

To be Preserved

UNITED STATES POST OFFICE DEPARTMENT
FOURTH ASSISTANT POSTMASTER GENERAL
DIVISION OF EQUIPMENT AND SUPPLIES

June 1, 1981

List of Postal Supplies

Furnished Post Offices of the
First and Second Classes, Post Office
Inspectors, and the Railway
Mail Service

NOTICE! This List of Postal Supplies has been prepared and printed at considerable expense to the Department and must be referred to each time a requisition is prepared for submission to the Fourth Assistant Postmaster General for supplies



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1981

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Upon receipt of this catalogue all previous editions should be promptly disposed of as waste paper

GENERAL INSTRUCTIONS CONCERNING THE ORDERING OF SUPPLIES

POSTMASTERS, POST-OFFICE INSPECTORS IN CHARGE, AND OFFICIALS OF THE RAILWAY MAIL SERVICE WILL GREATLY FACILITATE THE HANDLING OF SUPPLIES IF THEY WILL CAREFULLY READ AND STRICTLY ADHERE TO ALL INSTRUCTIONS IN THE FOLLOWING PARAGRAPHS

1. Do not ask for forms, a supply of which is subject to special authorization, unless written permission, covering their use from the bureau or division having jurisdiction over the subject matter to which they relate, is on file.
2. Postmasters and other officials should be careful to see that their List of Postal Supplies is kept up to date.
3. Postmasters and other officials are required to use specially designated forms when making requisition for certain supplies, and repeated failure on their part will be regarded as a serious delinquency. The utilizing of letterheads and miscellaneous scraps of paper in lieu of the forms provided by the department is objectionable, and it must not be done except in cases of emergency.
4. It is important that every requisition be properly filled out to include the particulars and information called for in the several blanks and columns, and the postmarking stamp must be impressed clearly in the space provided therefor. Postmasters should not, when submitting requisitions on regular forms, supplement them with letters requesting supplies which should have been incorporated in the requisition proper.
5. All changes affecting the supplies contained herein will be published in the Postal Bulletin and monthly supplements to the Official Postal Guide, and all concerned should immediately revise their List of Postal Supplies accordingly.
6. An X mark immediately following the quantity allowed by the department denotes that the stock supply thereof is temporarily exhausted. If the need for such form or item is imperative before the next regular requisitioning period, postmasters and other officials will promptly fill out a card, Form 4640, a supply of which will accompany the *duplicate* copy of the requisition that is returned to the office of origin for checking purposes and its files, and forward the same to the department, where such cards will be placed in a file for special attention just as soon as the stock of the article in question is replenished. Do not, under any circumstance, use these cards as an original requisition, because they will not be honored as such.
7. All twine received on "incoming" packages of mail matter should be saved and reused, whenever possible and without additional expense, in tying "outgoing" packages. Cooperation with the department in an earnest effort to restrict expenditures to the absolute minimum is desired and expected.
8. If any unusual conditions prevail at a particular office that necessitate the use of abnormally large quantities of certain forms or items, requests therefor should always be accompanied with a short letter of explanation, and thus avoid unnecessary delay in the filling thereof.
9. Be careful to furnish the information called for under each of the headings appearing on the several requisition forms, and be sure that it is **accurate**. **This is very important.**
10. Further instructions of a specific nature will be found under the heads of the several classes of supplies named herein as being furnished by the Division of Equipment and Supplies, which should be strictly observed. It is required of all requisitioning officers that there be adopted at their respective offices such efficient means as will cause their subordinates, when preparing requisitions for submission to the department, to follow literally in each and every case the detailed instructions governing the particular class of supplies desired.

11. Postmasters at offices of the first and second classes, officials of the Railway Mail Service, and post-office inspectors in charge must submit requisitions, *in duplicate*, on proper blanks, every three months for sufficient supplies to last for that length of time, in the order by States and divisions as follows:

In January, April, July, and October—

Alabama.	Delaware.	Illinois.
Alaska.	District of Columbia.	Indiana.
Arizona.	Florida.	Iowa.
Arkansas.	Georgia.	Kansas.
California.	Territory of Hawaii.	Kentucky.
Colorado.	Idaho.	Louisiana.
Connecticut.		

Railway Mail Service.—First, second, third, fourth, and fifth divisions.

Post-office Inspectors.—Atlanta, Austin, Boston, Chattanooga, and Chicago divisions.

In February, May, August, and November—

Maine.	Missouri.	New Jersey.
Maryland.	Montana.	New Mexico.
Massachusetts.	Nebraska.	New York.
Michigan.	Nevada.	North Carolina.
Minnesota.	New Hampshire.	North Dakota.
Mississippi.		

Railway Mail Service.—Sixth, seventh, eighth, ninth, and tenth divisions.

Post-office Inspectors.—Cincinnati, Denver, Kansas City, New York, and Philadelphia divisions.

In March, June, September, and December—

Ohio.	South Carolina.	Virginia.
Oklahoma.	South Dakota.	Virgin Islands.
Oregon.	Tennessee.	Washington.
Pennsylvania.	Texas.	West Virginia.
Porto Rico.	Utah.	Wisconsin.
Rhode Island.	Vermont.	Wyoming.

Railway Mail Service.—Eleventh, twelfth, thirteenth, fourteenth, and fifteenth divisions.

Post-office Inspectors.—St. Louis, St. Paul, San Francisco, Seattle, and Washington divisions.

SPECIALLY PRINTED FORMS

12. By specially printed forms is meant such blanks, cards, and books that are not kept in stock ready for distribution upon requisitions to postmasters, but such as are specially printed for offices where their use is made necessary by reason of the existence of peculiar conditions. Where these conditions do not exist, postmasters will be required to use the regular stock forms furnished by the department. (See instructions on reverse side of Form 1580.)

13. With all requests for specially printed blank forms samples in duplicate should be submitted, together with full particulars as to the necessity for the form stated as briefly as the case will admit. If supplies of the form have been furnished before, it is important that the samples submitted be selected from those last printed. When it is considered advisable, printer's proofs will be furnished postmasters, and usually without comment. When such is the case, all changes should be plainly indicated on the proof sheets where changes are looked for; not on the copy, which is never examined for changes. If satisfactory, the words "O. K." or "O. K. as corrected" should be written on the sheets over the signature or initials of the approving officer. If further proof is necessary, write the word "revise" on the proof sheet and sign. The copy and proof sheets, together with the envelope in which received, should be returned to the Chief Clerk, Post Office Department, Division of Printing.

14. It requires about two months' time for printing blanks and cards and about three months' time for the printing of books.

15. Requisitions for specially printed forms should be based upon the consumption for one year.

16. Use requisition Form 6053c when ordering money-order forms.

AUTHORIZATIONS FOR EXPENDITURES

17. No expenditure of any kind should be made without first obtaining authority from the department. This is especially important with reference to the purchase of supplies and miscellaneous items for offices of the first and second classes. In important exigency cases the department may be consulted by telegraph.

18. All requests for allowances as above stated should be taken up with the Division of Equipment and Supplies, but those for service, such as towel, telephone, laundry, overhead carrier system, etc., should be referred to the First Assistant, Division of Post Office Service.

TRANSPORTATION AND DRAYAGE OF POSTAL SUPPLIES AND EQUIPMENT

DO NOT PAY ANY FREIGHT OR EXPRESS CHARGES on any shipment that you receive or make on a Post Office Department bill of lading.

The attention of all postal employees is invited to Order No. 8445, which is printed in the current issue of the Official Postal Guide.

**FORMS FURNISHED BY OFFICES OTHER THAN THE DIVISION OF
EQUIPMENT AND SUPPLIES**

It is deemed advisable, in the interest of good administration, that certain forms furnished in limited quantities to postmasters be kept for distribution by the different divisions of the department. A list of such forms (with but few exceptions), together with the names of the divisions having jurisdiction over the subject matter to which they relate, follows, and requests for quantities thereof should be addressed direct to the division named as furnishing the particular form desired:

Order by number as listed.
Form No.

Description

Form No.	Description
	Application to be made direct to the Comptroller of the Post Office Department, for the following form:
1249	Checking list for First and Second Class Postal and Money Order Accounts.
	Application to be made direct to the General Accounting Office, Post Office Department Division, for the following form:
Misc. 15	Special mail carrier certificate of service and compensation schedule.
	Application to be made direct to Chief Clerk, Post Office Department, for the following forms:
	United States Postal Guide, and Monthly Supplements thereto.
	Postal Laws and Regulations, and Inserts thereto.
108	Slip to be attached to newspaper items to be sent to Postmaster General.
	Application to be made direct to Traffic Manager, Post Office Department, for the following forms:
713	Short form dray ticket (old Form 1414).
1058	Government bills of lading to cover shipments of postal supplies. (Standard form.)
	Application to be made direct to First Assistant, Division of Post Office Service, for the following forms:
1447	Statement of business transacted at branch offices and numbered, lettered, and local named stations, during the four quarters ended December 31.
1447a	Follow sheet for Form 1447.
1459	Agreement to conduct a contract station.
1525	Quarterly statement of gross receipts and expenditures for clerical services.
1525a	Quarterly statement of gross receipts and expenditures for laborer service. (For use only at offices employing regular and auxiliary laborers.)
1529	Quarterly estimate—Clerical and laborer auxiliary and overtime. (For use only at first-class offices.)
1529a	Quarterly estimate—Clerical auxiliary overtime, car fare, and bicycle hire. (For use at second-class offices and third-class village delivery offices only.)
1809	Quarterly statement of gross receipts and expenditures for City Delivery Service.
1834	Quarterly estimate—City carrier auxiliary, overtime, car fare, and bicycle hire.
1909	Quarterly statement of gross receipts and expenditures for village delivery service.
	Application to be made direct to First Assistant, Division of Rural Mails, for the following forms:
4027	Application for extension or change in rural route.
4041	Bill for road, bridge, or ferry toll.
4076	Bond and oath, rural carrier.
	Application to be made direct to First Assistant, Division of Postmasters, for the following forms:
1000	Petition for establishment of post office.
1021	Proposed change in location of post office. (Change in site.)
1051	Location of proposed post office. (Establishment.)
1057	Certificate of transfer third-class post offices.
1058	Certificate of transfer first and second class post offices.
1059	Certificate of transfer fourth-class post offices.

Order by number as listed.
Form No.

Description

Order by number as listed. Form No.	Description
	Application to be made direct to Second Assistant, Division of International Postal Service, for the following forms:
2903	Statistics of foreign mails dispatched.
2904	Statistics of foreign mails received.
2915	Schedule of sailings.
2949	Weekly report of movements of mail steamers.
	Application to be made direct to Second Assistant, Division of Railway Adjustments, for the following forms:
2504b	Route sheet (distance station to station).
2524	Bill for temporary service.
2538b	Authorization and modification of space units (second sheet).
2538d	Authorization and modification of space units (copy for railroad company).
2558	Authorization and modification of space units (first sheet).
2559	Miscellaneous orders for railroad service.
2559a	Miscellaneous order for railroad service (copy for railroad company).
2618	Proposal for mail messenger service.
	Application to be made direct to Second Assistant, Division of Railway Mail Service, Star Route Section, for the following forms:
5401	Notice of recognition of subcontract for mail service.
5402	Replying to letter as to receipt of contracts.
5403	Request to postmaster for return of contracts.
5404	Instructions to postmasters relative to the execution of contracts.
5405	Instructions to accepted bidders relative to the execution of contracts.
5406	Contract for mail service (general advertisement).
5407	Request to contractor for return of contracts.
5408	Returning contracts to be completed.
5409	Notice of contract signed.
5410	Request for evidence of authority to sign contract.
5411	Contract for mail service (bulletin advertisement).
5412	Contract for temporary mail service.
5413	Renewal bond.
5414	Notice to postmaster of award of mail contract.
5415	Notice to General Accounting Office.
5416	Inquiries relative to mail service.
5417	Modifying order to supply post office at new site.
5418	Statement of route (general advertisement).
5419	Claim against contractor or subcontractor.
5420	Instructions to postmaster.
5421	Form for use in writing general advertisements.
5422	Acceptance of proposal to carry mail.
5423	Agreement to change in route.
5424	Report as to cancellations from postmasters.
5425	Case jacket.
5426	Agreement for expedited schedule.
5427	Advice as to payment of contractor.
5428	Star-route mail lettings.
5429	Advice as to weighing parcel-post mail.
5430	Requesting reply to communication.
5431	Direction to reply to official communication.
5432	Star-route proposal, bond, and oath.
5433	Request for count of mail.
5434	Certificate of the oath of special mail carrier.
5435	Advertisement for mail service.
5436	As to special and permanent supply of post office.
5437	Star Route Order.
5438	Advising contractor, of readvertisement.
5439	Star-route schedule—Notice to contractors.
5440	Star-route order.
5441	Notice to postmaster of establishment of new post office.
5442	Acceptance of proposal.
5443	Advertisement for mail service.
5444	Notice of discontinuance of special supply.
5445	Change service to supply post office at new site.
5446	Schedule blanks.
5447	Inquiries in re business, roads, and boxes.

Order by number as listed.

Form No.

Description

5448	Change service to supply post office at new site—Notice to contractor.
5449	Monthly star-route weight report.
5450	Inquiries relative to shorter mail route.
5451	Notice to contractor of discontinuance of post office.
5452	Notice to postmaster of discontinuance of route.
5453	Notice to contractor of discontinuance of route.
5454	Notice of authorization of special supply.
5455	Information relative to subletting contract.
5456	Permission to sublet mail route.
5457	Notice of change of base of special supply.
5458	Bill for temporary service on star route.
5459	Bill for service on temporary star route.
5460	Instructions for continuance of service upon death of contractor.
5461	Special service—Order authorizing special office.
5462	Special service—Discontinue special supply order.
5463	Instructions to postmaster as to award of contract under Bulletin advertisement.
5463A	Instructions prescribed by the Postmaster General.
5464	Request for lower bid.
5465	Subcontract for mail service.
5466	Information as to distances, boxes, and sacks on star route.
5467	Notice of sureties as in charge of service account death of contractor.
5468	Star-route proposal, bond, and oath. (Bulletin advertisement.)
5469	No. 1 envelopes.
5470	Application for balance due estate of deceased contractor.
5471	Notice to postmaster of readvertisement.
5472	Instructions relative to advertisements and proposals.
5473	No. 2 envelopes.
5474	Notice to bidder of unaccepted proposal.
5475	Request for return of executed mail contract.
5476	
5477	Card form calling attention to incorrect number of star route.
5478	Instructions for the preparation and submission of star-route trip reports.
5479	Explanation to contractor of delay in making payment.
5480	Notification to contractor of deductions.
5481	Remission to star-route contractor.
5482	Check circular star-route service.
5483	Regulations relative to star-route box delivery.
5484	Failure to observe schedule.
5485	Explanation as to failure on star routes.
5486	Notice to contractor relative to adjustment of accounts.
5487	Declination to establish regular supply.
5488	First call upon postmaster for delayed reports.
5489	Star service account excess parcel-post weights.
5489A	Star service account.
5490	Changes in star service—Statistician.
5491	Final sheets—Statistician.
5492	Shop card, star-route garage, Washington.
5493	Journal paper.
5494	Journal sheet—Statement of balances (no certification).
5494A	Journal sheet—Statement of balances (certification).
5495	Notice to contractor of establishment of new post office.
5496	Monthly cost report—Government-operated star-route service.
5498	Quarterly report of mail dispatched.
5499	Monthly cost card.
5500	Daily mileage, tire changes.
5501	Driver's report card.
5502	Monthly salary voucher.
5503	Driver's receipt.
5504	Application for Government Star Route service.
5505	Card to postmaster regarding trip report.

Order by number as listed.
Form No.

Description

- Application to be made direct to Third Assistant, Division of Finance, for the following forms:**
- 3011 Postmaster's requisition for funds to meet apparent deficiencies in postal receipts. (Furnished to disbursing postmasters only.)
- 3014a Letter of instructions concerning duplicate disbursing postmaster's check.
- 3017a Bond of indemnity for the issue of a duplicate disbursing postmaster's check.
- 3018a Affidavit of applicant for issuance of duplicate disbursing postmaster's check for \$50 or less.
- 3026 Acknowledgment of assignment of disbursing postmaster's check.
- 3027 Release of assignment of disbursing postmaster's check.
- 3032 Semimonthly statement of receipts and disbursements of postal revenues. (For use of depository and central accounting offices only.)
- Application to be made direct to Third Assistant, Division of Classification, for the following forms:**
- Cir. 111 Pamphlet showing rates of postage, classification, insurance, and C. O. D. features, wrapping, etc., in connection with parcel-post or fourth-class mail matter.
- 3550a Folder showing domestic postage rates, etc.
- 3606 Annual report of postage collected and number of pieces mailed under permit. (This form will be furnished at the proper time without requisition.)
- 3610 Conditions governing acceptance of matter for mailing under permit without stamps affixed.
- 3618 Quarterly report regarding business reply cards and envelopes. (This form will be furnished at the proper time without requisition.)
- 3620 Permit to use precanceled stamps on second, third, or fourth class matter.
- 3620CC Permit to use precanceled Government stamped envelopes for mailing matter under section 435½, P. L. and R.
- 3622 Conditions governing the use of precanceled postage stamps.
- 3623 Application for the use of precanceled postage stamps.
- Application to be made direct to Third Assistant, Division of Registered Mails, for the following forms:**
- 3848 Annual report to Third Assistant, Division of Registered Mails, of domestic registered, insured, and C. O. D. mail, senders' receipts (certificates of mailing) issued for mail of any class, demurrage charges collected, commission collected for sale of perishable insured and C. O. D. articles, and charge for service on domestic C. O. D. mail not contemplated at time of mailing.
- 3848T Monthly report of Central Accounting Offices to Third Assistant, Division of Registered Mails, of claims involving insured and C. O. D. parcels received, adjusted, and unpaid.
- Application to be made direct to Third Assistant, Division of Money Orders, for the following forms:**
- Money order checks (drafts).
- Christmas posters—Domestic and International (International printed in languages of certain countries).
- PCF30 Certificate for missing or destroyed money-order form.
- 5037 Certificate for lost or destroyed international paid money order.
- 5048 Certificate for lost or destroyed domestic paid money order.
- 6293 Certificate for money-order form missing from book supplied by department.
- 6337 Affidavit relative to alleged wrong payment of money order.
- 6438 Certificate of nonpayment of duplicate.
- 6834 Authorization of assistant postmaster or clerk to act as postmaster in absence of the latter, at offices having money-order credit with the Treasurer of the United States.
- 6843 Receipt (triplicate) of payee for amount of money order improperly paid.
- 6848B Agreement of postmaster and sureties to be responsible for payment of checks used in remitting surplus money-order funds.

Order by number as listed.
Form No.

Description

Application to be made direct to Third Assistant, Division of Postal Savings, for the following forms:

PS4	Circular of information (English only).
PS27	Pamphlet of information concerning postal savings bonds.
PS44	Postal laws and regulations relating to the Postal Savings System.
PS45	Instructions concerning finger impressions in connection with postal savings transactions.
PS100	Detailed working instructions and helpful tables concerning the computation, receipting for, payment, and recording of interest on postal-savings certificates. (Should be available at all times at every depository office.)
PS112	Application of a consular officer for payment of the balance remaining to the credit of a deceased depositor.
PS114	Application for payment of the balance remaining to the credit of a deceased depositor.
PS115	Application of undertaker for payment of the balance remaining to the credit of a deceased depositor.
PS115a	Certification as to the correctness of undertaker's bill.
PS326	Postmaster's certification to payment of certificate without indorsement of depositor.
PS327	Postmaster's certification to the loss of a spoiled certificate.
PS328	Postmaster's certification to the loss of certificate after payment.
PS330	Envelope "Caution" for use in forwarding Form PS519 and accompanying receipts on Form PS313, paid drafts, etc.
PS601A	Daily recapitulation of cash transactions at stations.
PS705a	Condensed abstract of postal savings certificates issued. (Furnished only to offices having on deposit \$100,000 or over.)

Application to be made direct to Fourth Assistant, Division of Motor Vehicle Service, for the following forms:

1809a	Statement of expenditures for personnel. (Vehicle service.)
1809b	Statement of expenditures and service performed by vehicles secured under allowances.

Application to be made direct to Fourth Assistant, Division of Post Office Quarters, for the following forms:

1444	Application for permission to change site of presidential office.
1461	Certificate of transfer of title to leased post-office quarters.
1601	Power of attorney to receive rent of post-office quarters. (This form is used to nominate an agent for the collection of post-office rentals.)

SPECIAL NOTE

The supplies enumerated in the following pages are arranged on the shelves in the department in the order listed in this catalogue and postmasters will materially assist in expediting the filling of their requisitions if they will see that the "Forms" and "Items" are listed therein in the following order, and that a full space is used in the listing of each form, item, or subitem ordered.

FOR CENTRAL ACCOUNTING OFFICES ONLY

Order by number as listed.

