)
- 2240 Reports, electric and cable car service. (Furnished only to offices having electric and cable car service.)
- 2242 Reports of mail messenger service. (Furnished only to offices having mail messenger service.)
- 3044 Transmittal of deposits — postal funds.
- 3200 Prices of stamped envelopes and newspaper wrappers.
- 3201 Order to Department for postage stamps, envelopes and postal cards.
- 3202 Order to Department for special request envelopes.
- 3203 Order to Department for postage stamp books.
- 3203D Table of prices of stamp books.
- 3285 Order to Department for postage due stamps.
- 3501 Application for entry of domestic publication to second class of mail matter, under the Act of March 3, 1879.
- 3501B Application for admission of publication to second class of mail matter, under the Act of July 16, 1894, or June 6, 1900.
- 3501C Application for registry as news agent.
- 3503 Conditional permit.
- 3503A Follow sheet to Form 3503.
- 3539 Newspaper and periodical receipt book. (Furnished only to offices mailing second-class matter at pound rate. When ordering supply, state number of receipts on hand and number of receipts issued during last quarter.)
- 3540 Notice to sender of undelivered parcel.
- 3548 Notice of mail held for postage.
- 3551A Quarterly statement of newspapers and periodical postage collected. (Furnished only to offices authorized to receive publications at pound rate.)
- 3601 Permit to mail third and fourth-class matter without postage stamps affixed. (Act of Congress, April 28, 1904. Furnished only to offices authorized to receive mailings of third and fourth-class matter without stamps affixed.)

SUPPLIES FURNISHED TO OFFICES OF THE FOURTH CLASS — Con.

Form No.	Title.
3602	Statement of mailing third and fourth class matter. (Furnished only to offices authorized to receive mailings of third and fourth-class matter without postage stamps affixed.)
3605	Quarterly statement of postage collected on third and fourth class matter without stamps affixed. (Furnished only to offices authorized to receive mailings of third and fourth-class matter without postage stamp affixed.)
3607S	Receipt for mailings of fourth-class matter without stamps affixed — book. (Furnished only to offices authorized to receive mailings of fourth-class matter without postage stamps affixed.)
3839	Registry indemnity poster. (Placard for posting near letter drops, or in post office lobby.)
3840	Registry caution card. (Placard for posting near letter drops, or in post office lobby.)
3848	Annual registry report.
3856	Registry circular of inquiry.
3856½	Circular notice to mailing office as to undeliverable registered mail.
3896	Carriers' registration book. (For city and rural service.)
3898	Card notice to patrons regarding registry system.
3953A	Record of special delivery matter received for delivery. (Sheet form.)
3954	Receipts for special delivery matter delivered.
3955A	Notice, special delivery letter has been placed in letter box on rural delivery route and receipt for same.
4401	Certificate of mailing — parcels-post.
4402	Customs declaration — parcels-post.
4505	Register of arrival and departure of mails — monthly. (Rural delivery lock pouch service. Furnished only to offices having rural delivery lock pouch service.)
4505½	Reports of irregularities in the rural delivery lock pouch service. (Monthly. Furnished only to offices having rural delivery pouch service.)
5035	Record of arrival and departure of railway postal clerks. (Furnished only to offices keeping a record of arrival and departure of railway postal clerks.)
5502	Rural carriers' trip reports.
5502½	Rural delivery service, carriers' trips. (Monthly report.)
5578	Patron's name and address slip. (Tablet. Rural delivery offices only.)
5581	Notice to patrons of rural routes that mail is held for postage.
5602	Report of leave granted rural carriers.
9005	Oath of post office employees.

MONEY ORDER BLANKS.**FOR DOMESTIC OFFICES ONLY.****RECORD BOOKS.**

Form No.	Title.
L	Register of money orders issued. (Domestic.)
M	Register of advices received. (Domestic.)
N	Cash book. This book will ordinarily answer for a period of about three years.

DOMESTIC STATEMENTS.

Form No.	Title.
6010	For use when a single sheet, having summary on back, will contain all the issues and all the payments. There is space for 75 orders issued and 60 payments.
6010C	Same as 6010, with Spanish translation. (For use of domestic offices in Porto Rico.)

CONTINUATION SHEETS.

Two kinds of extra sheets (called "continuation sheets"), are provided to meet the requirements of offices and stations which need more than the single summary sheet (No. 6010). The use of each is described below. Order only such continuation sheets as you actually need and can use economically.

6010A	Both sides for description of issues only.
6010B	Both sides for description of payments only.

FOR BOTH DOMESTIC AND INTERNATIONAL OFFICES.

Form No.	Title.
6001	Application for a domestic order (for use of the person who desires to procure an order.)
6001B	Same as No. 6001, with Spanish translation. (For use of offices in Porto Rico, or other Spanish speaking localities.)
6001C	Same as 6001, with Italian translation. (For use in localities containing Italian residents.)
6002	Application to Department for duplicate of an order supposed to be lost or destroyed.
6003A	Application for warrant for payment of invalid domestic order which has not been paid within one year from the last day of the month of issue.
6003B	Application for warrant for payment of an invalid postal note.
6003C	Application for warrant for amount of invalid money order more than seven years old.
6006	Letter of inquiry and second advice. (For use in correcting errors, supplying missing advice, etc.)
6021	Remittance letter for surplus money order funds.
6024	Notification of transfer of funds.
6028	Certificate of postmaster at office upon which an order was drawn that original advice was not received.
6036	Special notice to paying postmaster of repayment of a domestic order at office of issue.
6037	Department notified of issue of money orders, in amount \$200 or more.
6053C	Requisition for bound blank money order and advice forms, consecutively numbered.
6075	Notice from paying postmaster to payee to present an unclaimed order, the unpaid advice being on file.
6089	Notice to issuing postmaster that an order remains unpaid, unpaid advice being on file.
6092	Notice to remitter that order remains unpaid after two weeks from date of issue.
6193	Correspondence card— inquiry regarding date of payment of an order, with space for reply.
6387	Money order receipt book. (For rural carriers only.)
6387A	Requesting payment of money order through carrier. (For rural carriers only.)
6686	List of unpaid domestic advices, remaining unpaid for one year from date of issue.

*Supplies.***PLACARD—To BE POSTED CONSPICUOUSLY FOR PUBLIC INFORMATION.**

Form No.	Title.
6000	Domestic money order advertising placard.

DRAFTS AND CREDITS.

6033	Application to Department for special draft on New York for payment of orders when funds are exhausted. Not for offices having a credit at New York. (The following are for use of offices only which are granted a credit at New York):
6035	Application for renewal of credit at New York.
6054	Requisition for book of blank drafts on New York.

FOR STATIONS ONLY.

6018A	Transcript of cash account (daily report of M. O. B. to or by mail office.)
6034	Application by a station to main office for funds.

FOR INTERNATIONAL OFFICES ONLY.

Form No.	Title.
	RECORD BOOKS. (For P. O. of the Third and Fourth Classes.) These record books are of the combined form for domestic and international business.
L1	Register of orders issued, domestic and international combined.
M1	Register of advices received, domestic and international combined.
N1	Cash book, international office. (Not for depositories.)

STATEMENTS—SUMMARY SHEETS.**(Not for Depositories.)**

Form No.	Title.
6011	For international offices and stations where a single sheet is sufficient for all business.
6015	For large offices where continuation sheets are required.

CONTINUATION SHEETS. (NOT for Offices Which Use Type Writing Machines.)

The blanks described below are to be used as continuation sheets, by such offices as require more than ONE SHEET.

6013	Extra sheet for description of issues only. (Ruled.)
6014	Extra sheet for description of payments only. (Ruled.)

CONTINUATION SHEETS. (For Offices Which Use Type Writing Machines.)

6013	Extra sheet for description of issues only. (Unruled.)
6014	Extra sheet for description of payments only. (Unruled.)

PLACARD.

6700	International money order advertising placard.
------	--

MISCELLANEOUS MONEY ORDER BLANKS.