Form No.	Description
1201	Letter regarding fixed credit items on file.
1202	Letter regarding fixed credit receipt.
1204	Letter regarding book of Treasury savings certificates.
1205	Letter calling attention to errors in account (when account is not to be returned).
1206	Letter regarding proper envelope to be used and how to mark.
1207	Letter regarding return of war savings stamps.
1208	Letter forwarding special request envelopes.
1209	Special request envelope card.
1212	Warning notice to postmaster who fails to render account.
1214	Letter regarding requisition for stamp stock.
1215	Notification of receipt of account.
1216	Letter regarding cashing of checks.
1217	Request for fixed credit receipt.
1218	Letter regarding cancellations exceeding sales.
1219	Letter regarding summer and winter resort offices.
1220	Letter regarding fixed credits at district offices.
1221	Letter regarding compensation of former postmasters.
1222	Letter regarding special request envelopes.
1223	Emergency claim pending application.
1224	Letter regarding special request envelope requisition.
1225	
1226	Requisition balance sheet.
1227	List for reporting delinquents.
1228	
1229	Check list for central accounting offices.
1230	Instructions regarding fixed credit charged to offices.
1231	
1232	

FOR CENTRAL ACCOUNTING OFFICES AND THOSE WHERE GROSS RECEIPTS ARE \$500,000, OR MORE, PER ANNUM

EA16	Ledger card.
PS630a	Cashier's daily financial statement—Postal Savings.
PS630ca	Bookkeeper's daily financial statement—Postal Savings.
PS631	Postal Savings business—Daily report.
PS632	Postal Savings certificates issued—Daily report.
1412X	Schedule of remittances.
3080ca	Daily report of special request envelope transactions.
3086ca	Report of overtime and substitute service.
3087ca	Schedule of disbursements.
3541a	Tablet—Computation of postage on second class matter.
3961a	Postal cashier's daily financial statement.
3961ca	Bookkeeper's daily financial statement—Postal.
3961f	Postage stamp stock transactions.
6741ca	Money orders paid—Daily report.
6742ca	Paid money orders forwarded to the department—Daily report.
6743ca	Suspended money orders held as cash—Daily report.
6744ca	Money orders issued—Daily report.
6745c	Money order cashier's daily financial statement.
6745ca	Bookkeeper's money order financial statement.
6745d	Cash ticket.
6746ca	Remittance Unit—Report and clearance certificate.

**FOR DEPOSITARY POST OFFICES HAVING A CASH ACCOUNTING
MACHINE**

Order by number as listed.

<u>Form No.</u>	<u>Description</u>
1842D	District Office remittance letter.
1842E	Copy of District Office remittance letter.
3044D	Postal funds remittance letter.
3044E	Copy of postal funds remittance letter.
3339A	Ledger card—Deposits surplus funds (District Offices).
3339CA	Ledger card—Postage stamp stock remittances.
3339D	Ledger card—Schedule of postal deposits received.
6021C	Ledger card—Schedule of money order deposits received.
6021D	Money order remittance letter.
6021E	Copy of money order remittance letter.

STANDARD FORMS

Order by number as listed.

<u>Form No.</u>	<u>Description</u>
13	Abstract of official record of employee.
24	Standard form of bid bond. (Construction or supply, three sheets.)
26	Driver's report of accident.
27	Investigating officer's report of accident.
28	Claim for damages.
30	Standard form of invitation for bids. (Supply contract.)
31	Standard form of bid. (Supply contract.)
33	Standard form of contract for services and supplies, other than gasoline.
33*	Standard short-form contract for gasoline purchases only.
36	Continuation schedule for standard Form 33.
37	Notice of retirement status.
41	Standard form of contract. (Coal, three sheets.)
42	Standard form of instructions to bidders. (Coal.)
43	Standard form of purchase conditions. (Coal.)
44	Standard motor-fuels tax-exemption certificate.
45	Standard motor-fuels tax-exemption identification card.
1012	Voucher for reimbursement of travel and other expenses, including per diem.
1012a	Memorandum. (For use with Form 1012.)
1012b	Continuation sheet. (For Form 1012.)
1012c	Memorandum. (For use with Form 1012b.)
1012d	Receipt for cash. (Subvoucher for meals and lodgings.)
1034	Public voucher for miscellaneous expenditures. (For billing other Government departments.)
1034a	Same as above. (For carbon copy.)
1035	Follow sheet for Form 1034.
1035a	Same as above. (For carbon copy.)
1036	Abstract of agreement.
1066	Standard motor-fuels tax-exemption receipt.

BLANKS AND BOOKS FOR MOTOR VEHICLE SERVICE

The following *forms* for use in connection with Motor Vehicle Service must be ordered on requisition Forms 1580 and 1580-F, *in duplicate*.

Order by number as listed.

Form No.	Description
13	Abstract of official record of employee. (Standard form.)
26	Driver's report of accident. (Standard form.)
27	Investigating officer's report of accident. (Standard form.)
28	Claim for damages. (Standard form.)
33	Standard form of contract for services and supplies, other than gasoline.
33*	Standard Government short-form contract. (For gasoline purchases only.)
36	Continuation schedule for standard Form 33. (Standard form.)
44	Standard Government motor fuels tax exemption certificate. (Standard form.)
45	Standard Government motor fuels tax exemption identification card. (Standard form.)
1012	Voucher for reimbursement of travel and other expenses, including per diem. (Standard form.)
1012a	Memorandum—For use with Form 1012. (Standard form.)
1012b	Continuation sheet for Form 1012. (Standard form.)
1012c	Memorandum—For use with Form 1012b. (Standard form.)
1012d	Receipts for cash. (Subvoucher for meals and lodging.)
1034	Public voucher for miscellaneous expenditures. (For billing other Government departments.) (Standard form.)
1034a	Same as above. (For carbon copy.) (Standard form.)
1035	Follow sheet for Form 1034. (Standard form.)
1035a	Same as above. (For carbon copy.) (Standard form.)
1036	Abstract of agreement. (Standard form.)
1066	Standard Government motor fuels tax exemption receipt. (Standard form.)
1117	Employee's bond.
1501b	Abstract of payments, motor vehicle employees.
1526P	General voucher.
1591A	Regular employee's time record and semimonthly pay roll.
1591AC	Same as Form 1591A. (For use at offices paying by check drawn on the Treasurer of the United States.)
1592S	Single voucher form for substitute employee.
1592SC	Same as above; for use at those offices paying by a check drawn on the Treasurer of the United States.
1593A	Substitute employee's time record and semimonthly pay roll.
1593AC	Same as Form 1593A. (For use at offices paying by check drawn on the Treasurer of the United States.)
1804	Daily time and service record.
1805	Monthly service and cost register.
2202	Monthly report of inspection of screen-wagon service.
4500	Requisition blank for ordering motor vehicle service items.
4500F	Follow sheet for Form 4500.
4509	Department tire record. (For central repair units only.)
4511	Allowances.
4512	Charge register.
4512a	Charge register.
4513	Cost of service.
4514	Miscellaneous receipt register.
4515	Statement of drayage of postal supplies.
4516	Equipment record.
4517	Truck record.
4518	Current operating statement.
4518a	Monthly statement of expenditures and outstanding obligations.

Order by number as listed.

Form No.	Description
4519	Balance sheet.
4519a	Monthly statement of expenditures and outstanding obligations.
4520	Order for supplies and service (thick).
4520	Order for supplies and service (thin).
4520a	Shipping memorandum (thick).
4520a	Shipping memorandum (thin).
4520b	Shipping memorandum of surplus stock.
4520½	Order for gasoline and oils.
4521	Daily report of material received.
4522	Penalty shipping tag.
4523	Daily report of material returned.
4524	
4525	Abstract of bidders and bids.
4526	Replenishing memorandum.
4527	Mechanic's requisition for parts (chassis).
4527a	Mechanic's requisition for parts (body).
4528	Identification tag.
4529	Stock record.
4530	Receipts for material sent outside of garage.
4531	Daily record of gasoline and cylinder oil.
4531a	Follow sheet for Form 4531.
4532	Memorandum of parts returned (chassis).
4532a	Memorandum of parts returned (body).
4533	Mechanic's requisition register.
4534	Inventory adjustment record.
4535	Monthly record of gasoline and cylinder oil.
4536	Job register.
4537	Shop order.
4538	Job card.
4539	Job cost card.
4540	Application for employment.
4544	Employee's efficiency record.
4544a	Employee's efficiency record. (For use at offices where pay roll is left at garage.)
4545	Pay-roll distribution. (Suspended.)
4546	Mechanic's report of work performed (chassis).
4546a	Mechanic's report of work performed (body).
4547	Mechanic's report of work performed and time consumed on street.
4548	Employee's daily time report. (Suspended.)
4549	Supervisory officer's daily time report.
4550	Record of tires received.
4551	Tire record.
4552	Record of tires transferred.
4553	Tire exchange record.
4554	Tire check record.
4555	Tires consigned to junk.
4556	Request for invoices.
4556a	Request for corrections in invoices.
4557	Addressed envelopes for advertisement.
4558	List of stock items furnished offices having motor vehicle service.
4559	Change of address.
4560	Accident report.
4561	Report of mishap or breakdown.
4562	
4563	Inquiry of witness.
4564	Accident register.
4565	Repair card.
4566	Daily report of delays, failures, and trouble calls.
4567	Daily report of trucks in shop.
4568	Range of scheduled service.
4569	Schedule of automobiles.
4570	Daily truck report.
4570½	Weekly truck inspection report (small offices).
4571	Monthly service record.
4572	Monthly cost record.

<u>Order by number as listed.</u> Form No.	Description
4573	Quarterly cost record.
4573A	Monthly cost register. (Used only at offices that have no motor-vehicle employees.)
4574	Quarterly service, gasoline and oil record.
4575	Quarterly report of operation and maintenance.
4575A	Quarterly report of operation and maintenance. (Auxiliary to Form 4573A.)
4576	Small tool record. (Also used for recording skid chains and inner tubes.)
4577	Analysis, statistics, and cost of service.
4578	Miscellaneous expense register.
4579	Truck gasoline record.
4580	Scheduled service dispatching record.
4582	
4583	
4584	
4585	Indirect expense ledger.
4586	Petty expenses.
4587	
4588	
4589	Monthly statement of trucks overhauled by central repair unit.
4589F	Follow sheet for Form 4589.
4590	Daily record of service not regularly scheduled.
4591	Reference slip.
4592	Daily time record.
4593	Record of sale of discarded equipment and material.
4594	Bill pertaining to damages to Government-owned trucks furnished person responsible.
4595	Certificate of deposit.
4596	Permanent tool receipt.
4597	Instructions for employees operating trucks.
4598	Bin card (index).
4598a	Bin card (marker).
4811	
4812	Placard, "No Smoking."
4814	Identification card.
4815	Certificate of oath—Screen wagon mail contract, M. V. S.
4816	Comparative statement of operation and maintenance costs.
4830	Promotion of motor vehicle service employees.
4831	Appointment of substitute motor-vehicle employees.
4832	Report of separation of motor-vehicle employees.
4833	Changes in motor-vehicle service. (Transfers and reductions.)
4834	Motor-vehicle employees failing of promotion.
4835	Report of completion of probationary period of motor-vehicle employees.

FOR GOVERNMENT-OPERATED STAR ROUTE SERVICE

3956	Application for sick leave.
3957	Application for annual leave.
4520	Order for supplies (to be used locally).
4534	Inventory adjustment record.
4544	Employee's efficiency record.
4551	Tire record.
4561	Report of mishap or breakdown.

BLANKS AND BOOKS FOR MONEY ORDER SERVICE

6000a	Advertising poster in two colors. ("Man in Gray.")
6000b	Advertising poster in two colors. ("Safe and Sound.")
6001	Application for a domestic money order.
6001b	Same as Form 6001, with Spanish translation.
6001c	Same as Form 6001, with Italian translation.

Order by number as listed.

Form No.	Description
6002	Application to department for duplicate of an order supposed to be lost or destroyed.
6002a	Slip—Record of application for duplicate money order.
6003	Application for warrant for payment of invalid domestic money order which remains unpaid after one year from the last day of the month of issue.
6004	Particulars of coupon or advice withdrawn from file.
6006	Application for separate advice of money order.
6006a	Advice of money order issued in United States on Saint Vincent and Newfoundland only.
6006b	Application for an advice of money order issued in a semidomestic country on United States.
6011	Postmaster's monthly money-order account.
6011A	Postmaster's monthly money-order account. (For central accounting offices only.)
6012 ²	Statement of money-order forms used at offices having branches or stations.
6013	List of money orders issued. (Unruled only, for adding machine or typewriter. State whether two or three columns desired.)
6014	List of money orders paid. (Unruled—Two columns only.)
6015	List of issued and paid orders at offices using the electrical accounting system.
6019	Daily report of money-order business at stations. Ruled and unruled. (Always state kind desired.)
6021	Remittance letter for surplus money-order funds.
6021a	Coin sacks for money-order use. (Furnished to depository offices for distribution.)
6021B	Quarterly schedule of money-order deposits received. (For depository offices only.)
6025	Schedule of money-order deposits received. Unruled. (For depository offices only.)
6026	Daily summary of money orders paid. (For offices having electrical accounting system only.)
6028	Certificate of nonpayment by postmaster of semidomestic money order drawn on the United States when no advice has been received.
6033	Application to department for special draft on the Treasurer of the United States for payment of orders when funds are exhausted. Not for offices having a standing credit on money-order accounts. (See Forms 6035 and 6054.)
6034	Application by a station to main office for funds.
6035	Card—Application for renewal of credit with the Treasurer of the United States. (For use of offices having a standing credit on money-order account.)
6036	Notice of repayment of money order drawn on Newfoundland or St. Vincent.
6038	List of amounts of orders sent through banks for collection.
6044	Payee requested to present order, payment delayed because of informality.
6045b	Request to payee to consent to issue of duplicate payable to remitter or indorsee.
6050	Gummed slips. (Size 1½ by 1½ inches. Used when error has been made in stamping order.)
6051	Issuing postmaster notified to make application for repayment in case payment is prohibited by the department.
6053c	Card—Requisition for blank money-order forms, consecutively numbered.
6054	Card—Requisition for book of blank drafts on the Treasurer of the United States. (For use of offices only having a standing credit on money-order account.)
6056	Draft transmitted in exchange for cashed orders.
6060	New order transmitted by postmaster in exchange for one drawn on his office.
6065	Request to Third Assistant, Division of Money Orders, for copy of paid Domestic Money Order.
6066	Correspondence slip.

Order by number as listed.

Form No.	Description
6068	Remitter of international order requested to call and furnish additional particulars.
6068a	Remitter of domestic order requested to furnish particulars.
6083	Supplemental international advice, for use of remitter in supplying address in foreign language.
6106	Power of attorney.
6116	Bond of indemnity.
6123	Postmaster requested by depository to transmit remittance in "remittance" envelope.
6126	Notice to the issuing postmaster of the payment of a money order at an office other than that on which it is drawn. (Furnished "single" and 5 forms to a sheet. Always state preference.)
6148	Label for package of applications. (For use at filing-system offices.)
6149	Label for package of coupons. (For use at filing-system offices.)
6162	Debit check, clearing-house account.
6162a	Credit check, clearing-house account.
6193	Card—Inquiry regarding date of payment of an order, with space for reply.
6219	Card—Request from Branch or Station on postmaster for additional books of money-order forms.
6264	Money-order advertising placard—Mexican translation.
6285	Depository reports irregularity in indorsement of a draft used for remitting surplus money-order funds.
6309	German card order. (For use with orders payable in Germany.)
6309a	Free City of Danzig card order. (For use with orders payable in Danzig.)
6339	Gummed slip, for signature of remitter who is also payee, to be affixed to back of separate advice, Form 6006. (Nine slips to a sheet.)
6387	Money-order receipt book. 100 receipts to book. (For rural carriers only.)
6387a	Requesting payment of money order through rural carrier.
6410b	Defective check or draft returned for completion.
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?
6455	Money order returned for completion.
6481	Slip notice concerning return of money order to a District Office. (For Central Accounting Offices only.)
6513	Copy of money order cashed at an office other than that on which it is drawn.
6572	Card—Record of signature of payee for identification.
6588	Transmitting irregularly issued money orders for reimbursement.
6618	Errors in station money-order report.
6625	Slip—Advertising money-order service. For general distribution.
6647	"Dummy advice." (For use at filing-system offices.)
6670a	Receipt for money orders given by postmaster to a bank.
6684	Inquiry of remitter concerning disposal of an order issued in United States payable abroad.
6686	Monthly list of unpaid invalid international advices.
6700	International money-order advertising placard.
6701	Application for international order, all nationalities.
6701a	Application for money order payable in Mexico.
6701b	Application, with French, Belgian, or Swiss translation.
6701c	Application, with German or Austrian 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 Polish translation.
6701k	Application, with Greek translation.
6701m	Application, with Hungarian translation.
6701n	Application, with Croatian, Serbian, or Slovenian translation.

Order by number as listed.

Form No.	Description
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.
6717	Payment of attached money order, deferred because -----.
6745	Daily money-order financial statement to postmaster.
6745a	Same as Form 6745. (For use at offices operating under the two-division plan.)
6747	Money orders issued. (For offices operating under the two-division plan.)
6748	Money orders paid. (For offices operating under the two-division plan.)
5749a	Combined conversion table.
5752	Application to exchange office for duplicate or corrected advice.
6753	Application to department for duplicate of international order of foreign issue.
6753a	Same as Form 6753, except that it applies to duplicates of French orders issued in the United States.
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.
6854	Depository reports to department the use of unauthorized draft by a remitting postmaster.
6953	Reply to inquiry concerning payment of international money order.
6961	Instructions to postmaster regarding the use of coin bags. (Furnished to depository offices for distribution.)
6991	Receipt for money-order form by station from main office.

CASHBOOK

- N¹ Cashbook, domestic and international combined. (For all offices of the first and second classes, including depository offices.)

FOR DEPOSITORY OFFICES ONLY

- O 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.
- O¹ Certificates of deposit, consecutively numbered, name of depository office printed thereon. Order by letter, giving serial numbers on band and approximate time they will last.
- P Acknowledgment of funds received on money-order account. (For use of branches or stations in acknowledging funds received from main office.)

MISCELLANEOUS BOOKS

- S Record of applications for duplicate money orders. (For largest offices only.)
- X¹ Press copy book, 15 by 18 inches, 500 pages. (For money-order exchange offices only.)
- XI Register of domestic money-order post offices.
- XIV List of money-order offices in foreign countries. (Furnished to all international offices when published. State reason for requisition.)

BLANKS AND BOOKS FOR POSTAL SAVINGS

- PS75 Placard of information. (English.)
- PS300b Application to open an account by mail.
- PS301 Envelope—For use of depositor in keeping certificates and Form PS301a.
- PS301a Card—Depositor's record of deposits and withdrawals. (Used with Form PS301.)
- PS302 Slip—Depositor's authorization to postmaster to pay interest to a representative.

Order by number as listed.

Form No.	Description
PS304	Slip—Depositor's authorization to postmaster to make payment to a representative of postal-savings certificates and any interest due.
PS305	Slip—Depositor's receipt for certificates surrendered without payment.
PS306	Slip—Memorandum concerning the duplicates of lost certificates.
PS310	Record of postal-savings certificates furnished by an office to a branch or station.
PS311	Requisition for postal-savings certificates, by branch or station.
PS312	Invoice of postal savings certificates and stamps by the main office to station or branch.
PS313	Book of receipts for funds received from another postmaster. (In triplicate.)
PS314	Form letter—Transmitting funds to another postmaster for deposit.
PS315	Depositor's application to withdraw deposits by mail.
PS316	Book—Drafts drawn on another postmaster for funds to meet withdrawals by depositors, numbered 1 to 50, inclusive. (For offices having no local depository bank.)
PS317	Envelope—Postmaster's record of deposits in qualified banks.
PS319	Form letter—Transmitting funds to another postmaster in payment of draft, Form PS316.
PS320	Form letter—Letter transmitting money orders in postal savings payments by mail.
PS331	Envelope for use in forwarding monthly account current (Form PS704).
PS333	Card for affixing 10 postal-savings stamps.
PS519	Abstract E—Monthly statement of funds received from and withdrawn by other postmasters. (Furnished only to central depository offices designated by the Third Assistant.)
PS541	Postal card—Postmaster's monthly statistical report.
PS541a	Card—Duplicate of Form PS541. (To be retained in postmaster's office files.)
PS600	Card—Depositor's application to open a postal-savings account and a record of deposits and withdrawals and interest paid.
PS601	Card—Summary of postal-savings business at stations.
PS602	Control card for summary of depositors' accounts.
PS603	Adjustment and summary card for use in connection with Form PS602.
PS606	Special interest voucher.
PS607	Depositor's application for postal-savings certificates to be issued in lieu of certificates lost, stolen, destroyed, or improperly withheld.
PS609	Depositor's application for postal-savings bonds.
PS612a	Depositor's application for transfer of account.
PS621	Daily report to postmaster by superintendent of postal-savings depository stations.
PS622	Cash memorandum slip of postal or money-order funds used in postal-savings transactions.
PS629	Form letter—Postmaster's approval of depositor's application to open a postal-savings account by mail.
PS630	Daily statement to bookkeeper by clerk in charge of postal savings. (For offices operating under the two-division plan, unless such offices have been otherwise specifically instructed.)
PS704	Postmaster's monthly account current of postal-savings transactions.
PS705	Abstract A—Postal-savings certificates issued.
PS706	Book—Abstract B—Postal-savings certificates paid. For office record.
PS706a,	Combined abstract of certificates and interest paid (for transmission
709	to the department).
PS707	Abstract C—Separate form for listing deposits with banks when the space on the back of the account current, Form PS704, is insufficient.
PS708	Book—Postmaster's daily summary of all postal-savings transactions.
PS717	Recapitulation of Abstracts A and B. (Furnished only to offices having depository stations.)

BLANKS AND BOOKS FOR GENERAL SERVICE

Order by number as listed.

Form No.	Description
A3	Booklet—List of official abbreviations of Railway Post Office titles.
A5	Booklet—Information for designated supply offices relative to issuance of supplies to tributary offices.
A7	Booklet—List of postal supplies furnished post offices of the first and second classes, post-office inspectors in charge, and the Railway Mail Service.
A21	Official seals—Stickers for resealing mail matter opened by mistake or otherwise. Books of 150, 300, and 1,000 each.
E-22	Card—Memorandum of mail to be called for.
H22	Card—Notice to correspondent that subject matter of letter will receive attention.
I22	Inquiry blank requesting the occupant of certain premises to furnish to city carrier the names of all persons receiving mail thereat.
L22	Card—Notice to applicant to call for stamped envelopes.

LETTER-BOX SLOGANS

Note.—When ordering these slogans, postmasters will be careful to state the number of improved street letter-boxes installed.

LB1	Address your mail by street and number.
LB2	Insure valuable parcels.
LB3	Is mail properly addressed, sealed, and stamped with return address?
LB4	Mail early for Christmas.
LB5	Mail early and often.
LB6	Register valuable letters.
LB7	Don't send money. Purchase a postal money order.
LB8	Wrap and tie your parcels securely and thus prevent loss or damage.
LB9	Special delivery for speed. Register for safety.
LB10	
LB11	1,000 miles in 12 hours by air mail.
LB12	Speed your mail by air. Save time.
LB13	Air mail may be deposited in this box.
LB14	
LB15	
MC1	Card showing collection schedule for mail chutes. (For those offices only where American mailing device chutes are installed.)
MC2	Gummed sticker—For changing schedules on Form MC1. (For those offices only where American mailing device chutes are installed.)
M22	Request for information as to arrival and departure of certain mail trains.
S20	Printer's copy for use with Form 3202c when ordering large quantities of special-request envelopes.
03	Slip—For use of post offices for tracing missing mail matter.
08	Slip—Advising patron it would be contrary to rules of department to furnish information requested; also that mail will be disposed of in regular way.
09	Book—Record of cash received and paid.
013	Employee's receipt for part of salary.
017	Order on postmaster by stamp clerk or station for stamps, postal cards, and stamped envelopes.
020	Book—Record of matter without address found loose in the mail. (Furnished to offices of the first class only.)
022	Slip—Record of complaints, inquiries, replies, references, and final disposition of cases (six Forms, in duplicate, to a sheet).
024	Bookkeeper's summary of accounts. (Furnished to offices operating under the two-division plan only.)
025	Record of allowances and trust funds, 9½ by 12, loose leaf. (Furnished to offices operating under the two-division plan only.)
026	Book—Record of sacks furnished to publishers and news agents.
13	Abstract of official record of employee. (Standard form.)
21	Plain penalty post card.

Order by number as listed.

Form No.	Description
22	Card—Patron's order to change address.
22a	Copy of order to change address. (Furnished in tablets of 100 slips each.)
22c	Card—Notice, change of permanent address (for city and village delivery carriers).
23	Slip notice—To temporary patrons ARRIVING at summer and winter resort post offices.
23a	Slip notice—To temporary patrons LEAVING summer and winter resort post offices.
24	Standard Government form of bid bond. (Construction or supply, three sheets.) (Standard form.)
26	Driver's report of accident. (Standard form.)
27	Investigating officer's report of accident. (Standard form.)
28	Claim for damages. (Standard form.)
30	Standard Government form of invitation for bids. (Supply contract.) (Standard form.)
31	Standard Government form of bid. (Supply contract.) (Standard form.)
33	Contract for services and supplies, other than gasoline. (Standard form.)
36	Continuation schedule for standard Form 33. (Standard form.)
37	Notice of retirement status. (Standard form.)
41	Standard Government form of contract (Coal, three sheets). (Standard form.)
42	Standard Government instructions to bidders. (Coal.) (Standard form.)
43	Standard Government Purchase conditions. (Coal.) (Standard form.)
530	Facsimile address form.
540	Form N—Reclamation concerning disposition of ordinary parcel-post mail.
541	Form H—Reclamation concerning disposition of ordinary mail (other than parcel post).
651	Jacket used in the investigation of cases relating to the loss, delay, nondelivery, etc., of ordinary mail.
1055	Application for settlement by General Accounting Office of amounts due deceased or incompetent civilian employees, officers, and enlisted men in the military service and public creditors of the United States (including pension and civil service retirement checks). (Standard form.)
1056	Card—Record of retirement deductions. (Standard form.)
1060	Receipt for Government freight. To be used when original bill of lading is not at hand. (Furnished in limited quantities.) (Standard form.)
1090	Placard—"This post office will be closed on-----"
1090½	Placard—"This (branch or station) will be open-----"
1091	Box and key deposit register, loose leaf. (For use at offices equipped with key-locking boxes.)
1091a	Box rent register, loose leaf. (For use at offices equipped with keyless lock boxes.)
1092	Slip—Asking person named as reference in applicant's request for post-office box to advise postmaster whether use of his name is authorized.
1092½	Blank application for post-office box.
1093	Book with stub—Notice to patron to return to post office for redemption lock-box keys held by him.
1094	Application for additional keys for post-office box.
1096	Postmaster's receipt for moneys received.
1097	Inward waybill, for use with regulation screen-wagon service.
1098	Outward waybill, for use with regulation screen-wagon service.
1117	Employee's bond.
1318	Currency straps—Denominations, \$50, \$100, \$200, \$250, \$300, \$500, and \$1,000.
1500	Quarterly summary—Clerk-hire payments.

Order by number as listed.

Form No.	Description
1500a	Schedule of disbursements—Regular clerks. (For offices at which the postmaster's salary is \$5,000 or more per annum.)
1501	Quarterly summary—City-delivery payments.
1501a	Schedule of disbursements—Regular city-delivery carriers. (For offices at which the postmaster's salary is \$5,000 or more per annum.)
1501B	Schedule of disbursements—Motor Vehicle Service.
1502	Schedule of disbursements to clerks at contract stations. (For offices at which the postmaster's salary is \$5,000 or more per annum.)
1503	Quarterly statement of dead mail matter sent to Division of Dead Letters and Dead Parcel Post and the branches thereof.
1504	Label for use in forwarding unclaimed mail to dead-letter branch, New York, N. Y.
1504a	Label for use in forwarding unmailable matter to dead-letter branch, New York, N. Y.
1505	Label for use in forwarding unclaimed mail to dead-letter branch, Chicago, Ill.
1505a	Label for use in forwarding unmailable matter to dead-letter branch, Chicago, Ill.
1506	Label for use in forwarding unclaimed mail to dead-letter branch, San Francisco, Calif.
1506a	Label for use in forwarding unmailable matter to dead-letter branch, San Francisco, Calif.
1507	Circular letter requesting patrons to provide mail receptacles.
1508½	Books with stubs—Unpaid postage bill. (Furnished to offices having city-delivery service only.)
1509	Sender's application to postmaster for withdrawal of mail.
1510	Particulars of complaint for information of Chief Inspector concerning loss or damage to mail matter. (See sec. 634, P. L. and R., for other use of this form.)
1510a	Slip requesting complainant to fill in particulars on Form 1510.
1513	Slip—Notice to addressee to call for package too large to be delivered by carrier. (Furnished to offices having city-delivery service only.)
1513a	Slip—Notice to addressee to call at post office for mail that carrier is unable to deliver. (Furnished to offices having city-delivery service only.)
1515	Label for use in forwarding unclaimed mail matter to Division of Dead Letters and Dead Parcel Post, Washington, D. C.
1515a	Label for use in forwarding unmailable matter to Division of Dead Letters and Dead Parcel Post, Washington, D. C.
1516	Card—Inquiry for ordinary, registered, insured, and C. O. D. mail matter.
1517	Card—Notice of unclaimed parcel-post package. (Used only by postmasters at division headquarters, Railway Mail Service.)
1517a	Postmaster requesting another postmaster to deliver parcel received without address. (Used only by postmasters at division headquarters, Railway Mail Service.)
1518	Card—Notifying patron that certain missing mail matter can not be located or has been received by addressee.
1520	Card—Notifying patron no mail in post office addressed to him.
1521	Card—Replying to inquiry concerning dead letters.
1522	Return of unmailable or undeliverable matter to Division of Dead Letters and Dead Parcel Post and to post offices at division headquarters, Railway Mail Service (daily and weekly).
1523	Placard—General-delivery notice.
1524	Slip—Notifying patron to call for a dead letter supposed to be for him.
1526F	General voucher.
1527	Application for the use of the general delivery.
1528	Mail found in supposed empty equipment.
1530	Promotion of clerks, carriers, and other employees.
1531	Appointment of substitute clerks and carriers.
1532	Changes in clerks, carriers, and substitutes.
1533	Changes in office force—transfers and reductions.
1533a	Supervisory changes, except to fill vacancies.

Order by number as listed.

Form No.	Description
1534	Clerks and carriers failing of promotion.
1535	Separation of substitutes from service.
1536	Medical certificate for reinstatement.
1536a	Card record of sickness and injuries. (For those offices only at which first-aid units have been established.)
1537	Reinstatement under civil service Rule IX as amended by Executive order June 25, 1921.
1538	Bills for box rents. Furnished in books, with stubs, of 250 and 500 receipts each.
1539	Application for exchange of tours. (For offices where receipts are \$500,000 or more per annum).
1543	Card—Notice advising sender of reason for special delivery of perishable matter received on a Saturday afternoon, Sunday, or Holiday.
1544	Card—Notice to addressee explaining necessity for and requesting payment of special delivery fee on perishable matter.
1545B	Central accounting postmaster's quarterly postal account.
1545C	Quarterly summary—District office accounts.
1545D	Direct accounting postmaster's quarterly postal account.
1545½	Postmaster's postal account and record book. (For direct accounting offices not operating on two-division plan.)
1546	Placard, "This post office is a business institution; not a loafing place."
1547	Placard, "Avoid loss and damage."
1554	Label for mailing miscellaneous accounts to the Comptroller of the Post Office Department.
1561	Dead-letter bill. (Furnished to offices having city-delivery service only.)
1564	Carrier's route book; record of changes of addresses; indexed through. (Not for rural carriers, who should use Item 136.) If loose-leaf form is desired see Items 88b, 89b, and 391M.
1565	Schedule of postal deposits received.
1565½	Abstract of postal deposits received. (Furnished only to designated depository offices.)
1566	Book—Receipt for deposits of postal funds. (Furnished only to designated depository offices.)
1566c	Receipt for deposit of internal revenue funds.
1566d	Certificate of deposit card. (For central accounting offices only.)
1566½	Schedule of deposits. (For use by the larger offices only.)
1567	Requisition form for ordering postmarking and miscellaneous rubber and steel stamps.
1567f	Follow sheet to be used in connection with Form 1567.
1567i	Impression sheet for use with Form 1567 in ordering postmarking, steel or rubber stamps of special manufacture. (See instructions on the reverse side of Form 1567.)
1569	Quarterly abstract of Post Office Department transfer drafts paid. (Furnished only to offices required to pay transfer drafts.)
1570	Sales report of waste paper, dead newspapers, printed matter, and twine.
1571	Slip—Carrier's daily report of undelivered mail in his case.
1572	Card—Inquiry to addressee if mail described has been received.
1573	Report slip—Carriers have examined undelivered mail. (For stations.)
1574	Superintendent's requisition on postmaster for supplies.
1575	Weekly record of mails received.
1576	Weekly record of mails dispatched.
1576A	Book—Record of mails received and dispatched.
1577	Weekly record of transit mails received and dispatched.
1578	Requisition for ordering strip labels.
1578f	Follow sheet for Form 1578.
1579	Requisition for ordering official and registry envelopes.
1580	Requisition for ordering general supplies.
1580f	Follow sheet for Form 1580.
1580c	Requisition for supplies. (For offices distributing supplies to third and fourth class offices.)
1580cf	Follow sheet for Form 1580c.
1581	Postmaster's requisition for specially printed facing slips.

Order by number as listed.

Form No.	Description
1581-F	Follow sheet for use in connection with Form 1581.
1582	Requisition for International Postal Service labels.
1582-F	Follow sheet to Form 1582.
1584	"Dummy" file card—Memorandum of change of address.
1585	Card—Postmaster requesting the person addressed to call at post office in connection with the matter mentioned.
1586	Card—Record covering supplies of blanks, stationery, etc., on hand and received from the department.
1589	Daily time report of clerks and carriers.
1590	Regular clerk's service and pay record.
*1590C	Regular clerk's service and pay record.
1591	Regular carrier's service and pay record.
*1591C	Regular carrier's service and pay record.
1591A	Regular motor vehicle employee's service and pay record.
*1591AC	Regular motor vehicle employee's service and pay record.
1591B	Regular village carrier's service and pay record.
1592	Substitute clerk's service and pay record.
1592E	Record card—Temporary substitute post office employee.
1592S	Single voucher, substitute employee.
*1592W	Substitute employee's service and pay record. (Supersedes Forms 1592C, 1592SC, 1593C, and 1593AC.)
*1592X	Substitute employee's pay roll.
1593	Substitute carrier's service and pay record.
1593A	Substitute motor vehicle employee's service and pay record.
1593B	Substitute village carrier's service and pay record.
1594	Special delivery messenger's service record and pay voucher.
1596	Placard—Care in addressing mail.
1597	Special-delivery tally sheet.
1598	Daily report of number of pieces delivered by messenger.
1622	Schedule of disbursements—Substitute clerks. (For offices at which postmaster's salary is \$5,000 or more per annum.)
1623	Schedule of disbursements—Watchmen, messengers, and laborers. (For offices at which postmaster's salary is \$5,000 or more per annum.)
1624	Quarterly summary, Railway Mail Service payments.
1662	Schedule of disbursements—Substitute letter carriers. (For offices at which postmaster's salary is \$5,000 or more per annum.)
1670	Proper form of address for mail directed to office, apartment house, and tenement buildings.
1706	Record of outgoing telephone calls. (For largest offices only.)
1707	Record of telephone calls. (100 to tablet).
1800	Placard—Notice to public relative to proper address on mail matter.
1801	Notice requiring names on apartment house mail receptacles.
1804	Daily time and service record.
1805	Monthly service and cost record.
1810	Quarterly report of inspections of city carrier routes.
1811	Eight-hour in ten schedule for letter carriers.
1817	City Delivery Service statistical data. (For use at offices having 21 carriers or less.)
1818	Same as Form 1817. (For use at offices having more than 21 carriers.)
1833	Card—"Mail early. What it means to you."
1835	Monthly report of probationary period of post-office employees.
1836	Poster—"Mail early and often throughout the day." (For stations.)
1838	Memorandum—Count of mail.
1839	Memorandum—Weights of mail.
1840	Memorandum of city carriers' work performed for five full consecutive days.
1845	Quarterly recapitulation district office account. (For central accounting offices only.)

* These forms are supplied only to offices paying employees by a check drawn on the Treasurer of the United States.

Order by number as listed.

Form No.	Description
1850	Book—United States Post Office Department salary tables.
1850A	Schedule of disbursements—Cost ascertainment.
1850B	Schedule of disbursements. (For central accounting offices only.)
1850NW	Night work differential tables.
1850S	Substitute employees pay tables.
1853	Voucher for rentals and services under contract.
1854	List of checks drawn on the Treasurer of the United States.
1855	Statement of depository checking account with the Treasurer of the United States.
1858	Abstract of quarterly summary of payments to village delivery carriers at post offices of the second class.
1906	Schedule of disbursements to special-delivery messengers.
1908	Post office mailing chute regulations.
1946	Inspection report of classified station.
1947	Inspection report of contract station.
1948	Instructions for station examiners.
2202	Monthly report of inspection of screen-wagon service to Fourth Assistant, Division of Motor Vehicle Service.
2203	Report of Alaskan star-route service to Second Assistant, Division of Railway Adjustments.
2226	Monthly report of steamboat service to Second Assistant, Division of Railway Adjustments.
2227	Bill to accompany mail dispatched by carriers, star-route service (10 entries).
2227a	Same as Form 2227 (30 entries).
2227d	Bill—Memorandum of arrival of mail by railroad train and its dispatch to post office (tablets of 500 sheets).
2242	Quarterly report of mail-messenger service to Second Assistant, Division of Railway Adjustments.
2324	Application for deferred retirement.
2399a	Superintendent's order on clerk in charge of mail equipment at mail-equipment depository office for the shipment of certain equipment.
2413	Certificate of medical examination.
2417	Placard—Unlawful use of mail sacks.
2657	Oath of mail messenger (used at post offices having mail-passenger or screen-wagon service).
2859	Card—Quarterly report of side mail service.

**BLANKS AND BOOKS FOR INTERNATIONAL POSTAL SERVICE,
INCLUDING INSURED, C. O. D., AND REGISTRY SERVICES**

542	Reclamation Inquiry—Form I.
565	Application for indemnity for loss, damage, or rifling of registered mail.
2860	Sticker label used on Insured parcels dispatched to foreign countries. (Furnished only to designated parcel-post exchange offices.)
2861	Postal Union registry manifold bill book.
2861a	Sea Post registry bill book.
2862	Slip—Special instructions relative to returning to foreign office of origin Postal Union registry return receipts.
2863	Card—Request on mailing postmaster to remit stamps in payment of deficiencies on short-paid registered mail for foreign destination. (For exchange offices only.)
2864	Correspondence slip—Postmaster at foreign exchange office returning certain papers to the chief inspector with particulars of dispatch of the registered mail in question.
2865	Foreign registry return receipt.
2866	Monthly statistical record of International INSURED and C. O. D. mail. (For large offices only.)
2866A	Monthly report of international registered and ordinary mail.
2914	Placard—Information relative to foreign parcel-post service.
2919	Notice to collector of customs of redispach of customs articles.
2920	Notice to addressee to make formal customs entry.
2921	Notice to addressee to call and open articles or pay customs charges.
2926	Numbered station monthly report of international registered, insured, and C. O. D. matter, etc.

Order by number as listed. Form No.	Description
2927	Book record showing number and weight of foreign transit mails during the month of -----.
2928	Monthly Statement showing the number and weight of foreign transit closed mails dispatched abroad by United States exchange office.
2929	Statement showing weight of foreign transit closed mails, including open-mail articles, dispatched by exchange office.
2938	Card—Notice from exchange office regarding short-paid letters.
2952	Foreign waybill. (R. M. S.)
2962	Report of time occupied in conveying mails. (Trip report.)
2963	Statement of weights of mails for ----- sent by steamer -----.
2963a	Statement of weights of mails transported by steamer to South America.
2963b	Ports of call contract steamship.
2964	Statement of weights of mails—Parcel Post Service. (For exchange offices only.)
2965	Patron's mailing certificate for foreign parcel post.
2966	Tag—Customs declaration, parcel post.
2967	Tag—Declaration for the French customs.
2968	Manifold parcel-post bill book; 20 lines, triplicate. (For use at authorized exchange offices only.)
2968a	N. Y. manifold parcel-post book. (Short form.)
2968b	N. Y. manifold parcel-post book. (Long form.)
2968c	Parcel-post bill book, 300 leaves.
2968d	Parcel-post bill book.
2969	Letter bill—Registered mail dispatched from United States exchange offices to exchange offices in foreign countries. (Furnished only to authorized exchange offices and Navy Mail Clerks.)
2969a	Letter bill (short). (C15 London.)
2969b	Letter bill—Special statistical.
2970	Table of letter bill for registered articles. (Furnished only to authorized exchange offices and Navy Mail Clerks.)
2971	Bulletin of verification, for the correction and statement of errors and irregularities of all kinds discovered in mails from exchange office. (Furnished only to exchange offices.)
2971a	Bulletin of verification for the correction and statement of errors and irregularities of all kinds discovered in parcel-post mail from exchange offices. (Furnished only to exchange offices.)
2971b	Bulletin of verification (long bill) for statement and correction of errors and irregularities of all kinds.
2972	Tag—Despatch note, for use in mailing parcels to certain foreign countries.
2973	Despatch bill for parcel post dispatched to Canada. (Used only at offices authorized to exchange parcel post with Canada.)
2973a	Summary statement of parcel post exchanged between the United States and Canada.
2974	Book—Parcel bill book for bulk mailing. (For exchange offices only.)
2976	Gummed sticker—Authority to open first-class mail matter liable to customs duty (24 labels to a sheet).
2977	Gummed sticker—"Express (special delivery)"; for use in connection with the dispatch of special-delivery matter to certain foreign countries (24 labels to a sheet).
2978	Gummed label—"Par Avion by Air Mail" (48 labels to a sheet).
2985	Record of dutiable mail received for delivery.
2985a	Tablet—Record of dutiable mail received for delivery. (Single entry, 100 sheets.)
2987	Waybill—Mails dispatched by steamer.
2988	Waybill of mail dispatched.
2988a	Waybill of mails dispatched by steamer. (For use at New York, N. Y.)
2988b	Waybill of mails dispatched by steamer. (For use at other exchange offices.)
2993	Returned or redirected parcels (storage charges).
2997	Card—Request to call regarding customs packages.
2999	Poster, parcel-post—Registered, Insured, and C. O. D. services. (International.)
3812	Application for indemnity for lost or damaged Insured or C. O. D. parcels.

MISCELLANEOUS BLANKS AND BOOKS

Order by number as listed.