- | Form No. | Title. |
|----------|--|
| 904 | Copy of advice. (To be filed in lieu of original, when original has been withdrawn from the files.) |
| 944 | Payee requested to present order, payment delayed because of informality. |
| 945B | Request to payee to consent to issue of duplicate payable to remitter or indorsee. |
| 951 | Issuing postmaster notified to make application for repayment, in case payment is prohibited by order of Department. |
| 956 | Draft transmitted in exchange for cashed orders. |
| 990 | New order transmitted to payee, in lieu of order sent by mail, by him, to be redrawn on another office. |
| 995 | Auditor to return paid order on file for examination. |
| 998 | Remitter of international order requested to call and furnish additional particulars. |
| 998A | Remitter of domestic order requested to furnish information. |
| 979 | Money order, in which alteration made in process of issue, returned to office of issue for adjustment. |
| 996 | Mem. for payee — "Return for signature of" |
| 6106 | Power of attorney. |
| 6148 | Label for packages of applications. For use in filing system. |
| 6149 | Label for package of paid advices. For use in filing system. |
| 6152 | Card "Please call at Money Order Window," etc. |
| 6339 | Gummed slip, for signature of remitter who is also payee, to be affixed to advice. |
| 9409 | Notice to payee of unpaid order under paragraph 5, section 1019, P. L. & R. 1902, etc. |
| 6423 | Currency straps. (Size $1\frac{1}{2}$ " x $9\frac{1}{2}$ ") Several denominations. |
| 6435 | Inquiry whether department has issued a duplicate upon an application therefor, duly certified. |
| 6435A | Application for duplicate certified; original presented; may payment be effected on original? |
| 9471 | Card. Record of "Stolen Orders," to be filed with unpaid advices. |
| 9513 | Copy of money order cashed at an office other than that on which it is drawn. |
| 9542 | Money order cashed at an office other than that on which it is drawn — notice to paying postmaster. |
| 9563 | Envelopes to be supplied to banks for transmitting certificates of deposit to treasury department. |
| 9572 | Identification card for signature of payee. |
| 9588 | Exchange of irregularly issued money orders between post offices. |
| 9625 | Advertising cards for general distribution. |
| 9647 | "Dummy Advice." For use in filing system. |
| 9710 | Application for duplicate transmitted for signature of remitter, as payee, cannot be located. |
| XI | Register of money order offices. (Published annually.) |
| XIV | List of money order offices in foreign countries. (State reason for requisition.) |
| | Gummed slips. (Size $1\frac{1}{8}$ " x $1\frac{1}{8}$ ") Used when error has been made in stamping order. |
| | Money order cutter — used in detaching money orders from stubs. |

FOR FOREIGN BUSINESS ONLY.

Form No.	Title.
6083	Supplemental international advice, for use of remitter in furnishing address in foreign language.
6300	German card order (not used in other than German business).
6684	Inquiry of remitter concerning disposal of an order issued in United States payable abroad.
6701	Application for international order, all nationalities.
6701A	Application, with Spanish translation.
6701B	Application, with French translation.
6701C	Application, with German translation.
6701D	Application, with Italian translation.
6701E	Application, with Danish or Norwegian translation.
6701F	Application, with Swedish translation.
6701G	Application, with Netherlands translation.
6701H	Application, with Japanese translation.
6701I	Application, with Austrian, German or Russian (Polish) translation.
6701J	Application, with Russian translation.
6701K	Application, with Greek translation.
6702	Duplicate advice of international order (used generally in response to application therefor from an exchange office).
6706	Notice to payee requesting him to present INTERNATIONAL order for payment.
6749A	Combined conversion table.
6752	Application to exchange office for duplicate or corrected advice.
6753	Application to Department for duplicate of international order. (France excepted.)
6753A	Application for duplicate of international order. (France only.)
6759	Application to Department for authorization to repay an international order.
6760	Exchange office requested to correct error in advice of order issued in United States.

FOR DEPOSITORIES ONLY.

Form No.	Title.
6011A	Summary sheet for office having stations, but which is not a depository for other offices.
6012-2	Summary sheet — for use of all depositories, except New York.
6025	Memorandum of remittances received.
6123	Postmaster requested to transmit remittance in "remittance" envelope
6285	Depository reports irregularity in endorsement of a draft used for remitting surplus money order funds.
6606	Draft returned by depository for proper endorsement.
6854	Depository reports to Department the use of unauthorized draft by remitting postmaster.
6961	Instructions to postmaster regarding the use of coin bags. (Furnished to depositories for distribution — see No. 6961.)
N3	Cash book for depositories only. (5 yr.)
Q	Register of deposits received. For offices receiving deposits from stations only.
X4	Press copy books for copying "Memorandums of remittances received." (Yellow paper, size 12x18.)
O1	Certificates of deposit, 250 certificates to a volume, consecutively numbered, name of depository printed in certificates. In ordering, give numbers now on hand, and numbers desired.

FOR DEPOSITORIES ONLY — Continued.

Form No.	Title.
0	Blank certificates of deposit, not numbered, intended to take the place of such certificates as may be spoiled in process of issue; for use also as triplicates, etc., when original or duplicate is mislaid.
P	Acknowledgment of funds received on money-order account. (For use of stations in acknowledging funds received from main office.)

CLEARING HOUSE BLANKS.

(Used only by offices having connection with clearing house).

Form No.	Title.
838	List of amounts of order sent through banks for collection.
6162	Debit check — clearing house account.
6162A	Credit check — clearing house account.
641	Clearing house list — orders grouped in amounts.
6670A	Receipt of postmaster to bank for list of money orders presented for examination and clearing house settlement. Consecutively numbered in sets of 500.

BOUND BOOKS.

Form No.	Title.
J	"Blotters" — books with ruled paper, used for figuring purposes by paying tellers at large offices.
S	Record of applications for duplicate money orders. (For large offices only.)
X	Press copy books for weekly statements only. (Size 15x18. For offices authorized to use the "filing system.")
X1	Press copy books for exchange lists. (Size 18x24½. For exchange offices only.)
YY2	Daily report by superintendent of transactions in money order division. (Used by only a few large offices.)

CITY DELIVERY EQUIPMENT.

The following are supplied only to offices having an established city delivery service:

- No. 1 letter boxes (small).
- No. 2 letter boxes (medium).
- No. 3 letter boxes (large).
- No. 2 package boxes (medium).
- No. 2 combination letter and package boxes (medium).
- No. 1 long steel posts.
- No. 1A pedestal posts.
- No. 2A pedestal posts.
- Complete patent letter box fasteners.
- Box-halves of the patent letter box fastener.
- Post-halves of the patent letter box fastener.
- Blank cardboard time cards, 3¼x5½.
- Blank cardboard time cards, 6x6¼. (The hours of collection to be placed thereon by the postmaster with pen and ink.)
- Printed cardboard time cards, 3¼x5½.
- Printed cardboard time cards, 6x6¼. (Schedule of hours of collection to be submitted in duplicate by the postmaster.)
- Printed metal time card, 3¼x5½.
- Printed metal time card, 6x6¼. (Schedule of hours of collection to be submitted in duplicate by the postmaster.)

CITY DELIVERY EQUIPMENT — Continued.

Time card frames, 3½x5½.

Time card frames, 6x6½.

Canvas satchels.

Collectors' satchels (large).

Collectors' satchels (small).

Special delivery messenger satchels.

Shoulder straps for carriers' satchels.

Carriers' tie straps.

No. 1 — small — 24 inches long.

No. 2 — medium — 30 inches long.

No. 3 — large — 36 inches long.

Bundy time recorder keys (in sets of four each) for carrier use only.

Routing tables and stools.

Distributing cases.

RURAL DELIVERY EQUIPMENT.

Carriers' satchels.

Shoulder straps.

Tie straps.

No. 2 — medium — 30 inches long.

Routing tables and stools.

STATIONERY.

Stationery is generally restricted to first and second-class offices, but will be supplied in limited quantity and variety to all money-order offices for use in money-order business.

For list of stationery supplied to money order offices of the third and fourth classes see page 207.

Letter-heads, note-heads, and reference slips are furnished to larger office only.

Specially-printed stationery is furnished to offices at which the gross receipts are not less than \$200,000 per annum; thirty to sixty days required for printing. Letter-heads (size 8 by 10½) are furnished unruled only.

Note-heads (size 5½ by 9) are furnished ruled only and without the name of the office.

Reference slips (size 3½ by 8) are furnished either ruled or unruled.

Stationery with the names of divisions is not furnished to offices at which the gross receipts are less than \$1,000,000 per annum.