Form No.	Description
3039	Slip—Report of receipt of mail bearing uncanceled stamps.
3044a	Letter of transmittal to accompany deposits of postal funds.
3044C	Letter transmitting funds from sale of internal-revenue stamps.
3080	Receipt for special-request stamped envelopes.
3081	Receipt for excess sales on stamped paper.
3082	Receipt for second-class matter.
†3083	Receipt for third and fourth-class permit matter.
3084ca	Receipt for sale of waste paper, etc.
3085	Receipt for box rents.
3086	Receipt for pay-roll statement.
3200	Price list of stamped envelopes and newspaper wrappers.
3201	Card—Requisition on Third Assistant, Division of Stamps, for ordinary, commemorative, postage due, and books of stamps, also international reply coupons.
3201a	Card—Requisition on Third Assistant, Division of Stamps, for postage stamps in coils, ordinary stamped envelopes, newspaper wrappers, and postal cards.
3202	Requisition, printer's slip attached, on Third Assistant, Division of Stamps, for special-request stamped envelopes.
3202A	Book—Postmaster's memorandum, in duplicate, for carbon process, of order for special-request envelopes.
3202c	Requisition on Third Assistant, Division of Stamps, for special-request stamped envelopes. (For use with Form S20.)
3202E	Memorandum of order for special-request envelopes. (For use at branch post offices and stations.)
3203d	Placard—Notice that department furnishes to public books containing postage stamps.
3206	Letter of transmittal for stamp stock sent to the department for redemption.
3208	Packers' slip. (For use of all central accounting and direct accounting postmasters in forwarding shipments of stamped paper to the department for redemption.)
3209	Notice of redemption of stamp stock.
3210	Interim receipt for stamp stock submitted for redemption.
3222	Registry package labels. (For central accounting offices only.)
3240b	Daily invoice of sales and cash, postage stamps, stamped envelopes, etc.
3271	Statement of postage stamped paper and postal funds on hand. (For Navy mail clerks only.)
†3274	Weekly report of stock on hand.
†3277	Requisition for stamped envelopes and newspaper wrappers.
†3281	Subagency stock account book.
3282	Book—Record of orders and payments for special-request envelopes. (Duplicate.) (Furnished to large offices only.)
†3284	Daily report of subagency.
†3286	Monthly report of postal cards, unprinted stamped envelopes, and newspaper wrappers on hand, received, and issued.
†3290	List of packages in cases.
†3291	Invoice—Stock issued postmasters. (Tablet form.)
3295	Daily record of postage stamp paper received, sold, and on hand.
†3306	Quarterly account.
†3311	Requisition for postal cards.
†3312	Registry labels for use on shipments of stamped paper to post offices from subagencies.
3325	Quarterly stamp account. (For central accounting offices only.)
3325a	Extra sheet for quarterly stamp account, to be used with Forms 3325 or 3326.
3326	Quarterly stamp account. (For direct accounting offices only.)
3330	Special-request envelope cash and receipt book.
3339	Central accounting postmaster's record of stamps and cash transactions with district postmasters.

} For offices operating on the two-division plan.

† For use at subagencies only.

‡ The use of this form must be authorized by Third Assistant, Division of Classification.

Order by number as listed.

Form No.	Description
3342	Insert to postmaster's account and record book.
3345	Quarterly report of internal revenue stamps sold. (Furnished only to offices having a population of 25,000 or more.)
3367	Receipt for fixed credit of district office.
3367a	Emergency claim pending receipt.
3367b	Fixed credit receipts.
3501	Application for entry of publication as second-class matter. (Act of March 3, 1879.)
3501a	Application for admission of a foreign publication to the United States mail at the second-class postage rate.
3501b	Application for entry of publication as second-class matter. (Acts of June 6, 1900, and August 24, 1912.)
3501c	News agent's application for registration for mailing publications at second-class postage rates.
3503	Permit issued by postmaster authorizing temporary mailing of periodical publications as second-class matter.
3503a	Follow sheet for use with Form 3503.
3526	Semiannual statement of ownership, etc., of newspapers.
3539a	Analysis by zones of subscription list.
3539L	Book—Postmaster's record in triplicate of second-class matter mailed and postage collected (300 receipts, in triplicate).
3539S	Same as above; with 150 receipts, in triplicate.
3540	Card—Notice to sender that printed matter or parcel can not be delivered and requesting postage for its return.
3540a	Card—Notice to sender of mail held for postage.
3541	Tablet—Memorandum of mailing second-class matter at pound rate.
‡3541a	Tablet—Computation of postage on second-class matter. (For two division plan offices only.)
‡3542	Book—Weigher's record. Second-class matter at pound rate.
‡3543	Record covering mailing of second-class matter, postage collected thereon, advance deposits, etc.
‡3544	Book—Receipt for deposits for postage paid in money.
‡3545	Notice—Publisher requested to replenish deposit on second-class matter.
3547	Notice to sender of addressee's new address.
3548	Card notice to addressee that certain mail is held for postage and requesting that postage be sent for forwarding.
3549	Placard—"Postage must be fully prepaid on all classes of mail matter. Failure to do so delays the mail."
3550	Placard showing new postage rates that became effective July 1, 1928.
3551	Quarterly statement to Third Assistant, Division of Classification, of newspaper and periodical postage collected, and amount of free county circulation.
3551f	Follow sheet for use with Form 3551.
3578P	Notice to publisher concerning undeliverable second-class matter (in pads of 50 sheets, in duplicate).
3578S	Same as above, in sheet form (10 forms to a sheet).
3579	Label for returning undeliverable second-class matter to publisher.
3580	Report to Third Assistant, Division of Classification, of the receipts of unrated short-paid matter.
3580a	Slip—Memorandum of short-paid mail.
3582a	Postage due bill, for use when delivering postage due matter.
3582a-F	Follow sheet for Form 3582a.
3583B	Mail shipment of meat or meat food products by retail butcher or dealer.
3583F	Mail shipment of uninspected meat or meat food products from animals slaughtered by a farmer on the farm.
3595	Form letter—Report to Third Assistant of violation of section 454, P. L. and R.
‡3601	Permit to mail nonmetered second, third, and fourth class matter without postage stamps affixed, as provided by sections 435½ and 452, P. L. and R.

‡ The use of these forms must be formally authorized by the Third Assistant, Division of Classification.

Order by number as listed.

Form No.	Description
‡3602	Statement of mailings of matter without stamps affixed.
‡3602a	Statement of mailings when indicia is printed by recording devices set by postmasters.
‡3602-PC	Statement of mailing to accompany each mailing under section 435½, P. L. and R. when postage is paid with precanceled stamps affixed.
‡3603A	Book—Blank receipts for postage collected on metered matter mailed without stamps affixed.
‡3603B	Record of meter settings for stations.
‡3603L	Book—Blank receipts for postage collected on nonmetered matter mailed without stamps affixed (200 receipts, in triplicate).
‡3603S	Same as above; with 100 receipts, in triplicate.
‡3604	Jacket—Certificate of postage collected at post offices of the first, second, and third classes on matter mailed without stamps affixed, for quarterly report to the comptroller.
‡3607	Weighers' certificate—Permit mail.
‡3609	Record of matter mailed without stamps affixed.
‡3609a	Record of settings of recording devices.
‡3609b	Record of mailings when recording devices set by postmasters are used.
3612	Application for permit to mail matter without stamps affixed.
3612B	Application to mail third-class matter in bulk under section 435½, P. L. and R.
‡3613	Statement of mailings to be furnished monthly to mailers.
3614	Application for the privilege of sending out business reply cards or business reply envelopes for distribution and return under section 384½, P. L. and R.
3615	Conditions governing the distribution and return of business reply cards and envelopes under section 384½, P. L. and R.
‡3616	Permit to send out business reply cards or envelopes for return under section 384½ P. L. and R.

BLANKS AND BOOKS FOR DOMESTIC INSURED AND C. O. D. SERVICES

3802	Card—Notice to sender concerning insured or registered articles held for postage, for better address, or because unavailable. (To be used only when sender is located at office of mailing.)
3804	Notice to sender of illegibly prepared C. O. D. tag.
3811	Return receipt card for insured and registered mail.
3812	Application for indemnity for lost or damaged, Insured, or C. O. D. parcels.
3812a	Request of inspector in charge to postmaster to state disposition made of a C. O. D. parcel. (Used when two inquiries by mailing office remain unanswered.) (For offices of the first class only.)
3813	Sender's receipt for insured mail (600 receipts to book).
3813A	Sender's receipt for insured mail (150 receipts to book).
3814	Card record of C. O. D. parcels received for delivery.
3814C	Book record of C. O. D. parcels received for delivery.
3814D	Consolidated daily report to bookkeeper or designated supervisory official of all C. O. D. funds collected.
3815	Receipts for transfer of C. O. D. funds.
3816	C. O. D. tag, long form.
*3816aC	C. O. D. tag, short form, printed crosswise.
*3816aL	C. O. D. tag, short form, printed lengthwise.
*3816aS	C. O. D. card for use on sealed C. O. D. parcels.
3816b	Duplicate delivering employee's coupon of C. O. D. tag.
3816c	Gummed sticker—"C. O. D." (For irregularly shaped parcels that can not be legibly indorsed and postmarked with rubber stamp).
3816d	Gummed sticker—"Insured." (For irregularly shaped parcels that can not be legibly indorsed and postmarked with rubber stamp.)
3817	Sender's receipt for ordinary mail of any class.
3818	Authorization to cancel or change charges on a C. O. D. article.

‡ The use of these forms must be formally authorized by the Third Assistant, Division of Classification.
* For use only with firm mailing records. Forms 3877, 3881, and 3882. (See "Registry blanks and books" for these forms, as well as for other forms which are used alike for the registry, insurance, and C. O. D. services.)

Order by number as listed.

Form No.	Description
3819	Inquiry concerning Form 3812.
3820	Card—Notification to sender of the destruction or other disposition of perishable matter before delivery.
3820a	Carrier's notice to addressee to call for perishable parcel.
3823	Request on another postmaster to obtain receipted bills, etc., for miscellaneous articles.
3824	Temporary bulk receipt to sender—Registered, Insured, and C. O. D.
3825	Request on another postmaster to obtain receipted bill, etc., for watch.
3826a	Irregularity report, Insured and C. O. D. mail.
3827	Request on another postmaster to obtain receipted bill, etc., for jewelry items.
3828	Request on another postmaster to obtain receipted bill, etc., for repair items.
3831	Circular denying payment of indemnity applied for in connection with a parcel mailed as ordinary mail.
3833	Circular denying a claim for indemnity which was not filed within six months from date parcel was mailed.
3835	Reminder from one postmaster to another asking reply to inquiry regarding an application for indemnity.
3837	Memorandum of undelivered Registered, Insured, and C. O. D. matter returned from station.
3838	Circular denying a claim for indemnity on account of inability to obtain the declaration of any party to the claim.
3840	Placard—Caution notice to public relative to Registry, Insurance, C. O. D., Money Order, and Special Delivery Services, and "special handling" charge.
3841	Placard—Public notice relative to packing, wrapping, and addressing of parcel-post matter.
3841p	For use in indexing insurance and C. O. D. claims.
3841r	Summary of payments—Insured and C. O. D. indemnity claims.
3841s	Schedule of payments—Insured and C. O. D. indemnity claims.
3841t	Identification slip used to accompany checks drawn on the Treasurer of the United States in payment of claims for indemnity on account of Insured and C. O. D. mail.
3846	Supplementary statement in indemnity claims (for use by postmaster when parcels containing fragile or perishable matter were not properly indorsed).
3846b	Report of failure to indorse or properly prepare insured parcels for mailing.
3846½	Same as Form 3846 except for use by patron.
3849a	Application for payment of indemnity in a case where the sender of an insured parcel is deceased and has no legal representative.
3849b	Slip—Notice of arrival of Insured or C. O. D. mail, and receipt for insured mail.
3849bP	Same as Form 3849b, in pads of 100 receipts.
3849c	Card—Inquiry from one postmaster to another for the number of an insured parcel. (For offices of the first class only.)
3849D	Card—Notice to sender of undelivered C. O. D. mail.
3859	Report by mailing postmaster to inspector in charge of delay of more than 10 days in accounting for a C. O. D. parcel. (For offices of the first class only.)
3860	Report by firms of delays of more than 15 days in accounting for C. O. D. parcels. (For offices of the first class only.)
3873	Monthly statistical record of domestic Registered, Insured, and C. O. D. mail, senders' receipts (certificates of mailing) issued for mail of any class, demurrage charges collected, commission collected for sale of perishable insured and C. O. D. articles, and charge for service on domestic C. O. D. mail not contemplated at time of mailing. (For large offices only.)
3874	Numbered station report of domestic registered, insured, and C. O. D. mail, senders' receipts (certificates of mailing) issued for mail of any class, number of requests for service on domestic C. O. D. mail not contemplated at time of mailing, etc.

Order by number as listed.

Form No.	Description
3877	Firm mailing book record—Registered, Insured, and C. O. D., 15-entry page. (Furnished in books of 300 pages.)
3877LL	Same as above, in loose-leaf form.
3880	Circular giving information of status of an insurance claim.
3881	Firm mailing book record—Registered, Insured, and C. O. D., 30-entry page. (Furnished in books of 300 pages.)
3881LL	Same as above, in loose-leaf form.
3882	Firm mailing book record—Registered, Insured, and C. O. D., 5-entry page. (Furnished in books of 300 pages.)
3882LL	Same as above, in loose-leaf form.
3883	Firm delivery book record—Registered and Insured, 10-entry page. (Furnished in books of 300 pages.)
3883A	Firm delivery book record—Registered and Insured, 20-entry page. (Furnished in books of 300 pages.)
5135	Parcel-post tag—"Special Handling."
5138	Parcel-post tag—"Perishable."
5152	Parcel-post tag—"Bad Order."

BLANKS AND BOOKS FOR DOMESTIC REGISTRY SERVICE

565	Application for indemnity for loss, damage, or rifling of registered mail.
3802	Card—Notice to sender concerning insured or registered articles held for postage, for better address, or because unmailable. (To be used only when sender is located at office of mailing.)
†3803	Record of registered pouches, sacks, and jackets received.
3805	Window registration book (300 entries in duplicate).
3806	Quick registration receipt (6 to a sheet).
3807	60-entry line record for use with Forms 3806 and 3897.
3811	Return receipt card for registered and insured mail.
3824	Temporary bulk receipt to sender—Registered, Insured, and C. O. D.
3826	Irregularity report, registered mail.
3830	Registry dispatch receipt card.
3837	Memorandum of undelivered Registered, Insured, and C. O. D. matter returned from station.
3840	Placard—Caution notice to public relative to Registry, Insurance, C. O. D., Money Order, and Special Delivery services, and "special handling" charge.
3841	Placard—Public notice relative to packing, wrapping, and addressing of parcel-post matter.
3849	Slip—Notice of arrival of, and receipt for, registered mail.
3850	Record of transit and delivered registered mail. (3,000 entries.)
3851	Manifold dispatch book record, 5-entry page. (Furnished in books of 100 pages only.)
3852	Manifold dispatch book record, 10-entry page. (Furnished in books of 300 pages.)
3852LL	Same as Form 3852; in loose-leaf form.
3853	Manifold dispatch book record, 20-entry page. (Furnished in books of 300 pages.)
3853LL	Same as Form 3853; in loose-leaf form.
3854	Manifold dispatch book record, 30-entry page. (Furnished in books of 300 pages.)
3854LL	Same as Form 3854; in loose-leaf form.
3855	Application to be filled in by sender for forwarding, delivery, or return of registered matter after dispatch.
3858	Card—Notice to postmaster at office of mailing; impossible to deliver registered mail.
3867	Sheet—Record of registered matter received for delivery.
3868	Carrier's receipt for undelivered registered mail returned, and receipts for registered mail delivered.

† Furnished only to offices specially authorized by the Third Assistant, Division of Registered Mails, to whom written application should be made and approved before requests for such blanks are included in requisitions on the Division of Equipment and Supplies.

Order by number as listed.

Form No.	Description
3873	Monthly statistical record of domestic registered, insured, and C. O. D. mail, senders' receipts (certificates of mailing) issued for mail of any class, demurrage charges collected, commission collected for sale of perishable insured and C. O. D. articles, and charge for service on domestic C. O. D. mail not contemplated at time of mailing. (For large offices only.)
3874	Numbered station report of domestic registered, insured, and C. O. D. mail, senders' receipts (certificates of mailing) issued for mail of any class, number of requests for service on domestic C. O. D. mail not contemplated at time of mailing, etc.
†3875	Daily balance sheet. (For large offices only.)
3877	Firm mailing book record—Registered, Insured, and C. O. D.; 15-entry page. (Furnished in books of 300 pages.)
3877LL	Same as Form 3877; in loose-leaf form.
†3878	Slip—Memorandum of registered city pieces received.
3881	Firm mailing book record—Registered, Insured, and C. O. D.; 30-entry page. (Furnished in books of 300 pages.)
3881LL	Same as Form 3881; in loose-leaf form.
3882	Firm mailing book record—Registered, Insured, and C. O. D.; 5-entry page. (Furnished in books of 300 pages.)
3882LL	Same as Form 3882; in loose-leaf form.
3883	Firm delivery book record—Registered and Insured; 10-entry page. (Furnished in books of 300 pages.)
3883A	Firm delivery book record—Registered and Insured; 20-entry page. (Furnished in books of 300 pages.)
†3888	Office hand-to-hand receipt slip.
3892	Circular: Article intended for registration found in ordinary mail. Numbering sheet.
3896	Rural carrier registration book, 25 receipts in duplicate.
3897	Carrier's quick receipt registration book (50 receipts). (For use at office using Forms 3806 and 3807.)

TIME RECORDER CARDS

3900A	For regular employee. (First half of month, 1-15, inclusive.)
3900B	For regular employee. (Second half of month, 16-31, inclusive.)
3900C	For regular employee. ("Even" days, 2-30.)
3900D	For regular employee. ("Odd" days, 1-31.)
3900E	For regular employee. (More than one intermission.)
3902A	For substitute employee. (First half of month, 1-15, inclusive.)
3902B	For substitute employee. (Second half of month, 16-31, inclusive.)
3902C	For substitute employee. ("Even" days, 2-30.)
3902D	For substitute employee. ("Odd" days, 1-31.)
3902E	For substitute employee. (More than one intermission.)

MISCELLANEOUS BLANKS AND BOOKS

3904	Card—"Avoid lost or delayed mail, etc."
3905	Reference slip showing there is no record of matter received; that the mail is not returnable; that mail is not intended for addressee or that the mail was returned to writer.
3907	Card—Notice to patron to call at window for parcel, paper, or mail with postage due thereon.
3908	Card—Notice to patron that box rent for ensuing quarter is due.
3908a	Box rent due card, with Spanish translation.
3909	Card—Notice to patron to call at window for C. O. D., insured, or perishable parcel.
3910	Card—Notice to patron to call at window for parcel too large for box.
3912	Card—Notice to patron to call at window for registered mail.
3915	Card—Notice to patron to call at window for special-delivery mail.
3949	Gummed slip—"Special-delivery fee paid."
3950	Instructions as to indorsing special-delivery parcel-post matter.
3951	Receipt and record of special-delivery mail. (For City Delivery offices only.)

† Furnished only to offices specially authorized by the Third Assistant, Division of Registered Mails, to whom written application should be made and approved before requests for such blanks are included in requisitions on the Division of Equipment and Supplies.

Order by number as listed. Form No.	Description
3952	Tag—"This sack contains special-delivery parcel post."
3953	Postmaster's record for special-delivery matter received. (For offices not having City Delivery Service.)
3954	Receipt for special-delivery mail. (For offices not having City Delivery Service.)
3955	Card—Notice to addressee to call at post office for special-delivery letter.
3955a	Notice to rural patron that special-delivery letter undeliverable by carrier is placed in addressee's private mailing box.
3956	Application for sick leave.
3956a	Application for sick leave. (For use at offices having medical units.)
3956b	Card—Report of visit by doctor or nurse. (For use at offices having medical units.)
3956c	Card—Application for medical attention. (For use at offices having medical units.)
3957	Application for annual leave.
3957a	Application for military leave.
3958	Clerk's roster; index card, 4 by 6 inches.
3961R	Postal cashier's daily financial statement.
3962	Record of locations of collection boxes and time collections are made therefrom; index card, 4 by 6 inches.
3963	Receipt from patron for article found in mails without address.
3967	Carrier's roster; index card, 4 by 6 inches.
3970	Publisher's requisition on postmaster for class D mail sacks.
3971	Postmaster's receipt to publisher for mail sacks returned. (In tablets of 200 each.)
3974	Notice to postmaster that postage-due bill remains unpaid.
3976	File card—New firms and change of firm names.
3977	Statement of errors in the distribution and forwarding of mails.
3978L	Record of mail keys; book form, 50 leaves.
3978S	Record of mail keys; book form, 10 leaves.
3979	Postmaster's certificate that direct dispatch of second-class matter has been weighed and postage paid thereon.
3980	Inquiry slips for missing mail.
3981	Slips for returning excess postage paid.
3982	Forwarding order; card, 4 by 7 inches.
3983	Card—Inquiry as to whether certain mail can be delivered at another office.
3988	Book—Record of clerks' time; for use at offices not having time recorders.
3989	Statement of case examination.
3989a	Monthly statement of errors made in distribution and forwarding of mails.
3990	Statement of employee's record.
3991	Individual record of errors or misconduct by clerks or carriers.
3991a	Report of tardiness.
3993	Placard—"Do not spit on the floor; to do so may spread disease."
3994	Notice—"Closed," red cardboard, 7 by 3½ inches.
3995	Carrier's delivery route and schedule; index card, 4 by 6 inches.
3996	Collector's route and schedule; index card, 4 by 6 inches.
3998	Postmaster's report of inspection of city-carrier's route.
3999	Postmaster's memorandum of inspection of city-carrier's route.
4024	Notice to supervisor to repair road.
4024a	Notice to rural patron to repair road.
4056	Circular letter—Notice to patron of irregularity in rural mail box.
4232	Patron's name and address slip, in tablet form. (Rural service only.)
4233	Notice to rural patrons—Mail held for postage, or too large to be delivered.
4240	Rural carrier's monthly trip report. (To be retained in post office.)
*4241	Book—United States Post Office Department salary tables—Rural Delivery Service.
*4241R	Rural delivery quarterly pay table.
4248	Report of inspection of rural route.