Item No.

PAPER.

- 1 Foolscap paper, white, ruled.
- 2 Legal cap paper, white, folded, ruled.
- 3 Demy and quarto demy, white-wove linen, plate-finish paper, flat:
Demy, 16 by 21 inches.
Quarto demy, 8 by 10½ inches.
- 5 Scotch linen ledger paper, 14 by 17 inches, blue or white.
- 6 White writing paper, flat, 14 by 17, 16 by 21, 17 by 22, 17 by 28, 18 by 23, or 22 by 34 inches.
- 7 Flat writing paper, in standard colors, 17 by 22 or 17 by 28 inches.
- 8 Flat book paper, 17 by 26, 20 by 28, 24 by 38, or 26 by 40 inches, machine finish, white.
- 9 Impression paper for Neostyle or Mimeograph, 16 by 21 inches, or 8 by 11 inches.
- 10 Onion-skin paper, glazed or unglazed, 14 by 17 inches.
- 20 Typewriter paper, for manifolding purposes, 8 by 10½ and 8 by 13 inches.

Item No.

PAPER — Continued.

- 31 Gummed paper or adhesive tape, in spools, width $\frac{1}{2}$ inch.
- 32 Paper for adding machines (known as "Bank Rolls").
- 34 Scratch blocks, $8\frac{1}{2}$ by 8 inches, 100 leaves, of white paper.
- 35 Paper tape for Bundy time recorders.
- 40 Semi-carbon paper for typewriter, blue or black. (Specify size.)
- 41 Indelible-pen semi-carbonized paper, for money-order business. (Specify size.)
- 42 Carbon paper, black, carbonized both sides in packages of 25, 50, or 100 sheets each. (Specify size.)
- 61 Wrapping paper, manila; 20x29 inches.
- 62 Wrapping paper, manila; 20x24 inches.
- 63 Wrapping paper, manila; 26x40 inches.
- 64 Wrapping paper, manila; 24x36 inches. (For foreign mail only.)

CARDS AND CARDBOARD.

- 51 Cards, white, suitable for pen or pencil:
 - (a) $3\frac{1}{2}$ by $6\frac{1}{2}$ inches.
 - (b) 4 by 6 inches.
 - (c) 3 by 5 inches.
- 82 Blank examination cards.
- 90 Cardboard, 22 by 28 inches, standard colors.
- 91 Cardboard, white, 22 by 28 inches.
- 92 Blank railroad board, white, 22 by 28 inches.
- 93 Blank railroad board, standard colors, 22 by 28 inches.
- 94 Cardboard, manila stock, 22 by 28 inches; $8\frac{1}{2}$ ounces per sheet.
- 96 Oil board, 14 by 17 and 19 by 24 inches.
- 97 Card blotter, 19 by 24 inches, standard colors.

COPY BOOKS AND BLANK BOOKS.

- 120 Press copy books, best quality white paper, paged and indexed. (State size and number of pages.)

BLANK BOOKS.

- 135 Blank books, indexed, indexed through, or not indexed, plain, record, day, or ledger, ruling, as may be required, 200 to 1,000 pages. (State size and number of pages.)
 - (a) Plain, $4\frac{1}{2}$ by $13\frac{1}{2}$ inches, faint lines, 7-pen, with three perpendicular lines in red and blue.
- 136 Memorandum books, $4\frac{1}{2}$ by $7\frac{1}{2}$ and $4\frac{1}{2}$ by $6\frac{1}{2}$ inches, 96 leaves, faint-lined or ruled for dollars and cents.
- 137 Stenographers' notebooks.

TAGS.

- 150 White linen tags, $2\frac{1}{2}$ by $4\frac{1}{2}$ inches, printed or unprinted.
- 151 White linen tags, $2\frac{3}{4}$ x $4\frac{3}{4}$ inches, unprinted.
- 153 Manila tags, $2\frac{1}{2}$ by $4\frac{1}{2}$ inches.

INKS, MUCILAGE, ETC.

(Ink and Mucilage Cannot be Safely Shipped During the Winter.)

- 232 Ink, Copying, quarts.
- 234 Ink tablets, red. (Follow instructions on package.)
- 240 Ink tablets, black. (Follow instructions on package.)
- 251 Mucilage, blue; put up in twenty-gallon kegs.
- 252 Library Paste, in four-ounce jars, with brush.
- 253 Library Paste, in one-half-gallon jars.
- 254 Brushes for four-ounce library paste jars.

Item No.

INKS, MUCILAGE, ETC.—Continued.

- 260 Inkstands, square, glass, 2½-inch, metal cover.
 261 Inkstands, round, glass, 2½-inch, with glass stoppers.
 262 Mucilage Stands, glass, with brush.
 263 Mucilage Brushes.

PENS AND PENHOLDERS.

- 280 Pens in one-half gross boxes: Esterbrook—Nos. A1, 14, 048. C. Howard
 Hunt Pen Co.—Nos. 47, 62, 65. Eagle Pencil Co.—Nos. 5,250, 90,
 530, 110E. Manifold Carbon Pens, for Money Order business only;
 Esterbrook, No. 800.
 281 Stylographic Pens. (For Money Order Service only.)
 290 Common Penholders.
 291 Penholders, with rubber or cork tips.

PENCILS.

- 300 Pencils, black, round, Nos. 1, 2, 3, 4, and 5.
 302 Pencils, colored, red, blue, green, yellow. (State color wanted.)
 303 Pencils, blue, whitewood.
 304 Pencils, copying.

ERASERS, KNIVES, AND SHEARS.

- 315 Steel erasers, knife.
 316 Knives, straight blade, 3½ inches long.
 317 Knives, hawkbill.
 318 Paper Shears, steel, 9-inch, nicked.

TYPEWRITERS AND SUPPLIES.

- 330 Typewriters:
 Typewriters are furnished to offices doing sufficient business to
 justify requisition. This matter will be made the subject of
 special correspondence in each case.
 331 Stops for tabulating attachments for typewriters (state make of machine).
 340 Ribbons for typewriters. Purple, copying, indelible (black copying
 blue), and black record. (State color, and make of machine.)
 341 Polychrome Ribbons for any machine.
 342 Ribbons, purple copying, for "Burroughs Accountant."
 343 Ink ribbons for Bundy time recorders.
 345 Typewriter Erasers, round.
 347 Typewriter Erasers, bevel.
 350 Oilers for typewriters.
 351 Oil for typewriters, in two-ounce bottles.
 352 Brushes (typewriter) for cleaning type.
 353 Brushes for cleaning typewriter.

RUBBER GOODS.

- 365 Rubber Bands, various sizes.
 370 Rubber Stamping Pads;
 (a) 10 x 12 x ½ inch.
 (b) 12 x 16 x ½ inch.
 (c) 6 x 12 x ½ inch, composition rubber, faced with cloth or muslin.
 371 Bevel Erasers, for pencil, twenty pieces in each box.

MISCELLANEOUS.

- 390 Files, cloth sides, alphabetical index.
 (a) 9 by 11 inches, 250 stubs, gummed.
 (b) 9 by 11 inches, 500 stubs, gummed.
 (c) 11 by 15 inches, 250 stubs, gummed.
 (d) 11 by 15 inches, 500 stubs, gummed.

MISCELLANEOUS — Continued.

332	Letter-filing Boxes, 11 inches wide by 12 inches long, 3 inches deep.
333	Board Clips (cloth board, metal clip), letter and cap sizes.
400	Paper Fasteners, round or flat heads, sizes 1 to 6.
401	Paper Clips, brass or steel wire.
402	Paper Clips, steel, large size.
403	Wire Clips, put up in boxes of 1,000 each.
408	Pins, in ½-pound boxes, Nos. 1 to 6.
411	Thumbtacks.
420	Rulers, eighteen-inch, graduated to 1-16 inch, with brass rule inserted.
421	Tapelines, 6 feet in length, of which 3½ is in one color and 2½ feet in another color. (For Parcels-Post.)
422	Tin Strips for issuing money orders; sizes 3½ by 8½ and 7 by 8½ inches. State which size is wanted.
423	Desk Pads, 19 by 24 inches, leather corners.
424	Hand Blotting Pads.
425	Copying Pads: 10 x 12, 10 x 14, and 15 x 18 inches.
426	Copying Brushes, for press copying.
427	Twine Pots.
428	Paper Weights, glass.
429	Sponge Cups, glass, 3-inch.
430	Sponge for sponge cups.
431	Red Sealing Wax.
432	Penracks.
1504	Liquid glue in 1 ounce packages for repairing rubber stamps — also in quart cans.

STATIONERY FOR MONEY-ORDER OFFICES OF THE THIRD AND FOURTH CLASSES.

THIRD CLASS.

41	Carbon paper for use in issuing money orders. Domestic, 3 9/16 x 8 3/16 inches. International, 7 x 8¼ inches.
42	Carbon paper for window registration book, 7½ x 15 inches. Carbon paper for newspaper and periodical books, 9 x 15 inches. Carbon paper for dispatch book (3853), 7½ x 7¾ inches.
61	Wrapping paper, 29 x 29 inches.
223	Copying ink.
240	Ink tablets (black).
280	Pens — Esterbrook 800. For money-order business.
290	Common penholders.
300	Pencils (black).
304	Indelible pencils for rural carriers.
3700	Rubber stamping pad, 6 x 12 inches.

FOURTH CLASS.

41	Carbon paper for use in issuing money orders. Domestic, 3 9/16 x 8 3/16 inches. International, 7 x 8¼ inches.
42	Carbon paper for window registration book, 7½ x 15 inches. Carbon paper for newspaper and periodical book, 9 x 15 inches. Carbon paper for dispatch book (3853), 7½ x 7¾ inches.
223	Copying ink.
240	Ink tablets (black).
280	Pens — Esterbrook 800. For money-order business.
304	Indelible pencils for rural carriers.
3700	Rubber stamping pad, 6 x 12 inches.

SEND THIS ORDER TO THE FOURTH ASSISTANT POSTMASTER-GENERAL,
DIVISION OF SUPPLIES.

REQUISITION.

FOR STAMPS.

ATTENTION.

STATE HERE SALARY.

\$..... (Per Annum.)

Post Office.....

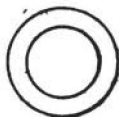
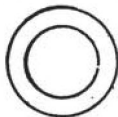
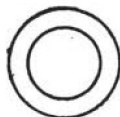
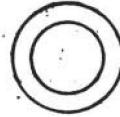
County.....

State.....

Date.....

IMPORTANT.

TO INSURE PROMPT DELIVERY OF STAMPS WHEN ORDERING FOLLOW CAREFULLY THE INSTRUCTIONS
CONTAINED IN THE POSTAL GUIDE.

POST MARKING
STAMP HERE.RECEIVING
STAMP HERE.MONEY ORDER
STAMP HERE.REGISTRY
STAMP HERE.

ITEM NO.	NO. WANTED.	NO. ALLOWED.	ITEM NO.	NO. WANTED.	NO. ALLOWED.
IMPRESSION.			IMPRESSION.		
IMPRESSION.			IMPRESSION.		
IMPRESSION.			IMPRESSION.		
IMPRESSION.			IMPRESSION.		

STAMPS, SEALS, ETC.

Note.—Rubber post-marking stamps are furnished to all fourth-class offices, and to third-class offices on special request. Post offices yielding an annual compensation of \$300 per annum (or \$75 per quarter) are entitled to hour type and a receiving or "back" stamp. Requisitions for post-marking stamps must bear a clear impression of the stamp in use.

When requisition is made for a duplicate of a stamp already in use, an impression of the stamp must be made on a separate sheet attached to the requisition.

Broken stamps should be sent to the Fourth Assistant Postmaster-General (Division of Supplies) for repair.

Miscellaneous rubber stamps (Items 500 to 519), with such wording or lettering as may be required, will be furnished in limited quantities.

Stamps worn out in service should not be returned.

For canceling postage on third and fourth-class matter: Offices of first and second-classes will make requisition for Item 680. Offices of the third and fourth-classes will make requisition for Item 503, specifying the particular use for which they are needed.

Post-marking stamps are made to order, and the process requires fifteen to thirty days time, but in urgent cases this period can be reduced.

Type (metal and rubber) are forwarded singly or in sets. If fewer than half of set are lacking, requisition should call for "single" type to complete.

Observe caution against use of rubber stamps on "steel" ink. The oil in the ink furnished with steel stamps will ruin a rubber stamp in a few weeks.

The several items of stamps listed below are purchased from five different contractors, and as the requisition submitted by you is forwarded to the contractor you are requested to order on one sheet only such stamps as are grouped under one heading, A, B, C, D or E.

A	B	C	D	E
500	501	503	592	680
502	504	505	593	690
506	508	507	594	700
509	512	510	595	701
520	513	511		702
550	514	516		703
551	515	619		715
552	517	541		716
571	518	543		717
572	600	544		725
573	601	570		726
574	602	577		730
575	620	603		731
576	621	624		760
590	622			761
591	623			762
				763
				764
				770
				771

To insure prompt delivery of stamps you are requested to comply strictly with these requirements.

Item No.

RUBBER STAMPS AND SUPPLIES.

- 500 Rubber Stamps, "Hand Index," 1½ inches in length, lettering inside and outside the "hand." (For all offices.)
- 501 Rubber Stamps, "Hand Index," 3½ inches in length, lettering inside and outside the "hand." (Not for fourth-class.)

RUBBER STAMPS AND SUPPLIES — Continued.

Item No.	
502	Rubber Stamps, 1 inch to 2½ inches in length, one, two, or three lines. (For all offices.)
503	Rubber Stamps, 1 inch to 2½ inches in length, one, two, or three lines, on air cushion. (For cancelling third and fourth-class matter.)
504	Rubber Stamps, 1 to 3 inches in length, four or five lines. (Not for fourth-class.)
505	Rubber Stamps, 1 to 3 inches in length, four or five lines, on air cushion. (Not for fourth-class.)
506	Rubber Stamps, 1 to 3 inches in length, six or seven lines. (Not for fourth-class.)
507	Rubber Stamps, 1 to 3 inches in length, six or seven lines, on air cushion. (Not for fourth-class.)
508	Rubber Stamps, not exceeding 1 inch in width and 6 inches in length, containing one or two columns of figures, not to exceed four figures in each column per line, figures not smaller than long primer size. (For first-class offices.)
509	Rubber Stamps, 2½ to 5 inches in length, one, two, or three lines. (Not for fourth-class.)
510	Rubber Stamps, 2½ to 5 inches in length, one, two, or three lines, on air cushion. (Not for fourth-class.)
*511	Rubber Stamps, not to exceed 1½ inches in width and 2 inches in length, lettering as may be ordered. (Not for fourth-class.)
*512	Rubber Stamps, not to exceed 2 inches in width and 2½ inches in length, lettering as may be ordered. (Not for fourth-class.)
*513	Rubber Stamps, not to exceed 2½ inches in width and 3 inches in length, lettering as may be ordered. (Not for fourth-class.)
*514	Rubber Stamps, not to exceed 3 inches in width and 3½ inches in length, lettering as may be ordered. (Not for fourth-class.)
*515	Rubber Stamps, not to exceed 3½ inches in width and 5 inches in length, lettering as may be ordered. (Not for fourth-class.)
516	Rubber Stamps, not to exceed 4 inches in width and 4½ inches in length, lettering as may be ordered. (Not for fourth-class.)
517	Rubber Stamps, not to exceed 3 inches in width and 6 inches in length, lettering as may be ordered. (Not for fourth-class.)
518	Rubber Stamps, square, circular, triangular, or oval, greatest dimension across face not to exceed 1½ inches, with border, and such lettering as may be ordered. (Not for fourth-class.)
519	Rubber stamps, with circle ½-inch in diameter, containing one, two, or three figures, or letters. (Not for fourth-class.)

POSTMARKING AND POST OFFICE DATING STAMPS.

Item No.	
550	Rubber Postmarking and Canceling Stamp, air-cushion base, type for months, days, years, and A. M. or P. M. (For fourth-class offices below \$300 per annum.)
551	Rubber Postmarking and Canceling Stamp, air-cushion base, and type for months, days, hours, and years. (For fourth-class offices above \$300 per annum.)
552	Rubber Postmarking (receiving) Stamp, with type for months, days, hours, and years. (For fourth-class offices above \$300 per annum.)
570	Rubber Dating Stamps, 1½ inches in diameter, with rubber dating type and inking pad. (For Money Order and Registry work. State which. Give impression of present stamp.)