* For rural-carrier paying offices only.

Order by number as listed.

Form No.	Description
*4250OR	Rural carriers' service and pay record.
4251	Semimonthly certificate of service performed by regular rural carrier.
4253	Semimonthly certificate of service performed by temporary or substitute rural carrier.
4254a	Semimonthly certificate of service performed—Clerk in charge of rural station. (For rural-delivery station.)
*4255	Form letter—Returning rural-carriers' vouchers for corrections.
*4259OV	Quarterly rural pay voucher. (Regular.)
*4259SV	Quarterly rural pay voucher. (Substitute.)
*4260CS	Semimonthly report of rural delivery payments (card).
*4260QS	Quarterly summary—Rural Delivery Service.
4412	Label for forwarding parcel-post matter to dead parcel-post branch, Division of Dead Letters and Dead Parcel Post, Washington, D. C.
4412A	Same as above, for Atlanta, Ga.
4412B	Same as above, for Boston, Mass.
4412C	Same as above, for Chicago, Ill.
4412D	Same as above, for Cincinnati, Ohio.
4412E	Same as above, for Fort Worth, Tex.
4412F	Same as above, for Honolulu, Territory of Hawaii.
4412G	Same as above, for New Orleans, La.
4412H	Same as above, for New York, N. Y.
4412I	Same as above, for Omaha, Nebr.
4412J	Same as above, for St. Louis, Mo.
4412K	Same as above, for St. Paul, Minn.
4412L	Same as above, for San Francisco, Calif.
4412M	Same as above, for San Juan, Porto Rico.
4412N	Same as above, for Seattle, Wash.
4415	Strip labels for use in connection with distribution of parcel-post matter.
4416	Printed facing slip—"All for firm on face." ✓
4525	Abstract of bidders and bids.
4602	Requisition for incandescent lamps.
4620	Requisition for postal-savings certificates.
4635	Requisition for canceling-machine parts.
4741	Package label. (For offices distributing supplies to third and fourth class offices.)
5035	Monthly statement of mail bag depositories.
5067	Monthly report of electric and cable car service.
5134	Monthly report of closed-pouch service.
5135	Tag—"Special Handling."
5138	Tag—"Perishable."
5152	Tag—"Bad Order."
5254	Side mail service—P. O. to station.
5257	Report of damaged Parcel Post.
5258	Report of rifled Parcel Post.
5296	Pamphlet—Instructions to publishers.
5370	Complaint of delay or nondelivery of newspapers and periodicals.
5390	Daily report of arrival and departure of air-mail planes.
5400	Card—Monthly report of Star-Route Service.
5497	Oath of carrier (Star Route).
9005	Oath of Post Office employee.

* For rural-carrier paying offices only.

OFFICE SUPPLIES

NOTE.—While the supplies listed hereunder are for use generally at offices of the first and second classes, experience has shown that postmasters at these offices often ask for stock, the use of which is not justified by the amount of business transacted. Under such circumstances requests for stock will often be disallowed when, in the opinion of the department, the actual need for the article or articles requested is not clearly shown.

Order by number as listed.

Item No.	Description
2	Backing sheets, Kraft, size 8 by 10½ inches. (For P. O. Inspectors only.)
3	Paper, white, double-coated one side, flat, for printing "wanted" circulars (for post office inspectors in charge only): (a) Size 8 by 8 inches. (b) Size 8 by 10½ inches. *
6	Paper, white, plain, flat, for typewriting or printing: (a) Size 8 by 10½ inches. (b) Size 8 by 13 inches. (c) Size 14 by 17 inches. (d) Size 16 by 21 inches. (e) Size 17 by 22 inches. (f) Size 18 by 23 inches.
7	Paper, colored, writing, flat; size 17 by 22 inches; blue, green, pink, and yellow. (Furnished only to largest offices.)
8	Paper, book, white, flat, machine-finish (furnished only to offices having use for 3 reams or more per annum): (a) Size 17 by 26 inches. (b) Size 20 by 28 inches. (c) Size 25 by 38 inches. (d) Size 26 by 40 inches.
9	Impression paper, white, for mimeograph work: (a) Size 8 by 10½ inches. (b) Size 8 by 13 inches. (c) Size 9 by 13½ inches. (d) Size 16 by 21 inches.
12	Letterheads, white, unruled, 8 by 10½. (a) ½ ream to package. (b) 1 ream to package.
13	Letterheads, white, unruled, 8 by 7 (for use in writing short letters): (a) ½ ream to package. (b) 1 ream to package.
14	Reference slips, white, 3½ by 8 (1-ream packages only): (a) Ruled (narrow). (b) Unruled (broad).
15	Follow sheets, ruled, 8 by 10½, in tablets of 200 sheets. (Furnished only to post-office inspectors and division superintendents, Railway Mail Service.)
20	Paper, manifold, thin, for typewriter, in packages of one ream (500 sheets) each: (a) Size 8 by 10½ inches. (b) Size 8 by 13 inches. (c) Size 14 by 17 inches. When ordering these sizes always state (d) Size 16 by 21 inches. purpose for which desired.
24	Gummed numbers: (a) No. 10, small size, ⅜-inch "Nos. 1 to 600, inc." (200 numbers to the sheet). (b) No. 20, medium size, ¼-inch, "Nos. 1 to 600, inc." (100 numbers to the sheet).
25	Gummed letters: (a) No. 11, small size, ⅜-inch. (b) No. 21, medium size, ¼-inch. (c) No. 31, large size, ½-inch.
28	Paper tape, in rolls, 4¼ inches wide, for use with Class 2000 cash accounting machines.

Order by number as listed.

Item No.	Description
30	Tape, gummed, Kraft paper, in rolls (for use at central accounting offices): (a) 1½ inches wide. (800 feet to roll, 40-pound stock.) (b) 2 inches wide. (600 feet to roll, 60-pound stock.) (c) 3 inches wide. (600 feet to roll, 60-pound stock.)
31	Tape, paper, transparent, adhesive, ⅝ inch wide, on spool.
32	Paper tape for adding machines, in rolls (always state make and model number of machine and width of paper desired): (a) 2⅞ inches wide. (b) 3⅛ inches wide.
34	Scratch blocks, plain, 100 leaves, 3½ by 8; 1 dozen tablets to package. (Broken packages will not be furnished.)
35	Paper tape, in rolls, 1⅝ inches wide, for Bundy time recorders.
37	Paper tape, for use with STENOTYPE machines. (a) Flat, in pads. (b) Rolls.
39	Paper, semicarbon, black, featherweight. (Furnished only to Post-Office Inspectors and Railway Mail Service): (a) 4¾ by 8 inches. (b) 8 by 10½ inches. (c) 8 by 13 inches. (d) 8½ by 14 inches. (e) 14 by 17 inches
40	Paper, semicarbon, black, medium weight, for typewriter; in packages of 25 sheets each: (a) 3½ by 8½ inches. (For Reference Slips and Form 651.) (b) 3½ by 15 inches. (For Forms 017 and 6126.) (c) 4½ by 20 inches. (d) 5 by 18 inches. (For Forms 3841P, and 5007.) (e) 8 by 9 inches. (For Railway Mail Service only.) (f) 8 by 10½ inches. (For correspondence.) (g) 8 by 13 inches. (For correspondence and bulletins.) (h) 8 by 19 inches. (For electrical accounting system.) (i) 8½ by 11 inches. (For Form 6019.) (j) 8½ by 14 inches. (For Forms 6011, 6011a, 6013, and 6014.) (k) 10½ by 15 inches. (For Forms 5029 and 5084.) (l) 14 by 17 inches. } In ordering these sizes always state pur- (m) 16 by 21 inches. } poses for which desired. (n) 18 by 24 inches. (For Form 1845.)
41	Paper, semicarbon, black, heavy weight, carbonized one side only. (For money-order and registry business): (a) 3 by 5½ inches. (For Form 3851.) (b) 3½ by 8¼ inches. (For certificates of deposit.) (c) 4 by 7 inches. (For international money orders and Form 5365.) (d) 4 by 10 inches. (For Form 3852.) (e) 5½ by 10 inches. (For Form 3853 and reissues.) (f) 6 by 7 inches. (For Form 3541.) (g) 6½ by 10 inches. (For Form 3854.) (h) 8 by 10½ inches. (For Forms 2987, 2988, 3814c, and 3951.) (i) 8 by 13½ inches. (For Form 3603.) (j) 8½ by 11 inches. (Form 6019.) (k) 10 by 15½ inches. (For Forms 3282, 3539L, and 3539S.)
42	Paper, full carbon, black, carbonized both sides; in packages of 25 sheets each: (a) 3½ by 6 inches. (For Form 3578.) (b) 4 by 9½ inches. (For Form 3882.) (c) 4½ by 7¼ inches. (For Form 3883.) (d) 6 by 8 inches. (For Form 3805.) (e) 6 by 9 inches. (For Form 3883a.) (f) 6 by 9¾ inches. (For Form 3877.) (g) 8½ by 11 inches. (For Form N. Y. 3834.) (h) 9½ by 10½ inches. (For Form 3881.) (i) 12 by 18 inches. } For largest offices only. (j) 16 by 21 inches. }

Order by number as listed.

Item No.	Description
60a	Paper, newsprint, flat, for printing, size 20 by 29 inches. (Furnished only to offices having use for 3 reams or more per annum.)
61	Paper, wrapping, size 20 by 24 inches.
62	Paper, wrapping, size 24 by 36 inches.
63	Paper, wrapping, size 26 by 40 inches.
65	Stencil developer for Underwood duplicator No. 15.
68	Varnish for duplicating machines, in 2-ounce bottles: (a) Edison mimeographs, models, 75, 76, 77, and 78. (b) Underwood duplicator No. 15. (c) Edison mimeographs, models 77b and 78b.
69	Ink brushes for duplicating machines. (a) Edison mimeographs. (b) Underwood duplicator No. 15. (c) Dermax.
70	Cloth pads: (a) No 792, for use with Edison mimeograph No. 75. (b) No 781, for use with Edison mimeographs Nos 76, 77, and 78. (c) No. 15, for use with Underwood duplicator No. 15. (d) No. 1791, for use with Edison mimeographs Nos. 77B and 78B. (e) No. 7201, for use with Edison mimeograph No. 72.
71	Ink, black in 1-pound cans; For Edison mimeographs (models Nos. 72, 75, 76, 77, 77b, 78, and 78b).
73	Stencil papers; dry process; 1 quire to package; for duplicating machines: (a) Mimeotype, No. 951; for Edison mimeographs Nos. 72 and 75, 8½ by 14 inches. (b) Mimeotype, No. 961; for Edison mimeographs Nos. 76, 77, 77B, 78, and 78B, 8½ by 14 inches. (c) Mimeotype, No. 960; for Edison mimeographs Nos. 76, 77, 77B, 78, and 78B, 8½ by 18 inches.
79	Case-headers, manila, 4 by 7½ inches. (For Railway Mail Service only.)

INDEX AND GUIDE CARDS

NOTE.—Before installing a card-index directory system postmasters should first obtain the necessary permission from the First Assistant, Division of Post Office Service, before making requisition on the Division of Equipment and Supplies for the requisite number of cards, Items 81 and 84. At offices where the card-directory system is in use postmasters need not obtain permission to order additional cards as they are needed when the number of cards desired is less than 5,000, but should indicate on their requisitions the fact that such system is already in operation.

81	Cards, index, white, plain, not punched, suitable for pen or pencil use: (a) Size 2½ by 3½ inches. (b) Size 3 by 5 inches. (c) Size 3½ by 6½ inches. (d) Size 4 by 6 inches. (e) Size 5 by 8 inches. (f) Size 7½ by 9 inches. (For Railway Mail Service only). (g) Size 25½ by 30½ inches. (For largest offices only.)
82	Examination cards, blank, 3¾ by 1¼ inches, in packages of 1,000 each. (Not furnished for practice purposes.)
84	Cards, index, white, ruled both sides, not punched: (a) Size 3 by 5 inches. (b) Size 4 by 6 inches. (c) Size 5 by 8 inches.

Order by number as listed.

Item No.	Description
85	Cards, guide, plain, not punched. Always state number of "cuts" desired. Cards cut 1's are blue, those cut 3's are salmon, and those cut 5's are buff. Cards cut 2's and 4's are such other colors as can be obtained from the manufacturers. (a) 3 by 3½ inches, cut 2's. (b) 3 by 5 inches, cut 1's, 3's, and 5's. (c) 3½ by 8 inches, cut 4's. (d) 4 by 3¾ inches, cut 2's. (e) 4 by 6 inches, cut 1's, 3's, and 5's. (f) 5 by 8 inches, cut 1's, 3's, and 5's. (g) 5¼ by 3½ inches, cut 2's. (h) 6 by 8 inches, cut 1's and 5's. (i) 7¼ by 9 inches, cut 1's and 3's. (j) 7½ by 4 inches, cut 3's. (k) 8 by 3½ inches, cut 1's and 2's. (l) 9 by 3¼ inches, cut 3's.
86	Cards, guide, plain, pressboard, pearl (gray). Always state number of "cuts" desired: (a) 9½ by 4½ inches, pressboard, cut 2's only, without lower projection. (b) Cap size, 9½ by 14¾ inches, pressboard, punched, cut 1's or 5's with lower projection. (c) Letter size, 9½ by 11¼ inches, pressboard, punched, cut 1's or 5's, with lower projection.
87	Folders, manila, plain, heavyweight: (a) Cap size; 9½ by 14¾ inches: (1) Cut left and right. (2) Cut square. (b) Letter size; 9½ by 11¼ inches: (1) Cut left and right. (2) Cut square.
88	Directory sheets, loose leaf: (a) 9½ by 12 inches, for post-office directory. (Use binder, Item 391b.) (b) 10½ by 7½ inches, for city-carrier directory. (Use binder, Item 391M.) (c) 6¾ by 3¾ inches, for Rural Carrier Directory. (Use binder, Item 391R.)
89	Index sheets, alphabetical; put up in packages of one set each: (a) For use with post-office directory sheets. (Item 88a.) (b) For use with city-carrier's directory sheets. (Item 88b.) (c) For use with rural-carrier's directory sheets. (Item 88c.) (d) For use with pay-roll Forms 1590 to 1594, inclusive. (For offices paying by checks drawn on United States Treasurer only.)
90	Cardboard, 3-ply, 22½ by 28½ inches (blue, canary, cherry, drab, green, and salmon).
91	Cardboard, 4-ply, 22½ by 28½ inches (white).
92	Cardboard, 8-ply, 22½ by 28½ inches (white).
93	Cardboard, 8-ply, 22½ by 28½ inches (blue, canary and green).
94	Cardboard, 8-ply, 22½ by 28½ inches (manila).
95	Strawboards, for backing up money-order coupons, applications, and forms: (a) 3 by 3½ inches. (For coupons.) (b) 3½ by 5¼ inches. (For domestic money-order applications.) (c) 5¼ by 8 inches. (For international money-order applications.) (d) 8 by 10½ inches. (For general use.) (e) 10½ by 15 inches. (For central accounting offices.)
97	Card blotter or blotting paper; size 19 by 24 inches only. (Furnished in quires.)
98	Blotters, hand; size 3 by 9½ inches; in packages of 100 each.
100	Toilet paper, perforated sheets, in rolls of 2,000 sheets each. (50 rolls to carton.)

When ordering, state purpose for which to be used.

Order by number as listed.

Item No.	Description
135	Blank books, size of page, 8¾ by 13¾ inches, 300 pages: (a) Cash book, paged. (Indexed front.) (b) Day book, paged. (Indexed front.) (c) D. E. ledger, paged. (Indexed front.) (d) Record, paged. (Indexed front.) (e) Record, not paged. (Indexed through.)
135G	Slip Memorandum book, 3¾ by 13¾ inches, 400 pages; no index. (For registered mail at largest offices only.)
136	Memorandum book, indexed through, faint ruling, 4½ x 7¼ inches, 144 leaves. (Used by rural carriers as a route directory.) (For issuance and use in certain States only.)
137	Memorandum books, faint ruling, 5½ by 8 inches, 192 pages: (a) Not indexed, record ruling. (b) Not indexed, ruled for dollars and cents.
138	Notebook, stenographer's, for pen or pencil use, flexible paper cover.
150a	Tags, rope manila, plain, metal eyelet, 2¾ by 4¾ inches.
150b	Tags, rope manila, penalty, 2¾ by 4¾ inches. (For use of postmasters in forwarding supplies to tributary offices, etc.)
152	Tags, manila, plain, 2¾ by 4¾ inches.
210	Waterproof ink, drawing; colors, black, blue, brown, green, vermilion, violet, and yellow. (Always state necessity and color desired when ordering.)
212	Waterproof ink, <i>BLACK</i> , 2-ounce cans. (For marking letter-box time cards only.)
228	Ink, writing, concentrated form, black, put up in cases of 1, 4, 6, and 12 quart units each.
234	Ink, writing, red, noncopying; tablets; in 1-pint size packages.
250	Mucilage. (a) Quart size; put up in cases of 1, 4, 6, and 12 quarts each. (b) Pint size; put up in cases of 1 and 12 pints each.
251	Photo-library paste, semiliquid, in 4-ounce jars, with brush. (For largest offices only.)
255	Liquid glue, 1-ounce tubes. (For repairing rubber stamps.)
261	Inkstands, round, glass, self-closing: (a) 3-inch, movable pattern. (b) 3-inch, with locking device. (For lobby desks only.)
262	Mucilage receptacles, glass, 5-ounce capacity, with brush.
263	Mucilage brushes, extra. (For Item 262.) (When ordered, state necessity.)
280	Pens, in one-half gross boxes. The following styles of pens are furnished. When ordering specify style desired by letter designation and use a separate line for each subitem. (a) Small fine point. (b) Large medium point. (c) Medium bowl point. (d) Bank. (e) Falcon. (f) Ladies' Falcon. (g) Easy writer (correspondence). (h) Vertical writer, moderate flexibility. (i) Stub, small medium point. (j) Stub, long nib, medium point. (k) Stub, long nib, fine point. (l) Falcon stub. (For office and lobby use.) (m) Manifold carbon, for money-order use.
281	Glass pens. (For international money-order exchange offices only.)
282	Falcon stub (lobby) pens; put up in packages of 24 pens each. (For use in stations and for distribution to tributary offices.)
290	Penholders, common, for use in lobby.
291	Penholders, good grade. (Not for use in lobby.)
300	Pencils, black, round, Nos. 1, 2, 3, and 4. (No. 1 is the softest and No. 4 the hardest grade of lead. Always specify grade desired.)
302	Pencils; colored; blue, brown, green and red. (Always state color desired.)

Order by number as listed.

Item No.	Description
303	Pencils; blue, large lead. (For marking purposes.)
306	Pencil lengthener, all metal.
307	Rubber tips, wedge shape, for use with pencils supplied under Item 300.
311	Chalk sticks, white, 1-inch diameter and 4 inches in length. (For R. M. S. only.)
312	Chalk, sticks, white.
313	Crayons, for marking parcel-post packages, etc.; black, blue, green, and red.
315	Erasers, steel, knife.
316	Knives, straight blade.
318	Shears, steel, 9 inches long.
319	Ribbons, purple record, for Class 2,000 Cash Accounting machines.
320	Ribbons, black record, for Model F-2 Addressograph machines.
321	Ribbons, black record, for Check-writing machines.
323	Ribbons, black record, for Stenotype machines.
325	Ribbons for Multigraph machines: (a) Black record. (b) Red record.
334	Ribbons, black record, for typewriters. (Always state make and model number, and number of machines in use.)
336	Ribbons, black and red record, for typewriters. (Always state make and model number, and number of machines in use. For largest offices only.)
339	Ribbons, blue record, for various time recorders. (Always state make and number of recorders in use.) (a) Cincinnati, 1 inch wide. (b) International, 1 inch wide, on two wooden flange spools, with two eyelets. (c) Simplex, $\frac{3}{4}$ inch wide.
342	Ribbons for computing and adding machines; black record. (Always state make and model, and number of machines in use.) (a) Burroughs, $\frac{7}{16}$ inch wide. (b) Burroughs, $1\frac{1}{16}$ inches wide. (c) Burroughs, $1\frac{3}{4}$ inches wide. (d) Burroughs, $2\frac{1}{16}$ inches wide. (e) Burroughs, $2\frac{5}{32}$ inches wide. (f) Burroughs, $2\frac{3}{8}$ inches wide. (g) Burroughs, $2\frac{1}{32}$ inches wide. (h) Burroughs, $2\frac{1}{16}$ inches wide. (i) Burroughs, $3\frac{1}{8}$ inches wide. (j) Ellis, $\frac{1}{2}$ inch wide. (k) Sunstrand, $\frac{1}{2}$ inch wide. (Red and Black record.) (l) Victor, $\frac{1}{2}$ inch wide. (m) Wales Visible, $\frac{7}{16}$ inch wide.
343	Ribbons for "Dalton" adding machines (state kind required and number of machines in use): (a) One color, $\frac{1}{2}$ inch wide, for use with super-model machine. (Black record.) (b) One color, $\frac{3}{4}$ inch wide. (Black record.) (c) Two color, $\frac{3}{4}$ inch wide. (Red and Black record.)
344	Ribbons, black record, woven edge, $\frac{1}{2}$ inch wide, heavily inked, for use with tabulating machines (electrical accounting system).
345	Typewriter eraser, round, without brush.
346	Typewriter eraser, round, with brush. (Not furnished to offices of the second class.)
350	Oiler for typewriter.
351	Oil for typewriter, in 2-ounce bottles.
352	Typewriter brush for cleaning type, and money order and post marking stamps. (Toothbrush style.)
353	Typewriter brush for cleaning machine. (Fitch.)
370	Pads or blocks, rubber, used as air cushions when stamping letters: (a) 12 by 16 by $\frac{3}{8}$ inches, solid rubber. (b) 6 by 12 by $\frac{1}{4}$ inches, composition rubber, faced with cloth.
371	Eraser, rubber, bevel, for pencil marks.