* May be ordered with or without border and air cushion.

POSTMARKING AND POST OFFICE DATING STAMPS — Continued.

- 571** Rubber Dating Stamp, $1\frac{1}{2}$ inches in diameter, with air-cushion base and rubber dating type and inking pad. (For first and second-class offices.)
- 572** Rubber Dating Stamp, $1\frac{1}{2}$ inches in diameter, on air-cushion base, with rubber dating type for months, days, five consecutive years, and twenty-four hours, A. M. and P. M., and inking pad. (For first and second-class offices.)
- 573** Rubber Dating Stamp, rectangular, $1\frac{1}{2}$ by 2 inches, with or without border, on air-cushion base, with rubber dating type for months, days, five consecutive years, and twenty-four hours, A. M. and P. M., and an inking pad. (For first and second-class offices.)
- 574** Rubber Dating Stamp, rectangular, $1\frac{1}{2}$ by 2 inches, with or without border, on air-cushion base, with rubber dating type for months, days, five consecutive years, and two blocks A. M. and P. M., and inking pad. (For first and second-class offices.)
- 575** Rubber Dating Stamp, rectangular, 2 by 3 inches, with or without border, on air-cushion base, with rubber dating type for months, days, five consecutive years, and two blocks A. M. and P. M., and inking pad. (For first and second-class offices.)
- 576** Rubber Dating Stamps, rectangular or oval, of sizes $\frac{1}{2}$ to 2 inches wide and $2\frac{1}{2}$ to 4 inches long, with or without border, and type for days, months, five consecutive years, and twenty-four hours, A. M. and P. M. (For first and second-class offices.)
- 577** Rubber Dating and Time Stamp, with provision for indicating month, day, year, and hours in divisions of not less than fifteen minutes. (For first and second-class offices.)

DATING STAMPS.

- 580** Rubber Dating Stamp, commonly known as "Model Dater." (Not for fourth-class.)
- 591** Rubber Stamp, "Hand Index," $3\frac{1}{2}$ inches in length, lettering inside and outside the hand, with rubber dating stamp. (Not for fourth-class.)
- 592** Line Dater, for printing month, day, and year, small size. (Not for fourth-class.)
- 593** Line Dater, for printing month, day, and year, large size. (Not for fourth-class.)
- 594** Rubber Band Numberer, four bands. (Not for fourth-class.)
- 595** Rubber Band Numberer, six bands. (Not for fourth-class.)

SELF-INKING STAMPS.

- 600** Rubber Stamp, self-inking, square, circular, or oval, bordered, with rubber type for months, days, and five consecutive years. (For first-class offices.)
- 601** Rubber Stamp, self-inking, with rubber type (large size) for months, days, and five consecutive years. (For first-class offices.)
- 602** Rubber Stamp, self-inking, circular, $1\frac{1}{2}$ inches in diameter, with rubber type for months, days, and five consecutive years. (For first-class offices.)

REPAIRS.

- 620** Repairs, consisting of new rubber faces, for air-cushion dating stamps. (For all offices.)
- 621** Repairs, consisting of new rubber faces and cancelers, for Items Nos. 550 and 551. (For fourth-class offices.)
- 622** Repairs, consisting of new lettering, inking pad, and type, for Items Nos. 600, 601, and 602. (For first-class offices.)
- 623** Repairs, consisting of new inking pad, for self-inking stamps, Items Nos. 600, 601, and 602. (For first-class offices.)

Supplies.

Item No.

RUBBER TYPE.

- 635 Pica Rubber Type, for days, months, five consecutive years, and two blocks, A. M. and P. M., with tweezers, for all modern daters.
- 636 Long Primer Rubber Type, for days, months, five consecutive years, and two blocks A. M. and P. M., with tweezers, for old style rubber postmarkers.
- 637 Pica Rubber Hour Type, for twenty-four hours, as "1 A. M.," "2 P. M.," etc., for Items 572 to 576 inclusive.
- 638 Long Primer Rubber Hour Type, for twenty-four hours, as "1 A. M.," "2 P. M.," etc., for old style rubber postmarkers.
- 639 Pica Rubber Type, for months, days, five consecutive years, and twenty-four hours, A. M. and P. M., with tweezers, for all modern daters.
- 640 Long Primer Rubber Type, for months, days, five consecutive years, and twenty-four hours, A. M. and P. M., with tweezers, for old style rubber postmarkers.
- 641 Rubber Year Type, as "1905" and "1906" (large size) for use with hand stamps and self-inking stamps. (For first-class offices.)
- 642 Rubber Year type, pica, as "1907" (all modern daters).
- 643 Rubber Year Type, long primer, as "1907" (old style rubber postmarker).
- 644 Rubber Year Type, as "1907," small size, for self-inkers. (For first-class offices.)
- 645 Pica Rubber Type, train numbers and clerk numbers, as "Tr. 1," "Tr. 20," "Tr. 107," or "Clk. 1," etc.
- 646 Metal-bodied Rubber Type and holders. (For first-class offices.)
- 647 Para Solid-rubber Type and holders. (For first-class offices.)

INK AND PADS.

- 660 Rubber-stamp Ink, copying, not indelible, red, black, and purple. (For all offices.)
- 661 Canceling Ink for use with rubber (postmarking) stamps, black, indelible. (For fourth-class offices.)
- 670 Pads for Rubber Stamps, copying, red, purple, and black.
- 671 Pads for Rubber Postmarking Stamps, size 3½ by 6½ inches, not inked.
- 672 Pads for Rubber Postmarking Stamps, size 2 by 3½ inches, not inked.

RACKS.

- 675 Racks for Rubber Stamps. (For large offices.)

ROLLER COMPOSITION STAMPS.

- 681 Flexible Stamps of printer's roller composition, oval, to be used in brass sockets described in Item No. 772, for canceling third and fourth-class postage. Third and fourth-class offices use Item 503.

WOOD STAMPS.

- 690 Cancelers, of hard wood.
- 691 Clerk Numbers, of hard wood.

STEEL STAMPS AND SUPPLIES.

- 700 Postmarking and Canceling Stamp, consisting of box, disk with canceler, removable type and handle, any required number, words, or letters cut in relief in center of canceling device. (For first and second-class offices, and lettered and named stations. With Item 703.)
- 701 Postmarking and Canceling Stamp, consisting of box, disk with canceler, removable type and handle, bearing such words as "Mail Delayed," "Train Late," etc., as may be required. (For special service.)

STEEL STAMPS AND SUPPLIES -- Continued.

- 302** Postmarking Stamp, consisting of box, disk, removable type and handle, characters of stamp cut in relief in a circle, comprising any numbers, letters, or device, as "N. Y. A.," etc. (For special service.)
- 700** Postmarking stamp, consisting of box, disk, removable type and handle, characters of stamp cut in relief in a circle inclosing name of post office and State, and the words "REC'D," "TRANSIT," etc., or any other lettering required. (With Item 700; also for special service.)
- 715** Postmarking and Canceling Stamp, consisting of block, canceler, removable type, set screw for securing type, and wooden handle, characters of stamp cut in relief in a circle. (Postmarker for third-class offices, and R. M. S. or special service.)
- 716** Postmarking (receiving) Stamp, consisting of block, removable type, set screw for securing type, and handle, characters of the stamp cut in relief in a circle inclosing name of post office and State and the word "REC'D," or any other words required. (Receiver for third-class offices, and R. M. S. or special service.)
- 717** Postmarking (receiving) Stamp, consisting of block, removable type, set screw for securing type, and handle, characters of stamp cut in relief in a circle inclosing name of post office and State, and word "REC'D," name of railway post office and train number, or any other such inscription as may be ordered. (For R. M. S. only.)
- 725** Sea Post Office Stamps, consisting of block and handle, length over all to be not greater than $4\frac{1}{2}$ inches or less than $4\frac{1}{2}$ inches; characters of stamp cut in relief inside of a circle $1\frac{3}{16}$ inches outside diameter.
- 726** Sea Post Office Stamps, consisting of block and handle, length over all to be not greater than $4\frac{1}{2}$ inches or less than $4\frac{1}{2}$ inches; characters of stamp cut in relief inside a circle $\frac{3}{4}$ inch outside diameter.
- 730** Die and Mold, for ready production of flexible stamps of printer's roller composition. (For first-class offices.)
- 731** Die, Removable Type, and Mold, for ready production of flexible stamps of printer's roller composition. (For first-class offices.)

STEEL TYPE

- 740** Type, conforming to requirements set forth in Item No. 700, including years, months, days, twenty-four hours, and twenty-four half hours.
- 741** Type, conforming to requirements set forth in Item No. 715, including years, months, days, and twenty-four hours.
- 742** Type, conforming to requirements set forth in Item No. 715, including years, months, days, twenty-four hours, and twenty-four half hours.
- 743** Type, conforming to requirements set forth in Item No. 715, including years, months, and days.
- 744** Type, conforming to requirements set forth in Item No. 715, containing either years, months, days, hours, or half hours.
- 745** Type, conforming to requirements set forth in Item No. 715, containing train numbers 1 to 99, inclusive.
- 746** Type, conforming to requirements set forth in Item No. 715, containing train numbers of three or four figures, or the word "North," "South," "East," or "West."
- 747** Type, conforming to requirements set forth in Item No. 700, containing either years, months, days, hours, or half hours, or such other characters as may be ordered.
- 748** Type, conforming to requirements set forth in Item No. 700, each containing a letter.

Supplies.

Item No.

MISCELLANEOUS STEEL STAMPS.

- 760 Miscellaneous Stamp, consisting of steel block and wooden handle.
 761 Sea Post Office Stamp, consisting of steel block and wooden handle; block to be $\frac{1}{2}$ inch thick, to accommodate two lines of characters.
 762 Sea Post Office Stamp, consisting of steel block and wooden handle; block to be not exceeding $\frac{1}{2}$ inch thick, to accommodate three lines of characters.
 763 Name Stamp, consisting of steel block and wooden handle.
 764 Numbering Stamp, consisting of steel block and wooden handle.
 770 Sealing Stamps, cylindrical.
 771 Sealing Stamps, oval.
 772 Sockets for holding stamps of printer's roller composition. (Used with Item 681.)

STEEL INK.

- 785 Cancelling Ink for use with steel stamps.

PADS.

- 790 Inking Pads, round, for use with steel stamps, made of printer's roller composition.
 796 Cotton Ribbons for ribbon dating stamps, black, blue, or red.

NUMBERING MACHINES.

To be made the subject of special correspondence.

Numbering machines are furnished to large offices upon evidence of sufficient business to justify the requisition. Broken or defective machines should be sent to the Division of Supplies for repair, with a letter of explanation under separate cover.

Item No.

- 800 Numbering Machines; steel, five and six-wheel *automatic*; consecutive, duplicating, triplicating.
 801 Pads for automatic numbering machines, Item 800.
 802 Numbering Machines; steel, five-wheel, *lever pattern*; consecutive, adapted to heavy usage. These machines change numbers only upon pressure of hand lever.
 803 Pads for lever pattern numbering machines, Item 802.
 805 Numbering Machine Ink, non-copying. (State color wanted.)
 806 Numbering Machine Ink, copying. (State color wanted.)

ADDING MACHINES.

Adding machines are furnished to offices whose gross receipts are \$50,000 or more per annum, or transactions exceed \$50,000 per annum.

SCALES.

All offices will be equipped with Item 852 (8 oz.). Requisitions for larger scales should be made the subject of special correspondence and state average and character of weighings.

Broken, defective or discarded scales should be carefully boxed and sent to the Division of Supplies with a letter of explanation under separate cover.

Item No.

- 850 Metric Scales, not less than 18 rate, graduated to 15 grams each.
 851 Metric Scales, not less than 192 rate, graduated to 15 grams each.
 852 Letter Balances, 8 ounce capacity by $\frac{1}{2}$ ounce graduations.
 853 Letter Scales, standard make and substantial in character, capable of weighing 4 pounds avoirdupois weight, to be accurately graduated down to $\frac{1}{2}$ ounce.

Item No.

SCALES — Continued.

- 854 Scales for weighing parcels-post packages, with capacity of not less than 12 pounds by $\frac{1}{4}$ ounce.
- 855 Counter Scales, with platform and beam, specially adapted to weighing sacks of mail and bulky packages; platform not less than 10 by 14 inches; capacity not less than 200 pounds by 1 ounce.
- 856 Counter Scales, with platform and beam, specially adapted for weighing sacks of mail and bulky packages; platform not less than 13 by 19 inches; capacity not less than 300 pounds by 2 ounces; including weights. Same scale with bag-rack attachment complete.
- 857 Portable Platform Scales, with wheels; platform not less than 15 by 21 inches, sliding poise; capacity not less than 400 pounds by $\frac{1}{4}$ pound; including weights. Same scale with bag-rack attachment complete.
- 858 Platform Scales on wheels; capacity not less than 1,000 pounds by $\frac{1}{4}$ pound; platform not less than 24 by 32 inches, sliding poise, including weights.

Dormant scales for large offices will be made the subject of special correspondence.

LETTER-PRESSES AND SUPPLIES.

To be made the subject of special correspondence.

These articles are furnished to large offices keeping extensive records. Requisitions must describe office work in detail.

Item No.

- 870 Letter-copying Press of size to accommodate books, 15 $\frac{1}{2}$ by 18 $\frac{1}{2}$ inches.
- 871 Letter-copying Press of size to accommodate books 10 by 14 inches.
- 880 Copying-cloth Pans, 16 by 19 by 2 $\frac{1}{2}$ inches, and 11 by 13 by 2 $\frac{1}{2}$ inches.
- 885 Blotter-baths, as follows: 10 by 12 inches, holding 36 cloths; 10 by 14 inches, holding 48 cloths; 11 by 15 inches, holding 100 cloths.

BASKETS.

These articles are for large offices having special requirements.

- 1030 Order Baskets, 30 inches long by 19 inches wide by 17 inches deep, 4 bushels capacity, grip holes at ends.
- 1031 Baskets, same as Item 1030, with set of four 2-inch anti-friction casters.
- 1032 Truck Baskets or Warehouse Cars, 34 inches long by 24 inches wide by 22 inches deep, 8 bushels capacity, grips or grip holes at ends.
- 1033 Baskets, same as Item No. 1032, with set of four 2-inch anti-friction casters; bottom to be provided with heavy and securely fastened cleats for the casters.
- 1034 Baskets, same as Item No. 1032, with set of four 2 $\frac{1}{2}$ -inch rubber-tired truck casters; bottom to be provided with heavy and securely fastened cleats for the casters.
- 1035 Carrying Baskets, 28 inches long by 17 inches wide by 10 inches deep, grips at ends for convenient holding.
- 1036 Meat Baskets, 28 inches long by 17 inches wide by 10 inches deep, designed for extra-heavy work; 150 pounds capacity; with good handles of $\frac{1}{2}$ -inch rope.
- 1037 Coal Baskets (round), 1 bushel capacity, for heavy work; provided with good handles of $\frac{1}{2}$ -inch rope.
- 1038 Office Baskets (round), for waste paper, 15 inches in diameter by 18 inches deep.
- 1045 Baskets, willow, top length 25 inches, top width 18 inches, depth 10 inches, bottom length 21 inches, bottom width 14 inches.

Supplies.

Item No.

BASKETS — Continued.

- 1046 Baskets, willow, top length 36 inches, top width 23 inches, depth 15 inches, bottom length 29 inches, bottom width 17 inches.
- 1047 Baskets, willow, round, diameter at top 22 inches, diameter at bottom 14 inches, height 15 inches.
- 1048 Baskets, willow, round, diameter at top 17 inches, diameter at bottom 13½ inches, height 15 inches.
- 1049 Baskets, willow, round, diameter at top 19 inches, diameter at bottom 14 inches, height 19 inches.
- 1060 Baskets, wire, waste.
12 by 15 by 12 inches.
15 by 18 by 15 inches.
- 1061 Baskets, wire, 18 inches long, 12 inches wide, 4 inches deep.

DRY GOODS.

For large offices only.

- 1100 Cotton Sheeting, 8/4 width and 4/4 width.
- 1101 Drilling, for making copying cloths, 29 and 36 inches wide.
- 1104 Red tape, on spools.

TWINE.