Order by number as listed. Item No.	Description
372	Finger cots; sizes, 11, 11½, 12, and 13. No. 11 is the smallest and No. 13 the largest. (Furnished to central and electrical accounting offices only.)
385	Rubber bands in ½-pound boxes, Nos. 12, 14, 16, 18, and 31. (No. 12 is the lightest and No. 31 is the heaviest band.)
386	Rubber bands, heavy, in ½-pound boxes, Nos. 62, 82, 64, and 84. (Not furnished to offices of the second class.)
389	Sheet holders, aluminum; for use with the special delivery messengers' receipt, Form 3951. (For regularly employed messengers only.)
390	Files, adhesive, cloth sides, alphabetical index, gummed stubs: (a) 9 by 11, 250 stubs. (b) 9 by 11, 500 stubs. (c) 11 by 15, 250 stubs. (d) 11 by 15, 500 stubs.
391	Binders, transfers, with two sectional posts: (a) For sheets 8½ by 14 inches; for Forms 517, 1854, 2558, 4521, 4523, 4544, 4544a, 4550, 6011, 6013, and 6014. (b) For sheets 9½ by 12 inches, for Forms 025, 1091, 1091a, 1805, 3295, 3339, 3609, 4514, 4536, 4572, 4574, 4576, 4578, 4585, 5022, 5091, 5119, 5170, 5171, 5294, 5380, 5381, and Item 88a. (c) For sheets 10½ by 16 inches; for Forms 3543, 3807, 3961R, 4515, 4517, 4545, 4564, 4566, 4571, 4573, 4573a, 4589, 4589F, 5009, 5029, 5084, 5088, 5089, and 5185. (d) For sheets 11½ by 25½ inches; for Forms 4512, 4512a, and 4513. (e) For sheets 12½ by 17 inches; for Forms 1590 to 1594, inclusive. (f) For sheets 14 by 8½ inches; for maintaining a current record of Forms 3961a, 3961ca, 6745c, 6745ca, PS630a, and PS630ca. (g) For sheets 14 by 8½ inches; for permanent storage of Forms 3961a, 3961ca, 6745c, 6745ca, PS630a, and PS630ca. (h) For sheets 18 by 24 inches; for Form 1845. (i) For sheets 19 by 8 inches; for Form 6015 (electrical accounting system).
391M	Binder, loose-leaf, ring; for sheets size 10½ by 7½ inches (for use in connection with city carrier's directory sheets, Item 88b).
391R	Binder, 3-ring; for sheets 6¾ by 3¾ inches (for rural carriers only).
392	Filing box, letter, alphabetical index; size 11 by 12 by 3 inches.
393	Board clips, with metal holder: (a) Cap size, 9 by 15½ inches. (b) Letter size, 9 by 12½ inches.
394	Transfer storage boxes, with follower block, and cover; for index cards: (a) For 3 by 5 inch cards. (b) For 4 by 6 inch cards. (c) For 5 by 8 inch cards.
400	Brass paper fasteners, round head, 100 to box: (a) No. 2—½ inch long. (b) No. 3—¾ inch long. (c) No. 4—1 inch long. (d) No. 6—1½ inches long.
401	Metal paper fasteners, similar to "Acco Fastener No. 12"; put up in boxes of 50 complete fasteners each. (For post-office inspectors only.)
402	Clips, steel, large; put up in boxes of 100 each.
403	Clips, wire, small; put up in boxes of 500 each.
404	Wire staples, for paper-fastening machines: (a) For Acme No. 1 machines; 5,000 to box. (b) For Acme No. 2 machines; 1,000 to box. (c) For Bostitch, Hotchkiss 1A, and Star machines; 5,000 to box. (d) For Hotchkiss No. 1 machines; 500 to box. (e) For Hotchkiss No. 2 machines; 1,000 to box. (f) For Midget A machines; 5,000 to box. (g) For Midget B machines; 5,000 to box.

Order by number as listed.

Item No.	Description
410	Pins, put up in ¼-pound boxes (No. 3 is the largest and No. 7 the smallest size): (a) No. 3. (b) No. 5. (c) No. 7.
411	Thumb tacks, on blocks of 1 dozen each.
420	Rulers, metal edge, 18 inches long, maple wood.
421	Tapelines; graduated to ⅛ inch, 7 feet in length, one color; for parcel post measurements.
423	Desk pads, stiff back, imitation-leather corners; to hold blotters 19 by 24 inches. (For offices of the first class only.)
424	Hand blotters, rocker style, medium size.
425	Copying cloths: Size 16 by 19 inches. (For money order exchange offices only.)
427	Twine holders.
429	Cups, glass; pin and sponge.
430	Sponges, for sponge cups.
431	Sealing wax, red, in ¼-pound sticks.
433	Ink eradicator, fluid. (Furnished only to post-office inspectors.)
435	Cutters, steel. (For use in detaching money order from stub.)
436	Cutters, steel. (For use in detaching "Insurance" receipt from stub.)
592	Stamps, revolving, line daters, rubber; for printing month, day, and year. (Small.)
593	Same as Item 592 (large).
594	Stamps, revolving, numbering, rubber; four bands.
595	Same as Item 594; six bands.
603a	Pads, extra; for self-inking rubber stamps, Item 603.
635	Rubber type, pica, in sets; for days, months, six consecutive years; with tweezers.
637	Rubber type, pica, in sets; for 24 hours, as "1 a. m.," "2 p. m.," etc.
638	Rubber type, pica, for 24 half-hours, as "10.30 a. m.," "2.30 p. m.," etc., in sets.
642	Rubber type, pica, single, as "1932," "9," "Mar.," "a. m.," "p. m.," "1.00 a. m.," "2.00 p. m.," etc.
660	Ink for rubber-stamp pads: (a) 2-ounce cans; furnished in black, red, and purple. (b) 8-ounce cans; furnished in red only. (For largest offices.)
661	Canceling ink for use with rubber postmarking and precanceling stamps: (a) 4-ounce cans. (b) 8-ounce cans.
670	Pads, inked, for rubber stamps: (a) 2¾ by 4¼ inches; black, red, and purple. (b) 2 by 3¾ inches; red only.
671	Pads, not inked, 2¾ by 4¼ inches; for rubber postmarking stamps.
672	Pads, not inked, 3¼ by 6¼ inches; for rubber postmarking stamps.
673	Pads, not inked, 4½ by 7½ inches; for rubber precanceling stamps.
675	Racks for holding rubber stamps: (a) Revolving, capacity 20 stamps. (Not for offices of the second class.) (b) Strip, capacity 6 stamps.
690	Cancelers, hardwood.
700d	Handle only for metal postmarking stamp, Item 700.
715e	Handle only for metal postmarking stamp, Item 715.
740	Type (set) for use with metal postmarking stamp, Item 700, including 6 consecutive years, months, days, 24 hours, and 24 half hours.
741	Type (set) for use with metal postmarking stamp, Item 715, including years, months, days, and 24 hours.
742	Type (set) for use with metal postmarking stamp, Item 715, including years, months, days, 24 hours, and 24 half hours.
743	Type (set) for use with metal postmarking stamp, Item 715, including years, months, and days. (For R. M. S. only.)
744	Type (single) for use with metal postmarking stamp, Item 715; years, months, days, hours, or half hours, as required.
747	Type (single) for use with metal postmarking stamp, Item 700; years, months, days, hours, or half hours, as required.

Order by number as listed.

Item No.	Description
763	Metal stamp with the word "Missent."
772	Sockets, brass, for holding stamps made of printer's roller composition.
781	Ink, printers', in 1-pound cans; for use on printing presses. (a) Bond Black. (b) Job Black.
782	Ink, printers', in 1-pound cans; for use with multigraph machines. (a) Black. (b) Blue. (c) Red.
783	Ink, black, in 1-pound cans; for use with addressograph machines.
784	Ink, black, in 1-pound cans; for use in precanceling postage stamps by multigraph machine or printing press.
785	Canceling ink, for use with metal postmarking stamps and canceling machines: (a) ¼-pound cans. (For R. M. S. only.) (b) ½-pound cans. (c) 1-pound cans. (d) 8-pound cans.
790	Pads, composition, round, for use with steel postmarking and canceling stamps.
<p>NOTE.—Requests for numbering machines should be made by letter plainly stating the necessity therefor, and whether automatic or lever pattern is desired. Unserviceable machines should be returned for repairs, by ordinary mail, with letter of explanation to the Division of Equipment and Supplies. Triplicating machines are no longer furnished.</p>	
800	Numbering machine, steel, 6-wheel, automatic pattern. (See note.)
802	Numbering machine, steel, 6-wheel, lever pattern. (See note.)
803	Pads for automatic and lever numbering machines. (Always state make of machine.)
804	Pad holders for automatic and lever numbering machines. (Always state make of machine.)
805	Ink, noncopying, for numbering machines, in 2-ounce cans; black, blue, green, red, and violet. (Always state color desired.)
814	Presses, hand, for attaching lead seals. (Order by letter only after use has been authorized.) (a) For lead seals, with cord attachment. (b) For tin band lead rivet seal.
815	Lead seals, with cord attachment. (For authorized offices only.)
816	Tin band lead rivet seals. (For authorized offices only.) (a) ¾ inch wide by 2½ inches in length. (b) ¾ inch wide by 4½ inches in length.
817	Car seals, tin, serially numbered, as ordered, in lots of 1,000. (For Railway Mail Service only.)
<p>NOTE.—Items 852 to 947, inclusive, noted below, are not to be ordered on requisition form; request for these items must be made by letter, STATING NECESSITY.</p>	
852	Scale, letter balance, capacity 9 ounces, graduated by ½ ounce.
853	Scale, capacity 4 pounds, graduated by ½ ounce.
854	Scale, parcel post, capacity 100 pounds, graduated by 1 ounce.
855	Scale, portable platform, on wheels, capacity 500 pounds, graduated by ¼ pound; platform 16 by 22 inches; sliding poise. Not furnished for use in weighing parcel-post packages.
856	Scale, portable, platform, on wheels, capacity 2,000 pounds, graduated by ½ pound; platform 44 by 34 inches; sliding poise.
857	Scale, automatic computing parcel post; 70-pound capacity.

NOTE.—Typewriters and adding machines are furnished to offices and to branches and stations when in the judgment of the department the amount of business so warrants.

When a typewriter is out of order a request should at once be submitted to the Division of Equipment and Supplies for authority to have repairs made, transmitting therewith three or more bids, on

Form 33, for repairs needed if repairs exceed \$4. The make and serial number of machine should be quoted. When necessary to ship typewriters to another city for repairs, shipment must be made by registered mail in care of the postmaster and machines must be returned in the same manner.

Clerks who operate typewriters are required to clean and keep them properly oiled, covered when not in use, and to refrain from subjecting them to unnecessary hard usage.

When an adding machine is out of order, emergency repairs may be made in a sum not to exceed \$15 for a 7-bank machine, \$20 for a 9-bank machine, and \$30 for a 13, 15, or 17 bank machine, provided the machine is not over 8 years old. Repairs to adding machines, except those of a minor character, must be made by the respective manufacturers of the machines. Should the local service station of an adding machine company present to an office a repaired Government-owned machine, properly crated and certified to, for return to the office from which received, the postmaster is authorized and requested to accept and forward it by registered mail to destination under penalty label. The same course should be pursued with reference to transmitting relief machines furnished for use pending the repair of Government-owned machines, also empty shipping boxes which may be presented by the local service station for shipment to any post office. When necessary to ship adding machines for repairs, the same method should be pursued as in the shipment of typewriters.

Clerks who operate adding machines are required to keep the machines covered when not in use, and to familiarize themselves with the mechanism so that oiling, cleaning, and the placing of new ribbons thereon may be done by them; also to refrain from subjecting them to unnecessary hard usage.

Order by number as listed.

Item No.	Description
900	Typewriting machines. (See note above.)
901	Typewriter stops, for use in connection with tabulating attachments. (Always state make and model number of machine for which stops are desired.)
902	Adding machines. (See note above.)
907	Baling machines for waste paper; capacity 80 to 250 pound bales. Waste-paper baling machines are furnished to first-class offices having large accumulations of waste paper, the value of which will be enhanced if baled, provided the paper can be sold locally—that is, delivered to the purchaser at the post office.
947	Lock holder, canvas; attachable to bag racks.
949	Towels, huck, size 17 by 32 inches; with words "United States Government."
950	Waste, cotton (for offices having electric canceling machines and conveyors only): (a) 5-pound packages. (b) 50-pound bales.
1025	Casters, truck, iron wheels (state whether rigid or swivel are desired): (a) 2-inch, for use on basket under Item 1031. (b) 2½-inch, for use on basket under Item 1033. (c) 3-inch, for use on baskets under Items 1033 and 1046. (d) 4-inch, for use on basket under Item 1046.
1026	Casters, truck, equipped with cushion canvas wheels, stationary or antifriction swivel. State style desired (for offices in Federal buildings only): (a) 2½-inch, for use on basket under Item 1033. (b) 3-inch, for use on basket under Item 1033.
NOTE.—Items 1030 to 1077, inclusive, must be ordered by letter with full explanation as to the necessity for such equipment.	
1030	Basket, truck, 30 inches long by 19 inches wide by 17 inches deep; capacity 4 bushels, grip holes at ends; without casters.
1031	Basket, truck, same as Item 1030, with set of four 2-inch casters.
1033	Basket, truck, or warehouse car, same as Item 1032, equipped with set of four 3-inch casters.

Order by number as listed.

Item No.	Description
1035	Basket, carrying, 28 inches long by 17 inches wide by 10 inches deep; grips at ends for convenient holding.
1046	Basket, truck, 42 inches long, 30 inches wide by 30 inches deep; grip holes at ends; equipped with set of four 3-inch casters.
1060	Receptacle, wastepaper; round; fiber; (a) Office type; 12 inches diameter at top, 14 inches high. (For use in Federal buildings only).
1060-c	Receptacle, wastepaper; round; metal; office type; 13 inches diameter at top, 14 inches high.
1061	Basket, desk, wire, rubber feet, 14 by 10 by 4 inches.

NOTE.—Extra wheels and rubber tires for trucks, etc., should be ordered by special letter, stating size and character desired, also item number and make of truck for which they are intended.

1070	Truck, post-office, platform 68 by 32 inches, straight racks, 36 inches high, center wheel 12 inches in diameter; antifriction swivel-end wheels 6 inches in diameter; plain iron wheels.
1070c	Same as Item 1070, with rubber-tired wheels. (Furnished only to post offices located in Federal buildings for service on marble or tile floors.)
1070d	Truck, post-office, platform, same as Item 1070, equipped with bumpers.
1070e	Same as Item 1070, equipped with bumpers and rubber-tired wheels.
1072	Truck, warehouse, hand (Boston pattern), full strapped, hardwood frame, plain iron wheels, 48-inch handles, wheels outside of frame and protected by shield; steel nose, turned bearings.
1073	Truck, warehouse, hand, same as Item 1072, equipped with cushion canvas wheels. (For offices in Federal buildings only.)
1074a	Dry-goods truck, platform 52 by 27 inches, end racks 30 inches high, with swivel-end wheels, and broad flat-faced iron center wheels; capacity, 1,500 pounds.
1074b	Dry-goods truck, platform same as Item 1074a, equipped with rubber-tired wheels. (For offices in Federal buildings only for service on marble or tile floors.)
1077	Pushcarts, three-wheel (for offices having city or village delivery service only): (a) 44 by 29 by 10 inches, without cover, drop end. (b) 42½ by 23 by 23 inches, with cover, without drop end.

CLEANING SUPPLIES, FLAGS, TWINE, ETC.

1100	Lubricating oil, in 8-ounce cans. (For hand-power canceling machines.)
1102	Cheesecloth, unbleached, medium quality, 36 inches wide.
1105	Flags, United States (furnished to all presidential offices not located in Federal buildings): (a) 3 by 5½ feet. (b) 5 by 9½ feet.
1120	Brushes for cleaning floors. (Floor sweeps, without handles.) (a) 18 inches wide. (b) 24 inches wide.
1121	Mops, cotton.
1122	Brooms, corn, 6 strings.
1127	Scouring preparation suitable for cleaning and polishing window glass; in cakes weighing approximately 12 ounces each. (Similar to Bon Ami.)
1128	Scouring powder; suitable for cleaning tile floors, etc., in cans weighing approximately 1 pound each.
1130	Toilet soap, white, floating, approximately 4-ounce cakes.
1134	Soap powder, in 1-pound packages.

Order by number as listed.
Item No.

Description

NOTE.—Requests for lubricating oil for electric canceling machines and automatic scales should be addressed to the nearest district supply office. See notice appearing in the Monthly Supplement to the Official Postal Guide for April, 1931.

- 1146 Lubricating oil for electric canceling machines and automatic scales.
1150 Twine, jute, for tying letter mails; two balls to pound.
1151 Twine, jute, large, soft, 6-ply.
1153 Twine, jute, 3-ply.
1154 Twine, hard, 3-ply. (For registry business only.)
1158 Twine, cotton, cable-laid. (For post-office inspectors only.)
1159 Facing slips, plain, in packages of 3,000 slips each.

NOTE.—In ordering printed facing slips postmasters should invariably use Forms 1581 and 1581f and officers of the Railway Mail Service should use Forms 5364 and 5364f. Requisitions should be made at least 60 days before the slips are needed and ordered in sufficient quantities to meet requirements for six months. When separations of mail are made by publishers or firms using the mails extensively, the necessary printed facing slips should be furnished them by the postmaster without expense.

- 1164 Ties, steel wire, baling, single loop, 8 feet long, in bundles of 250 ties. (Order only by special letter.)
1165 Ties, steel wire, baling, single loop, 10 feet long, in bundles of 250 ties. (Order only by special letter.)
1166 Tin cans suitable for shipping lubricating oil. (Furnished to offices designated as distributing points only.)
(a) 1-quart capacity.
(b) 1-gallon capacity.
(c) 5-gallon capacity.

CITY, RURAL, AND VILLAGE DELIVERY EQUIPMENT

NOTE.—Requests for Items 1168 to 1173, inclusive, and for authority to incur any expense in connection with the erection or painting of letter-box equipment must be made the subject of special correspondence with the Division of Equipment and Supplies. Locks and keys for use with street letter-box equipment must be ordered direct, by letter, from the Mail Equipment Shops, Fifth and W Streets NE., Washington, D. C.

- 1168 Letter boxes:
(a) No. 1 (small), 13 by 8 $\frac{3}{4}$ by 19 $\frac{1}{4}$ inches.
(b) No. 2 (large), 15 $\frac{1}{2}$ by 9 $\frac{1}{2}$ by 24 inches.
1170 Large collection box. (To be used in lieu of package box and combination letter and package box.)
1171 Storage boxes:
(a) No. 1 (small), 49 $\frac{1}{2}$ by 20 by 21 $\frac{1}{2}$ inches.
(b) No. 2 (large), 54 by 25 by 27 inches.
1172 Letter-box posts, concrete; 7 feet long, with post half fastener.
1173 Letter-box enamel, Olive green color:
(a) $\frac{1}{2}$ -gallon cans.
(b) 1-gallon cans. (Put up in cases of 1, 3, and 6 gallons each.)
1174 Letter-box fasteners:
(a) Box halves.
(b) Post halves.
1175 Time cards, metal, for letter boxes:
(a) Size 3 $\frac{3}{4}$ by 5 $\frac{1}{2}$ inches.
(b) Size 6 by 6 $\frac{1}{4}$ inches.
(d) Size 3 $\frac{3}{4}$ by 5 $\frac{1}{2}$ inches.—“Air mail” type.
1176 Time-card frames:
(a) 3 $\frac{3}{4}$ by 5 $\frac{1}{2}$ inches.
(b) 6 by 6 $\frac{1}{4}$ inches.
1182 Screws and bolts for attaching time-card frames to letter boxes:
(a) $\frac{1}{2}$ -inch screws.—For frames with side ears.
(b) $\frac{3}{4}$ -inch bolts.—For frames with bottom and top ears.

Order by number as listed.