Twine, for tying mail, is furnished to all offices in accordance with their needs.

- 1150 Jute Twine, for tying mails.
- 1151 Large Twine, balls, 110 yards to pound. (Large offices.)
- 1152 Large Twine, balls, cable-laid, for Foreign Mail service only.
- 1153 Small Twine, balls, 225 yards to pound. (Large offices.)

TRUCKS.

To be made the subject of special correspondence.

For large offices only. State character of service, bulk, weight and frequency of mails.

- 1370 Warehouse Hand Trucks; steel nose, half-ironed, handles 50 inches long, frames 18 inches wide; weight 80 pounds.
- 1371 Same as Item 1370, with rubber-tired wheels.
- 1372 Dry Goods Trucks, platform 27 by 56 inches; 3-stake rack at each end, capacity 1,500 pounds, weight 150 pounds.
- 1373 Same as Item 1372, with rubber-tired wheels, or wheels and casters.

Supplies.

217

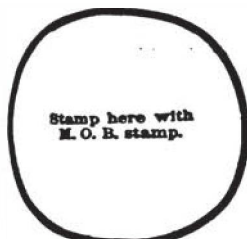
(No. 6053c.)

Make requisitions
about 60 days before
supply will probably
be exhausted.

POSTMASTER'S REQUISITION FOR BOOKS OF BLANK MONEY ORDER AND ADVICE FORMS.

DOMESTIC
OR
INTERNATIONAL.

[Do not inclose this Requisition to Auditor, or with Statement.]



Post Office.....
Write plainly, or use rubber [not dating] stamp

.....County

Write plainly the
name of
Office, County and State.

STATE OF.....

(DATE).....190...

Fourth Assistant Postmaster-General,

Division of Supplies (Money Order), Washington, D. C.:

See:—Please cause to be forwarded for the use of this office, an additional supply of.....

.....blank Money Order and Advice Forms
[Write "DOMESTIC" or "INTERNATIONAL," as case may be.]

The unused Money Orders now on hand, which have not been issued, are numbered consecutively
from No.....to No.....
inclusive, leaving.....orders yet to be issued and it is thought that this present
supply will last about.....days.
(Be careful to fill in the above space.)

During the last thirty (30) days this office issued.....orders
(Write number of Orders issued.)

The stock of carbon slips on hand will be sufficient for.....months.

Respectfully,

Ascertain how many orders you have issued in
the last 30 days: estimate therefrom the number
required to last you 60 days, and when your
present supply is reduced to such latter number,
make a requisition.

Postmaster.

Note.—Postmasters will use this blank in making requisitions for books of blank Money Order
forms, whether Domestic or International; and Postmasters at International offices will use separate
blanks if they have occasion to request Domestic and International books of forms at the same time.

A postmaster should not allow his stock of blanks to become exhausted, but should make timely
application for a new supply.

Sec. 998, P. L. and K.—Postmasters must keep their stock of blank Money Order forms in their
own custody, under lock and key, in some place of security, to which unauthorized persons cannot
have access, and they will be held responsible for any loss which the Department may suffer arising
from fraud made possible through a disregard of this regulation.

EP—Do not send this requisition by registered mail. If the books fail to arrive within a reason-
able time, make another requisition, and write the word "duplicate" across the face of the blank.

SPECIAL.—Carbon paper is not furnished with Money Order and advance forms. Requisition
for Carbon paper, Item 41—Domestic 3 1/2 x 8 1/2—International 7 x 8" should be made on form 1580
[for offices of the first, second and third classes] and on 1580-a [for offices of the fourth class].

FORM NO. 1570.

will be returned for correction.

DIVISION OF SUPPLIES.

REQUISITION FOR OFFICIAL AND REGISTRY ENVELOPES.

Post Office.....
(Write plainly and in full. Rubber stamp
may be used.)

County.....

State.....

ATTENTION. *Date*.....

Stands here:

Class of office.....
(As 1st, 2d, 3d, or 4th.)

(As 1st, 2d, 3d, or 4th.)

Annual salary, \$.....

City delivery.....
(Yes or no.)

No. of stations.....

No. of letters registered last year.....

No. of parcels registered last year.....

No. rural routes.....

No. R. P. O. clerks paid.....

How many money orders have you issued during the past three months?

	Issued.	Paid.
1890		
1891		
1892		
1893		
1894		
1895		
1896		
1897		
1898		
1899		
1900		
1901		
1902		
1903		
1904		
1905		
1906		
1907		
1908		
1909		
1910		
1911		
1912		
1913		
1914		
1915		
1916		
1917		
1918		
1919		
1920		
1921		
1922		
1923		
1924		
1925		
1926		
1927		
1928		
1929		
1930		
1931		
1932		
1933		
1934		
1935		
1936		
1937		
1938		
1939		
1940		
1941		
1942		
1943		
1944		
1945		
1946		
1947		
1948		
1949		
1950		
1951		
1952		
1953		
1954		
1955		
1956		
1957		
1958		
1959		
1960		
1961		
1962		
1963		
1964		
1965		
1966		
1967		
1968		
1969		
1970		
1971		
1972		
1973		
1974		
1975		
1976		
1977		
1978		
1979		
1980		
1981		
1982		
1983		
1984		
1985		
1986		
1987		
1988		
1989		
1990		
1991		
1992		
1993		
1994		
1995		
1996		
1997		
1998		
1999		
2000		
2001		
2002		
2003		
2004		
2005		
2006		
2007		
2008		
2009		
2010		
2011		
2012		
2013		
2014		
2015		
2016		
2017		
2018		
2019		
2020		
2021		
2022		
2023		
2024		
2025		
2026		
2027		
2028		
2029		
2030		
2031		
2032		
2033		
2034		
2035		
2036		
2037		
2038		
2039		

International

[illegible]

**POST-
MARKING
STAMP
HERE.**

(Size Regulation on reverse side.)

ENVELOPES.

FOR OFFICIAL AND REGISTRY USE.

CAUTION.—*Envelopes must be kept in a clean, dry place, and care must be taken to keep them in serviceable condition.*

Postmasters will be strictly guided in making requisitions for official and registry envelopes by the following instructions.

All official and registry envelopes must be ordered on Form 1579 (sample on page 218), and in no other manner.

ALL INFORMATION REQUESTED ON THE REQUISITION BLANK MUST ALWAYS BE GIVEN IN FULL, OR THE REQUISITION WILL BE RETURNED FOR COMPLETION.

Postmasters at offices of the first and second-classes must order envelopes in sufficient quantity to meet their requirements for 6 months; at offices of the third and fourth classes in sufficient quantities to last for one year, and in ample time to prevent exhaustion of supply. It ordinarily requires 30 days from date of requisition to deliver envelopes to offices east of the Mississippi River and 60 days, or more, to other offices.

Requisitions may be sent in at any time.

Postmasters must order by envelope numbers and not by former designation, which is given merely for the purpose of identification. Envelope numbers are to be entered on Form 1579 IN REGULAR ORDER as given in the list below — for example, Nos. 1, 5, 8, 10 and so on to No. 101. BE CAREFUL TO ORDER ONLY THE KINDS to which your office is entitled.

Specially printed envelopes, other than those listed, will be furnished to first and second-class offices, and to such other offices as may be authorized to use them, when necessary to meet the needs of the service. All specially printed envelopes must be ordered on Form 1579, two samples of each special envelope to accompany requisition, and the letter "S" inserted in the "Envelope No." column.

Offices having stations will make but one requisition for a sufficient supply of official and registry envelopes of the kinds necessary to meet the requirements for 6 months of all stations, and distribute the envelopes to stations from the main office. Return card address of main office only will be printed.

All envelopes will bear only such printing as may be approved by the Department, and additional printing must not be added without special authority in each case from the Fourth Assistant Postmaster-General.

The name of the post office as a return card address will be printed only when in the judgment of the Department it is necessary to facilitate the handling of mail. This return address is ordinarily unnecessary, except in the case of large offices where the business is separated into divisions and then only on such envelopes as are likely to be returned.

Under no circumstances will envelopes be supplied of sizes other than those listed below.

Envelope No.	Size.	Former Designation.	Usage, Description, and to What Offices Furnished.
1	2½ x 3½		For sending money order receipts to purchasers of money orders. (Furnished to city and rural delivery offices only.)
4	3½ x 6	1-A	For general official correspondence — lines for address. (Furnished to all offices.)
5	3½ x 6	1-B	For general official correspondence with postmasters — words "Postmaster" and "County" printed thereon. (Furnished to all offices.)
6	3½ x 6	1-H	For use in connection with registry business — words "Postmaster," "County," and "Registry Business" printed thereon. (Furnished to first and second-class offices only.)

ENVELOPES — Continued.

Envelope No.	Size.	Former Designation.	Usage, Description, and to What Offices Furnished.
8	3½ x 6		Exclusively for transmitting registry jacket coupons — specially printed. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
10	3½ x 5½	2-I	For sending domestic money order advices to paying offices — words "Postmaster," "County," and letters "M O B" printed thereon. (Furnished to all money-order offices.)
12	3½ x 8½	3-A	For general official correspondence — lines for address. (Furnished to all offices.)
14	3½ x 8½	3-B	For general official correspondence with postmasters — words "Postmaster" and "County" printed thereon. (Furnished to first, second, and third-class offices only.)
15	3½ x 8½	3-H	For use in connection with registry business — words "Postmaster," "County," and "Registry Business" printed thereon. (Furnished to first and second-class offices only.)
16	3½ x 8½	3-I	For general money order correspondence with postmasters — words "Postmaster," "County," and letters "M O B" printed thereon. (Furnished to first, second, and third-class offices only.)
17	3½ x 8½	3-G	For sending quarterly postal accounts and general official correspondence to the Auditor — address printed thereon. (Furnished to all offices.)
18	3½ x 8½		For sending receipts, abstracts, pay-rolls and other papers or correspondence relating to the service of railway postal clerks to the Auditor — address printed thereon. (Furnished only to offices designated to pay railway postal clerks.)
19	3½ x 8½		For separate enclosure of statements, pay-rolls, vouchers of expenditures, etc., relative to city delivery service, which accompany quarterly postal accounts. (Furnished to city delivery offices only.)
20	3½ x 8½	3-H	For sending general official correspondence and other papers to the Chief Inspector, Division of Post Office Inspectors — address printed thereon. (Furnished to first, second, and third-class offices only.)
21	3½ x 8½	2-D	For sending general money-order correspondence to the Third Assistant Postmaster-General, Division of Money Orders — address printed thereon. (Furnished to first, second, and third-class offices only.)

ENVELOPES — Continued.

Envelope No.	Size.	Former Designation.	Usage, Description, and to What Offices Furnished.
37	3½ x 8½		For sending correspondence and other papers to Divisions of the Department for which no addressed envelope is provided. Part of the address is printed thereon. (Furnished to all offices.) THIS ENVELOPE IS TO BE USED IN LIEU OF ENVELOPES NOS. 22, 24, 25, 27, 30, 32, 35, AND 36, WHICH HAVE BEEN DISCONTINUED.
38	3½ x 8½		Exclusively for sending trip reports of rural carriers to the Fourth Assistant Postmaster-General, Division of Rural Delivery. (Furnished to rural delivery offices only.)
41	3½ x 8½		Exclusively for sending vouchers of rural carriers to paying offices. (Furnished to rural delivery offices only.)
42	3½ x 8½		Exclusively for sending Form 6025, daily memorandum of money-order remittances received, to the Auditor — address printed thereon. (Furnished to money-order depository offices only.)
43	3½ x 8½		Exclusively for use of stations for sending Form 6019-A, daily money-order statement, to the main office. (Furnished only to offices having both stations and city delivery service.)
44	3½ x 8½		Exclusively for sending money-order statements to the Auditor — address, etc., printed thereon. (Furnished to all fourth-class money-order offices.)
47	3½ x 8½	5-K	For sending money-order remittances and postal funds to depositories. (Furnished to money-order offices only.)
48	3½ x 8½		Exclusively for use of stations for sending money-order remittances to main office. (Furnished only to offices having both stations and city delivery service.)
49	3½ x 8½		Exclusively for cashed money-order exchanges — specially printed. (Furnished only to offices authorized by the Third Assistant Postmaster-General to use them.)
52	4½ x 7½	4-M	For sending International money-order advices and German card orders to money-order exchange offices. (Furnished to International money-order offices only.)
54	4½ x 9½	6-A	For general official correspondence — lines for address. (Furnished to first, second, and third-class offices only.)
55	4½ x 9½	6-B	For general official correspondence with postmasters — words "Postmaster" and "County" printed thereon. (Furnished to first, second, and third-class offices only.)

ENVELOPES — Continued.

Envelope No.	Size.	Former Designation.	Usage, Description, and to What Offices Furnished.
56	4½ x 9½	6-I	For general money-order correspondence with postmasters—words "Postmaster," "County," and letters "M O B" printed thereon. (Furnished only to offices having annual salary of \$6,000 or more.)
57	4½ x 9½	6-G	For official correspondence with the Auditor—address printed thereon. (Furnished only to offices having annual salary of \$6,000 or more.)
58	4½ x 9½		For sending general official correspondence and other papers to the Chief Inspector, Division of Post Office Inspectors—address printed thereon. (Furnished only to offices having annual salary of \$6,000 or more.)
59	4½ x 9½		For sending correspondence and other papers to Divisions of the Department for which no addressed envelope is provided. Part of the address is printed thereon. (Furnished to presidential offices only.)
THIS ENVELOPE IS TO BE USED IN LIEU OF ENVELOPES NOS. 60, 63, 64, 67, 70, 72, 74, 75, AND 76, WHICH HAVE BEEN DISCONTINUED.			
71	4½ x 9½	6-D	For sending general money-order correspondence to the Third Assistant Postmaster-General, Division of Money Orders—address printed thereon. (Furnished only to offices having annual salary of \$6,000 or more.)
80	4½ x 10½	6-F	Exclusively for sending money-order statements to the Auditor—address, etc., printed thereon. (Furnished to all Presidential offices.)
81	4½ x 10½		For re-enclosing damaged, unsealed, or without-cover registered matter received. (Furnished only to first, second, and third-class offices.)
82	4½ x 9½		Blue envelope for letter-bills. (Furnished only to foreign dispatching offices.)
83	4½ x 9½		For enclosing money orders presented by a bank for payment through the clearing house. (Furnished only to offices where a clearing house is located.)
84	4½ x 9½		For returning defective money orders to banks. (Furnished only to offices where a clearing house is located.)
85	4½ x 9½		Exclusively for sending transcripts and original certificates of deposits received to the Auditor—address printed thereon. (Furnished only to depositories for postal funds.)

ENVELOPES — Continued.

Envelope No.	Size.	Former Designation.	Uses, Description, and to What Offices Furnished
86	4½ x 9½		For sending salary checks to rural letter carriers — words "Cashier's Office" and "Rural Letter-carrier" printed thereon. (Furnished only to offices paying rural carriers.)
87	5 x 10½	7-RP	For transmitting registered mail matter. (Furnished to all offices.)
88	6½ x 11½	8-RP	For transmitting registered mail matter. (Furnished to all offices.)
91	6½ x 11½	8-RPJ	Registered package jacket for transmitting five or more registered package envelopes to one office. (Furnished to all offices.)
92	3½ x 5½	9-RP Tag.	Tags for transmitting registered mail matter which cannot be enclosed in envelopes Nos. 87 and 89. (Furnished to all offices.)
94	8 x 12½	10-RPJ	Registered package jacket for transmitting five or more large registered package envelopes addressed to one office. (Furnished to all offices.)
95	6 x 9	11	For general official correspondence, etc.— lines for address. (Furnished to first and second-class offices only.)
96	6½ x 10½	12	For general official correspondence, etc.— lines for address. (Furnished to first and second-class offices only.)
97	7½ x 10	13	For general official correspondence, etc.— lines for address. (Furnished to first and second-class offices only.)
98	7½ x 10	13-F	Exclusively for sending money-order statements to the Auditor — address printed thereon. (Furnished only to money-order offices paying 250 or more orders weekly.)
99	9½ x 11½	14	For general official correspondence — lines for address. (Furnished to first-class offices only.)
100	9½ x 14½	15	For general official correspondence — lines for address. (Furnished to first-class offices only.)
101	12 x 15	16	For general official correspondence — lines for address. (Furnished to first-class offices only.)