Item No.	Description
1183	Screws for attaching letter boxes to steel pedestal posts $\frac{1}{16}$ by 1 inch (old style).
1184	Bolts for attaching old style pedestal posts to anchors, $\frac{3}{8}$ by $2\frac{1}{2}$ inches.
1185	Bolts, brass, 5-inch, with nuts for attaching letter-box post half fasteners to concrete posts.
NOTE.—When satchels become worn or ripped, submit to the Division of Equipment and Supplies, without delay three or more competitive bids on Form 33 for repairing them, and await instructions.	
The accumulation of old satchels and straps in quantities is to be avoided, and to this end the Division of Equipment and Supplies should be notified from time to time, as occasion may require, of the number of each kind on hand beyond repair, when instructions concerning their disposition will be issued.	
New satchels should not be requested as long as the old ones may be made serviceable by repair.	
1200	Carriers' delivery satchels, all-leather, without shoulder strap: (a) Size No. 1 (21 by 15 inches) for Rural Delivery Service. (b) Size No. 2 (16 by 13 inches) for City and Village Delivery Services.
1202	City collectors' canvas satchels; size 22 inches wide by 20 inches deep. Folding frame, equipped with shoulder strap. (For largest offices of the first class only.)
1204	Special delivery messengers' satchels, leather. (For largest offices of the first class only.)
1210	City, rural, and village carriers' shoulder straps for carriers' satchels. (Furnished when required to replace those broken or worn out.)
1216	City carriers' tie straps: (a) No. 1 (small), 24 inches long. (b) No. 2 (medium), 30 inches long. (c) No. 3 (large), 36 inches long.
1218	Rural carriers' tie straps, 36 inches long.

LIST OF RUBBER STAMPS IN STOCK

NOTE.—Requests for stock stamps should be included in the regular requisition on Form 1580, and a separate line used for each numbered stamp ordered. Stamps that must be made to order must not be included in the regular requisition but ordered in accordance with the instructions appearing on page 52. Excess rubber stamps in serviceable condition should be returned to the Division of Equipment and Supplies, by ordinary mail, for reissuance.

Order by number as listed.

Item No.	No	Lettering
1300	1.	Reason for nondelivery checked. Return to writer. Unclaimed, -----; Unknown, ----- Deceased, -----; For better address, ----- Moved; left no address, -----; Refused, ----- No such post office in State named, -----
	2.	Forwarded.
	3.	Advertised.
	4.	Postage due, ---- cents.
	5.	Postage due, $\frac{1}{2}$ cent.
	6.	Postage due, 1 cent.
	7.	Postage due, $1\frac{1}{2}$ cents.
	8.	Postage due, 2 cents.
	9.	Postage due, $2\frac{1}{2}$ cents.
	10.	Postage due, 3 cents.
	11.	Postage due, $3\frac{1}{2}$ cents.
	12.	Postage due, 4 cents.
	13.	Postage due, $4\frac{1}{2}$ cents.
	14.	Postage due.....cents. Demurrage due.....cents. Total.....cents.

Order by number as listed.

Item No.	No.	Lettering
1300	15.	Demurrage paid.
	16.	Held for postage.
	17.	Returned for postage.
	18.	Return and forwarding postage guaranteed.
	19.	Fraudulent. Mail to this address returned by order of Postmaster General.
	20.	This is the mail for which you sent postage.
	21.	Postage subsequently paid by sender.
	22.	Held for better address.
	23.	To avoid delay in delivery have your mail addressed to street and number, post-office box, or general delivery.
	24.	Second notice. No reply to first notice mailed.
	25.	Nothing written in the space for address.
	26.	Delayed because of incomplete address. Advise correspondents and publishers to address your mail to street and number, or to rural route and box.
	27.	
	28.	
	29.	
	30.	Received without address at
	31.	Found in ordinary mail.
	32.	Received unsealed at
	33.	Please have box erected or slot cut in door.
	34.	Received without contents at
	35.	
	36.	Advise your correspondents or publishers of your correct address.
	37.	Can not be found.
	38.	Unmailable.
	39.	Received in bad condition at
	40.	
	41.	Damaged by canceling machine.
	42.	Received in damaged condition.
	43.	Personal receipt demanded.
	44.	Deliver to addressee only.
	45.	
	46.	Deficiency in address supplied by post office at
	47.	Withdrawn before dispatch.
	48.	Specially held.
	49.	Not in directory.
	50.	
	51.	Name repeated in directory.
	52.	Out of business.
	53.	Night service.
	54.	Not returnable.
	55.	No such {number. street.
	56.	Not regular.
	57.	
	58.	Misdirected.
	59.	Insufficient address.
	60.	Supposed liable to customs duty.
	61.	Illegible.
	62.	Fictitious.
	63.	
	64.	Canceled. (For use with International orders.)
	65.	Delivery delayed on account of incomplete address.
	66.	If you wish your mail delivered by carrier, have it addressed to street and number.
	67.	Examined at mailing office; contains only fourth-class mail.
	68.	Remailed after delivery. Not in registered mail.
	69.	

Order by number as listed.

- | Item No. | No. | Lettering |
|----------|------|---|
| 1300 | 130. | Equipment and Supplies. |
| | 131. | Mail Equipment Shops. |
| | 132. | Only \$..... indicated by margin. |
| | 133. | Not issued. |
| | 134. | Foreign. |
| | 135. | Newspapers. |
| | 136. | Circulars. |
| | 137. | Domestic. |
| | 138. | International. |
| | 139. | Duplicate. |
| | 140. | Exchange office, New York, N. Y. |
| | 141. | Missent to and forwarded to paying office. |
| | 142. | Advice on file unpaid. |
| | 143. | Paid \$..... on this order, according to separate advice. |
| | 144. | Filled in from particulars contained in separate advice. |
| | 145. | No advice received. |
| | 146. | |
| | 147. | Paying office not named. |
| | 148. | Written order on file. |
| | 149. | Amount written in body of order does not agree with figures in right-hand margin. |
| | 150. | Application for {duplicate.
warrant. |
| | | Made at by remitter or by payee. |
| | | To be drawn in favor of {remitter.
payee. |
| | | Certified, 19... |
| | 151. | Please obtain from the remitter the full address of the payee, street, and number. |
| | 152. | Paid First National Bank. |
| | 153. | Credit taken in statement No., 19... |
| | 154. | See signature on other side. |
| | 155. | You will please complete and return this advice. |
| | 156. | Separate advice applied for, 19... |
| | 157. | Impression of M. O. B. stamp lacking. |
| | 158. | |
| | 159. | Please answer all the questions upon other side of this form. |
| | 160. | Issued under section 1156, P. L. and R., in lieu of No., drawn at Received and sent this office for reissue. |
| | 161. | Return all these papers to the Department in the inclosed envelope. |
| | 162. | Not paid at main office. |
| | 163. | Remitter's name omitted. |
| | 164. | |
| | 165. | In payment of order No.
Issued at
Remitter
Payee |
| | 167. | Repaid to {Remitter.
payee.
....., 19...
Credit taken in statement No. |
| | 168. | Paid by duplicate No. |
| | 169. | Notified. |
| | 170. | |
| | 171. | Rebuts |
| | 172. | This a corporate name. |
| | 173. | Atlanta, Ga. |
| | 174. | Baltimore, Md. |
| | 175. | Boston, Mass. |
| | 176. | |
| | 177. | Brooklyn, N. Y. |
| | 178. | Buffalo, N. Y. |
| | 179. | Chicago, Ill. |
| | 180. | Cincinnati, Ohio. |

Order by number as listed.

Item No.	No.	Lettering
1300	181.	Cleveland, Ohio.
	182.	
	183.	Denver, Colo.
	184.	Detroit, Mich.
	185.	Indianapolis, Ind.
	186.	Kansas City, Mo.
	187.	Los Angeles, Calif.
	188.	
	189.	Milwaukee, Wis.
	190.	Minneapolis, Minn.
	191.	New Orleans, La.
	192.	New York, N. Y.
	193.	Philadelphia, Pa.
	194.	Pittsburgh, Pa.
	195.	St. Louis, Mo.
	196.	St. Paul, Minn.
	197.	San Francisco, Calif.
	198.	Seattle, Wash.
	199.	
	200.	Washington, D. C.
	201.	Bermuda.
	202.	Canada.
	203.	Cuba.
	204.	Denmark.
	205.	
	206.	France.
	207.	Germany.
	208.	Great Britain.
	209.	Italy.
	210.	Japan.
	211.	
	212.	Mexico.
	213.	Netherlands.
	214.	Norway.
	215.	Philippines.
	216.	Porto Rico.
	217.	
	218.	Queensland.
	219.	Russia.
	220.	Sweden.
	221.	Switzerland.
	222.	
	223.	Received the amount of this certificate and \$..... interest due thereon.
	224.	Returned for {correction. completion.
	225.	Authorized time for forwarding has expired. Please advise your correspondents of your new address.
	226.	Coupon of Form 6126 on file.
	227.	Payment refused for cause.
	228.	
	229.	Not within act of July 3, 1926.
	230.	Returned for additional postage.
	231.	Exchange.
	232.	Exchange paid.
	233.	Via Air Mail.
	234.	
	235.	If second attempt to deliver is desired, send cents to cover postage at local rates.
	236.	Mailed on rural route.
	237.	Canceled. (For postal savings business.)
	238.	Spoiled.
	239.	Paid.
	240.	

Order by number as listed.

Item No.	No.	Lettering
1300	*241.	Void—No issue under this number.
	*242.	I certify that the above is a complete, true and correct list of all checks drawn by me on the Treasurer of the United States under the symbol number and on account of month stated.
	*243.	Void—Substitute issued under same number.
	*244.	Paid by check drawn on the Treasurer of the United States, No. —.
	†245.	Counted in U. S. A.
	†246.	Small packet.
	†247.	Small packet. Collect 15 cents.
	†248.	Letter package. Collect 10 cents.
	249.	
	†250.	Parcel Post. Collect 15 cents.
	251.	

RUBBER AND STEEL POSTMARKING AND CANCELING STAMPS, TYPE, MISCELLANEOUS RUBBER STAMPS, AND STAMP SUPPLIES

Use requisition Form 1567 (blue) when ordering from this list, care being taken that all information and particulars called for on the form are included in the requisition; otherwise it will be returned for completion. (See instructions on the reverse side of Form 1567.)

When making requisition for rubber or steel stamps of special manufacture (i. e., those not included in the list of stamps kept in stock), Forms 1567, 1567f, and 1567i should always be used. Impressions or sketches of the stamps desired should be made on Form 1567i.

Miscellaneous rubber stamps (Items 500 to 519, inclusive), with such wording or lettering as may be required, will be furnished in limited quantities to offices of the first and second classes. When these stamps are ordered, reference should be made to the list of stock stamps (see page 47), to which list postmasters will confine their requests as far as possible.

It is not necessary that postmasters order hand stamps for newly established branches or stations. Such stamps will be furnished without requisition.

Broken steel stamps should be sent by mail to the Fourth Assistant Postmaster General, Division of Equipment and Supplies, for repairs, but those that have become unserviceable from wear should be destroyed.

Type (metal and rubber) are furnished singly or in sets. If quantity desired is less than half of set, requisition should call for "single" type, designating those needed to make the set complete.

Rubber and steel stamps are made to order, the process requiring about 30 days.

Observe caution against the use of rubber stamps with steel-stamp ink. The oil used in the manufacture of the ink furnished with steel stamps will ruin a rubber stamp within a few weeks.

Hereafter rubber dating stamps, Items 550 to 577, inclusive, will be forwarded to postmasters unaccompanied with canceling ink, ink pads, or set of type, except in cases where the office has been destroyed by fire, etc. When new pads, type, or ink are required, requisitions should be made therefor.

IMPORTANT.—Postmasters are requested especially to examine the supply of year type on hand, and if type is required for the forthcoming year, postmasters of the first and second classes will include in a general requisition submitted prior to November 1 each year a request for Items 744 or 747—steel type, and Item 642—pica rubber type, sufficient to equip hand stamps at the main office, branches, and stations.

*Issued only to those offices paying by checks drawn on the Treasurer of the United States.

†Issued to and for use by authorized exchange offices only.

RUBBER STAMPS AND SUPPLIES

Order by number as listed.

Item No.

Description

- 500 Stamps, rubber, "hand index," with such lettering inside and outside the "hand" as may be ordered, and for which there is space on the block:
 (a) Not to exceed 1½ inches in length.
 (b) Not to exceed 3½ inches in length.
- 502 Stamps, rubber, wood handle, size and style of type as ordered, with or without border.
 (a) One line stamps:
 (1) Not to exceed 2 inches in length.
 (2) Over 2 inches and not to exceed 3 inches in length.
 (3) Over 3 inches and not to exceed 4 inches in length.
 (b) Two line stamps:
 (1) Not to exceed 2 inches in length.
 (2) Over 2 inches and not to exceed 3 inches in length.
 (3) Over 3 inches and not to exceed 4 inches in length.
 (c) Three line stamps:
 (1) Not to exceed 2 inches in length.
 (2) Over 2 inches and not to exceed 3 inches in length.
 (3) Over 3 inches and not to exceed 4 inches in length.
 (d) Four lines and over:
 (1) Not to exceed 2 inches in length.
 (2) Over 2 inches and not to exceed 3 inches in length.
 (3) Over 3 inches and not to exceed 4 inches in length.
- 518 Rubber stamps, rectangular, circular, triangular, or oval, the greatest dimensions across the face not to exceed 1½ inches, with border, and such lettering as may be ordered.
- 518a Rubber stamps, similar to Item 518, with border and air cushion. (For use in canceling postage on third and fourth class matter in second-class offices.)
- 519 Rubber stamps, with circle ¼ inch in diameter, containing 1, 2, or 3 figures or letters.
- NOTE.—Type will not be forwarded with new rubber dating stamps except under Items 575, and 576, and in those cases where the office has been destroyed by fire, etc., and to newly established post offices. When type is required it should be requisitioned on Form 1580. See Items 635, 637, and 638. Hour and half-hour type will be furnished only to post offices using Item 550 rubber postmarking, and Item 552 rubber dating stamps.
- 550 Rubber postmarking and canceling stamp, consisting of postmarking and canceling device, with air-cushion base. Postmarking device contains a circle 1¼ inches in diameter.
- 552 Rubber receiving or miscellaneous dating stamp, containing a circle 1¼ inches in diameter, with air-cushion base, with type for 24 hours, 24 half hours, a. m. and p. m.
- 553 Same as Item 550, but with name of vessel, etc. (For use of Navy mail clerks only.)
- 554 Rubber stamps (deficiency in address) with pica type for clerk numbers; no dates; includes set of pica type "0" to "9" inclusive.
- 570 Rubber dating stamps, 1½ inches in diameter. (For money-order, registry, and parcel-post work. Always state which, and give impression of present stamp.)
- 574 Rubber dating stamps, with or without border, air-cushion base:
 (a) Not to exceed 1½ inches in length.
 (b) Not to exceed 2½ inches in length.
 (c) Over 4 inches in length.
- 575 Rubber dating stamps, for stamping strip labels and facing slips. Rectangular and to contain two lines of characters, showing R. P. O. run and clerk's name. Each stamp is furnished with a complete set of rubber pica type and from 1 to 7 train numbers, as may be ordered. (For R. M. S. only.)

Order by number as listed.

Item No.

Description

- 576 Same as Item 575, except for post office clerks. Two lines of characters, showing name of post office, State, and clerk's name. Each stamp is furnished with a complete set of rubber pica type, including 24-hour type.
- 577 Rubber dating and time stamps, containing in capitals name of post office or such other words for which there is space on the die as may be ordered, with provisions for indicating month, day, year, and hours in divisions not less than 15 minutes.
- 579 Rubber stamps, facsimile of signature, with line underneath for title if ordered; air-cushion base.
- 602 Stamps, rubber, self-inking, containing a circle $1\frac{1}{8}$ inches in diameter, with slot for month, day, and year.
- 603 Stamps, rubber, self-inking, band dating, with any required die and without dies.
- (a) New pads for stamps.
 - (b) New dies for stamps.
 - (c) New bands for all makes of above stamps. Stamps should be mailed to the Fourth Assistant Postmaster General, Division of Equipment and Supplies, for attachment of bands.

RUBBER TYPE

- 641 Rubber type, as "1932," "25," or "Jan.," for use in connection with hand stamps and self-inking stamps (large size).
- 642 Rubber type, pica, as "1932," "25," or "Jan.," "A. M.," "P. M.," "1.00 A. M.," "2 P. M.," etc.
- 644 Rubber type, as "1932," or "Jan." (small size).
- 645 Pica rubber type, train numbers and clerk numbers or letters, as "Tr. 1," "Tr. 20," "Tr. 107," "Clk. 1," or figures "168," etc.
- 646 Type, printing, metal body, rubber face, all sizes, with holders. (Always give impression or sketch (on Form 1567I) showing size and style desired, number of holders, length, and number of slots in each.)
- 647 Type, printing, solid rubber, all sizes, with holders. (Always give impression of sketch (on Form 1567I) showing size and style desired.)
- 681 Flexible stamp and printer's roller composition, oval, to be used in brass sockets described under Item 772, for canceling third and fourth class postage. This stamp can also be furnished in blank, for use in canceling stamps on "registered" mail.

METAL STAMPS AND SUPPLIES

- 700 Postmarking and canceling stamps, 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, branch post offices, lettered and named stations.)
- NOTE.—In ordering this stamp, state what number or letter should appear in the canceler, and also whether an additional stamp or one to replace a worn stamp. In latter case, give impression of particular stamp to be replaced.
- 703 Postmarking stamps, 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.
- 704 Facing-slip stamps, consisting of box, disk, removable type, and handle, similar to Item 703, with the exception that in center of disk four slots are to be cut instead of three, the lower slot to be of equal length and width as the upper slots. (Furnished to offices at which the postmaster's salary is \$6,000 or more per annum.)
- 715 Postmarking and canceling stamps, consisting of block, canceler, removable type, set screw for securing type, and wooden handle; characters of stamp cut in relief in a circle. (For Railway Mail Service or special service.)

STEEL TYPE

Order by number as listed.

Item No.	Description
745	Type conforming to requirements set forth in Item 715, containing train numbers, 1 to 99, inclusive. (For Railway Mail Service.)
746	Type conforming to requirements set forth in Item 715, containing train numbers of three or four figures, or the words "North," "South," "East," or "West." (For Railway Mail Service.)

MISCELLANEOUS STAMPS

761	Miscellaneous or name stamps, consisting of steel block $\frac{3}{8}$ inch thick, wooden handle, to accommodate two lines of characters on the face.
763	Miscellaneous or name stamps, consisting of steel block $\frac{1}{4}$ inch thick, wooden handle.
764	Numbering stamps, consisting of steel block and wooden handle.
770	Sealing stamps, to be used with sealing wax, consisting of seal, with attached shank for securing to handle, and wooden handle; seal to be of brass, cylindrical in shape, 1 inch in diameter. (State for what use desired and give description.)

OFFICIAL AND REGISTRY ENVELOPES

All information requested on Form 1579 must be plainly written or printed, the data furnished must be accurate, and the postmark in the circle must be legible.

In the columns "Quantity used per month" and "Quantity on hand" careful estimates must be furnished.

Postmasters and other requisitioning officers are requested, in the interest of economy, to make careful and conservative estimates of envelopes required, based on the amount of business transacted at their respective offices, so that it will not be necessary for the department to modify their estimates.

Penalty envelopes for first and second class offices will have the return card of the office printed thereon only when the department so decides. Postmasters will be careful to order only such envelopes as their office is entitled to use, and envelopes will not be supplied of sizes other than those described on Form 1579.

An inventory of the stock of envelopes should be taken when general supplies are ordered.

Envelopes must be kept in a clean, dry place and, when practicable, stored with the general supplies. It is essential that adequate space and properly protected receptacles be furnished for all postal supplies.

SPECIALLY PRINTED ENVELOPES

When requests for specially printed envelopes are made the number required should be based on the estimated consumption for six months. Two samples of each special envelope required must accompany the requisition, and the specials should be listed in the space provided therefor on the blank. *These envelopes will be supplied to first-class offices only when, in the opinion of the department, the service actually requires their use.*

FOR GENERAL USE

Order by number as listed.

Envelope No.	Size	Description
4	3 $\frac{3}{8}$ by 6.	For official correspondence.
5	3 $\frac{3}{8}$ by 6.	For correspondence between postmasters.
6	3 $\frac{3}{8}$ by 6.	For C. O. D. business.
10	3 $\frac{3}{8}$ by 6.	For mailing Forms 6006 and 6126.
11	3 $\frac{3}{8}$ by 6 $\frac{3}{4}$.	For returning certificates of deposit.
13	3 $\frac{3}{8}$ by 8 $\frac{1}{8}$.	For official correspondence.
14	3 $\frac{3}{8}$ by 8 $\frac{1}{8}$.	For correspondence between postmasters.
40	3 $\frac{3}{8}$ by 8 $\frac{1}{8}$.	For correspondence with Railway Mail Service.
41	3 $\frac{3}{8}$ by 8 $\frac{1}{8}$.	For sending vouchers of rural carriers to paying offices.
45	3 $\frac{3}{8}$ by 8 $\frac{1}{8}$.	For salary checks to rural letter carriers.
47	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For postal and M. O. remittances.

Order by number as listed.

Envelope No.	Size	Description
49	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For use of stations in sending M. O. remittances to main office.
52	4 $\frac{1}{8}$ by 7 $\frac{1}{4}$.	For international M. O. advices and German card orders.
52a	4 $\frac{1}{8}$ by 7 $\frac{1}{4}$.	For use of exchange offices for mailing reissued international money order advices.
53	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For postal and M. O. remittances by check.
54	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For official correspondence.
55	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For correspondence between postmasters.
65	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For correspondence with divisions of the department.
66	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For transmitting reports to General Superintendent, R. M. S. (Star Route Service).
83	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For M. O. presented by banks for payment through clearing house.
84	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For returning defective M. O. to banks.
85	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For sending reports and correspondence to the Comptroller of the Post Office Department.
86	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	Blue envelope for letter bills.
97	7 $\frac{1}{2}$ by 10.	For official correspondence.
99	9 $\frac{1}{8}$ by 11 $\frac{1}{2}$.	For official correspondence.
100	11 by 12 $\frac{1}{2}$.	For official correspondence.
101	11 by 12 $\frac{1}{2}$.	For central accounting offices.
105	8 by 13 $\frac{1}{2}$.	Jacket for ordinary International Air Mail.
106	9 by 15.	Jacket for ordinary International Air Mail.
107	10 by 15.	For International Money Order lists.

FOR REGISTRY BUSINESS

90	6 by 11 $\frac{1}{2}$.	Registered-package jacket.
94	8 by 13 $\frac{1}{2}$.	Registered-package jacket.
95	6 by 11 $\frac{1}{2}$.	Registry jacket; for dispatching Air Mail to foreign countries.
96	8 by 13 $\frac{1}{2}$.	Registry jacket; for dispatching Air Mail to foreign countries.

REINCLOSING ENVELOPES

80	4 $\frac{1}{2}$ by 10 $\frac{3}{8}$.	For reinclosing ordinary mail. For Customs use only.
87	4 $\frac{1}{2}$ by 10 $\frac{3}{8}$.	For reinclosing damaged unsealed, or without cover, registered matter.
102	10 by 15.	For reinclosing ordinary mail. For Customs use only.
103	10 by 15.	For reinclosing damaged unsealed, or without cover, registered mail matter.

WINDOW ENVELOPES

1	3 $\frac{1}{16}$ by 5 $\frac{1}{2}$.	For Inquiry Section in connection with dead letter mail.
3	3 $\frac{3}{8}$ by 8 $\frac{3}{4}$.	For Railway Postal Clerks checks; also indemnity checks for registered mail.

BLANKS AND BOOKS FOR POST-OFFICE INSPECTORS

The following forms, unless listed elsewhere, will be furnished to post-office inspectors only.

Order by number as listed.
Form No.

Description

2	Standard form of government lease. (Sample.)
44	Standard form of United States Government motor fuels tax exemption certificate. (Combined with Standard Form 1066.)
45	Standard form of United States Government motor fuels tax exemption identification card.
500	Summary of report on proposed establishment or extension of Rural Delivery Service.
501	Efficiency report for rural carriers.
501e	Detailed description of rural route.
501f	Follow sheet for Form 501e (manifold).
502	Memorandum of postal account.
503	Card for recording arrests.
504	Letter for use in connection with claims in C. O. D. cases.
505	Receipt (original and duplicate) for money recovered in registry cases.
506	Sectional map paper (18¾ by 24 inches).
506a	Sectional map paper (8 by 10½ inches).
506b	Ruled sheets, 14 by 17 inches.
507	Card for recording work done by inspectors and leave of absence.
508	Record of long-distance telephone calls.
509	Preliminary report in discipline cases.
510	Monthly report of expenditures by inspectors.
511	Notice requesting applications for vacant postmastership.
512a	Monthly report of work done and collections handled by inspector.
512b	Monthly report of collections made but not disbursed.
513	Pay-roll sheet for inspectors and clerks.
513a	Quarterly pay-roll summary.
517	Record of work done by inspectors during the rating period.
521	Cash statement.
522	Statement of money collected and disbursed in the field by inspectors.
524	Application for leave of absence.
526	Data concerning arrests.
527	Annual summary of arrests by statutes.
528	Monthly summary of arrests by statutes.
529	Classification and status of prosecutions.
531	Reference slip—To the Chief Inspector.
531a	Reference slip—Transmitting papers to Chief Inspector for consideration with report of inspector.
531b	Reference slip—For the use of Inspectors in Charge.
531c	Reference slip—For the use of inspectors.
531d	Reference slip—To postmaster.
531e	Reference slip—To postmaster, requesting full report.
533	Special account—Confidential fund.
535	Voucher. (Tablet.)
540	Inquiry for an ordinary parcel-post package. (Form N.)
541	Inquiry for an ordinary article, other than parcel post. (Form C 12.)
542	Inquiry relative to a foreign registered or insured article. (Form C 13.)
543	Affidavit in C. O. D. cases.
544	"Out" cards, letter size, for correspondence files.
546	Inquiry concerning alleged use of postage stamps in payment for merchandise.
547	Form letter of acknowledgment for Inspector in Charge.
548	Form letter of acknowledgment for inspector.
549	Form letter requesting addressee to call at inspector's office.
550	List of items inclosed in registered letter.

Order by number as listed.

Form No.

Description

553	Notice to the Chief Inspector of money collected by inspector.
556a	Address label.
559	Daily report of inspector.
560	Index cards, ruled, 4 by 6 inches.
561	Request for particulars of burning or burglary of post office.
562	Monthly report of cases received and returned.
565	Complaint of loss of registered article and application for indemnity.
565a	Inquiry concerning registered article.
565b	Inquiry concerning contents of registered article that may have been found loose in the mails.
565c	Inquiry concerning receipt of registered matter, to whom delivered and condition.
565d	Request for envelope of registered article.
566	Request for jacket and reference of case.
567	Arrest book.
567d	Report of arrest and preliminary hearing.
567e	Report of indictment.
567f	Report of continuance of trial.
567g	Report of result of trial or final disposition of case.
568	List of firms manufacturing safes.
569	Report covering payment for transportation in railroad-owned sleeping cars, etc.
570	Inquiry concerning business transactions with certain person or concern.
570a	Inquiry relating to simple mercantile fraud.
570d	Request for evidence concerning alleged fraudulent scheme.
572	Receipt of Inspector in Charge for money forwarded by an inspector.
574	Receipt for postal and money-order funds deposited by inspector. (100 to tablet.)
574a	Receipt for money collected by an inspector from a postal employee.
575	Agreement of mortgage in lease cases.
578	Leave of absence to postmaster.
578a	Card record of postmaster's leave of absence.
578b	Application for leave by postmaster.
593	Slip for transferring cases at division headquarters.
594	Slip to accompany cases returned to the department.
596	Cases jacketed at division headquarters and charged to -----
597	Card model for photographs of criminals.
598	Sticker slip for use in keeping count of postage.
599	Instructions to keep count of postage on matter mailed and post-marked at a certain office.
600	Inspection sheet, first and second class offices.
601	Inspection sheet, third and fourth class offices.
602	Presidential—Central accounting and direct accounting—Statement of money-order and postal accounts.
603	Station inspection sheet.
604	Third and fourth class district offices—Statement of money-order and postal accounts.
605	Inspection of postal savings depository offices.
607	Card—C. O. D. irregularities.
611	"I" case jacket (first and second class).
612	"I" case jacket (third and fourth class).
650	Index and record slip for A cases.
651	B case jacket.
652	Index and record slip for C cases.
653	Index and record slip for D cases.
654	Index and record slip for E cases.
660	Index and record slip for P cases.
662	Postmaster to collect fee for trace of ordinary foreign mail.
662-N. Y.	Same as above, but for use in the New York Division only.
663	Postmaster to collect fee for trace of registered or insured foreign mail.
663-N. Y.	Same as above, but for use in the New York Division only.
664	Instructions to postmaster in connection with Form 542.
664-N. Y.	Same as above, but for use in the New York Division only.
665	Instructions to postmasters concerning reports from foreign administrations.

Order by number as listed.

Form No.	Description
665-N. Y.	Same as above, but for use in the New York Division only.
666	Instructions to postmaster in connection with Form 540.
666-N. Y.	Same as above, but for use in the New York Division only.
667	Instructions to postmaster concerning foreign mail.
667-N. Y.	Same as above, but for use in the New York Division only.
668	Instructions to postmaster concerning incoming registered foreign mail.
668-N. Y.	Same as above, but for use in the New York Division only.
669	Instructions to postmaster concerning registered foreign mail for which no indemnity is payable.
669-N. Y.	Same as above, but for use in the New York Division only.
670	Transmitting to postmaster indemnity form (565) covering foreign registered mail originating in the United States.
670-N. Y.	Same as above, but for use in the New York Division only.
671	Instructions to file papers in lieu of a receipt for incoming foreign registered article.
672	Instructions to postmasters concerning ordinary foreign mail.
672-N. Y.	Same as above, but for use in the New York Division only.
673	Instructions to postmaster concerning ordinary foreign mail for which no indemnity is payable, except in some cases.
673-N. Y.	Same as above, but for use in the New York Division only.
674	Advising complainant that report has not been received from foreign postal administration.
675	Requesting R. M. S., to trace foreign mail.
675-N. Y.	Same as above, but for use in the New York Division only.
689	Shipping tag, white, linen, printed, 2¾ by 4¼ inches.
1012	Voucher for reimbursement of travel and other expenses, including per diem. (Standard form.)
1012a	Memorandum for use with Form 1012. (Standard form.)
1012b	Continuation sheet for Form 1012. (Standard form.)
1012c	Memorandum for use with Form 1012b. (Standard form.)
1012d	Receipt for cash. (Subvoucher for meals and lodging.) (Standard form.)
1034	Public voucher for miscellaneous expenditures. (For Railway Mail Service and post-office inspectors only.)
1034a	Same as above, for carbon copy. (Standard form.)
1066	Standard form of record of purchase of motor fuels, etc. (Combined with standard Form 44.)
1400	Proposal to lease quarters.
1410	Proposal to lease post-office quarters wanted.
1412	Information necessary for preparation of lease.
1413	Summary of lease.
1415	Inquiry to postmaster requesting information in lease cases.
1418	Information required for leasing post-office quarters.
1422	Information relative to lease proposal recommended.
1425	Specifications for equipment of post-office quarters.
1425a	Building requirements for post-office quarters.
1451	Power of attorney to execute lease for executors, administrators, and trustees.
1452	Power of attorney to execute lease.
1519	Affidavit of sender and addressee relative to ordinary letter or parcel.
4581	Proposal to lease post-office garage.
4810	Special notice, soliciting proposals to lease motor-vehicle garage.
6337	Affidavit relative to alleged wrong payment of money order.
6843	Receipt (triplicate) of payee for amount of money order improperly paid.

Book—Record of cases received and returned.

Book—Cash account.

Letterheads, unruled, size 8 by 10½ inches.

Letterheads, unruled, manifold, size 8 by 10½ inches.

Letterheads, unruled, size 8 by 7 inches.

ARTICLES NOT KEPT IN STOCK

Order by number as listed.

Form No.

Description

The forms listed below are not kept in stock in the Division of Equipment and Supplies, but may be entered on requisition Form 1580, when necessary, for the information and attention of the Office of the Chief Inspector.

584 Standard cabinet work for safes.
613 List of firms handling complete post-office equipment.
1067 Request for information regarding candidate for appointment as postmaster.

NOTE—Forms of the United States Employees' Compensation Commission for use in reporting injuries sustained by employees while in the performance of duty are furnished to the first-class post offices and requests therefor should be made to the postmasters of such offices.

BLANKS AND BOOKS FOR RAILWAY MAIL SERVICE

124 Declaration of appointee.
1012 Public voucher for reimbursement of travel and other expenses including per diem. (Standard form.)
1012a Memorandum—For use with Form 1012. (Standard form.)
1012b Continuation sheet for Form 1012. (Standard form.)
1012c Memorandum—For use with Form 1012b. (Standard form.)
1012d Receipt for cash. (Subvoucher for meals and lodging.) (Standard form.)
1034 Public voucher for miscellaneous expenditures. (Standard form.)
1034a Same as above. (For carbon copy.) (Standard form.)
1035 Public voucher for purchases, and services other than personal. (Standard form.)
1035a Same as above. (For carbon copy.) (Standard form.)
1036 Abstract of agreement. Advertising—Award—Form. (Standard form.)
2952 Foreign Way Bill (R. M. S.).
3830 R. P. C. and postmasters' registry receipt card.
3844 R. P. C. registry receipt book.
3851 Manifold dispatch record, 5-entry page. (Furnished in books of 100 pages only.)
3852 Manifold dispatch record, 10-entry page. (Furnished in books of 300 pages.)
3852LL Same as above; in loose-leaf form.
3853 Manifold dispatch record, 20-entry page. (Furnished in books of 300 pages.)
3853LL Same as above; in loose-leaf form.
3854 Manifold dispatch record, 30-entry page. (Furnished in books of 300 pages.)
3854LL Same as above; in loose-leaf form.
5000 Requisition for R. M. S. supplies.
5000F Follow sheet to Form 5000.
5001 Current authorization of space—Electric roads.
5002 Postal Laws and Regulations applicable to the Railway Mail Service. (Black book.)
5003 Examination statement.
5004 Postmasters' annual report on side mail service.
5005 Identification card.
5007 Trip report. (Sheet form only.)
5008 Label for storage cars. (Size 5 by 8¼ inches.)
5009 Time record of terminal or transfer clerk.
5010 Weekly report of space used in closed pouch trains.
5011 Notice to turn in surplus equipment.
5012 Trip report. (Large.)
5013 Mail found without address.
5014 Clerk's memo. for trip report.
5015 Registry balance sheet.
5016 Report of pouches sent and received by post office.

Order by number as listed.

Form No.	Description
5017	Current authorization of space.
5018	Weekly report of sanitary condition and janitor service in----- Railway Post Office.
5019	
5020	Bond of railway postal clerk. (Corporate surety—Single form.)
5021	Parcel post in unlocked sack.
5022	Monthly record of space used.
5023	
5024	Statement of space used.
5025	
5026	
5027	Notice of failure to catch pouch or put off mail at catcher station.
5028	
5029	Organization sheet for offices and terminals.
5030	Personnel changes.
5031	R. P. C. request for supplies.
5032	Numerical property record.
5033	Record of Government property.
5034	Side mail service statement.
5035	Monthly statement of mail-bag depositories.
5036	Notice of cancellation of storage car.
5037	Value of car work of clerks.
5038	Value of work—Terminal clerk.
5039	Diagram of letter cases.
5040	Diagram of pouch and paper cases.
5040F	Follow sheet to Form 5040.
5041	Forwarding postal clerk's bonds. (Reference slip.)
5042	
5043	Monthly report of service of noncertified substitutes.
5044	
5045	Diagram of storage car.
5046	Diagram of storage car.
5047	Report of empty mail bags and locks received, used, etc.
5048	Receipt for travel commission. (By railway postal clerk.)
5049	
5050	Book—Request to transfer mail.
5051	Requisition for printed strip labels for the Railway Mail Service.
5051F	Follow sheet to Form 5051.
5052	
5053	Special report of unworked mail.
5054	Report on probationer. (Final by chief clerk.)
5055	Request P. M. for report—Mail train service.
5056	Instructions to substitute railway postal clerk.
5057	Application for transfer.
5058	
5059	Report of irregularity.
5060	Tags for storage cars. (2½ by 4¼ inches.)
5061	
5062	
5063	Oath of office. (Railway postal clerk.)
5064	
5065	
5066	Application for temporary employment.
5067	Electric or cable car service—Monthly report of postmaster.
5068	Improperly prepared parcel.
5069	Weekly report of ----- Electric Car Service.
5070	
5071	
5072	
5073	Pouches received and dispatched.
5074	Pouches received and dispatched at Air Mail Field.
5075	
5076	
5077	
5078	

<u>Order by number as listed.</u> Form No.	Description
5079	Admittance card.
5080	Report of an inspection terminal R. P. O. service.
5081	Rules and regulations for guidance of employees in terminal R. P. O.'s.
5082	Acknowledgment of application for transfer.
5083	Comparative efficiency of terminals or tours.
5084	Organization sheet for lines.
5085	Diagram of terminal case.
5086	Unworked mails turned over to following tour.
5087	Blotter record of tour worked.
5088	Record of terminal distribution.
5089	Record of terminal time.
5090	Clerical changes.
5091	Monthly statement of work performed by individual clerk. (Terminal.)
5092	
5093	
5094	Bond of railway postal clerk. (Personal surety—Single form.)
5095	Trip report of ----- Terminal R. P. O.
5096	
5097	Classification of runs.
5098	
5099	Substitute clerk—Personal data.
5100	Book for general orders. (Blank.)
5101	
5102	Record of pouches received and dispatched at the ----- Terminal R. P. O. ----- 19---
5103	Leave for railway postal clerk.
5104	Affidavit—Sick leave.
5105	
5106	Clerks on duty.
5107	Pouches not dispatched.
5108	
5109	Daily report of transfer clerk.
5110	Tour report of A. M. F. Transfer office.
5111	Placard for storage car. (Size 6¼ by 8½ inches.)
5112	
5113	
5114	
5115	
5116	Diary of travel and expense—Substitute.
5117	Examination assigned or changed.
5118	
5119	Time-record for substitute, or unassigned railway postal clerks.
5120	Temporary assignment.
5121	Monthly report of certified substitute service.
5122	Card—Acknowledgment of assignment.
5123	Monthly report of substitute service.
5124	
5125	Record of attendance, monthly.
5126	
5127	
5128	
5129	Annual leave—Choice of periods.
5130	
5131	
5132	Reference slips for chief clerks. (Unruled.)
5133	
5134	Closed-pouch service—Monthly report of postmaster.
5135	Tag—Parcel post for "Special handling."
5136	
5137	
5138	Tag—"Perishable."
5139	
5140	Comparative records of railway postal clerks.
5141	
5142	

Order by number as listed.

<u>Form No.</u>	<u>Description</u>
5143	Notification of appointment as civil service substitute.
5144	Penalty postal card for official correspondence.
5145	Correction slip for trip report.
5146	
5147	
5148	Receipt for R. M. S. property.
5149	
5150	Mail received in pouch and handed in at car.
5151	Application for transfer referred to another division.
5152	Tag—"Bad Order."
5153	
5154	
5155	
5156	Tag—"Waste."
5157	
5158	
5159	
5160	
5161	
5162	
5163	Penalty labels for unpaid matter.
5164	
5165	
5166	
5167	
5168	
5169	
5170	Time record, values and travel allowance rates.
5171	Register of runs and time record data.
5172	
5173	
5174	
5175	Placard for depot letter box— $3\frac{3}{4}$ by $5\frac{1}{2}$ inches.
5176	
5177	Penalty labels for R. M. S. supplies, etc.
5178	Brief of irregularity in service—Delayed.
5179	Brief of irregularity in service—Damaged.
5180	
5181	
5182	
5183	Request to exchange runs.
5184	
5185	Record of freight received.
5186	Application for leave of absence.
5187	
5188	
5189	
5190	
5191	
5192	
5193	Letterheads for chief clerks. (8 by 7 inches, unruled.)
5194	Letterheads for chief clerks. (8 by $10\frac{1}{2}$ inches, unruled.)
5195	Manifold letterheads for chief clerks. (8 by 7 inches, unruled.)
5196	Manifold letterheads for chief clerks. (8 by $10\frac{1}{2}$ inches, unruled.)
5197	
5198	
5199	
5200	
5201	
5202	
5203	
5204	Waybills of foreign mails in transit.
5205	Requisition for official and registry envelopes.
5206	Reference slips for R. P. C. (Unruled.)
5207	
5208	

<u>Order by number as listed.</u>	
Form No.	Description
5209	Notice to R. P. C.—“Will admit only authorized persons to mail cars.”
5210	Placard—“No Admittance.”
5211	Pamphlet—List of official abbreviations of railway post-office titles.
5212	
5213	
5214	Service rating and error record.
5215	
5216	
5217	Report of R. P. O. inspection.
5218	
5219	Annual report of clerical force.
5219a	Work up sheet for Form 5219.
5220	Report of inspection of steel-underframe mail car. (To be used for all types of construction.)
5221	
5222	
5223	
5224	
5225	
5226	
5227	
5228	Roster of railway postal clerks. (Card, 7¼ by 9 inches.)
5229	Index and address card—R. M. S. employee.
5230	
5231	
5232	
5233	
5234	
5235	
5236	
5237	
5238	
5239	Examinations due. (Card, 3 by 5 inches.)
5240	
5241	
5242	
5243	
5244	Report of mail and equipment damaged in delivery.
5245	Report of mail and equipment damaged in receipt.
5246	
5247	
5248	
5249	
5250	
5251	
5252	Record of photo, commission. (Card, 3 by 5 inches.)
5253	Mail messenger service. (Card, 3 by 5 inches.)
5254	Side mail service.
5255	
5256	
5257	Report of damaged parcel post.
5258	Report of rifled parcel post.
5259	
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Order by number as listed.	Description
Form No.	Description
5272	Railway Mail Service pay-roll summary.
5273	Monthly report of expenditures.
5274	
5275	
5276	
5277	
5278	
5279	
5280	
5281	
5282	
5283	Inquiry regarding permanent assignment.
5284	
5285	
5286	
5287	
5288	
5289	
5290	Casualty report.
5291	Car record jacket.
5292	Certificate of construction of R. P. O. cars.
5293	
5294	Statement of annual travel allowance—R. P. O.
5295	Time record—Road clerk.
5296	Instructions to publishers. (Pamphlet.)
5297	Travel allowance authorizations.
5298	
5299	Request that postmaster verify list of closed pouches.
5300	
5301	
5302	
5303	Notice of merits or demerits.
5304	
5305	
5306	
5307	
5308	Memorandum trip report. (Book.)
5309	
5310	
5311	Clerks failing of promotion.
5312	
5313	
5314	
5315	
5316	
5317	
5318	
5319	
5320	
5321	Bid for temporary star-route service.
5322	
5323	
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5331	
5332	
5333	
5334	Railway postal clerk's roster card.
5335	Folders for flat files.
5336	Monthly report of R. P. O. inspections.
5337	