

To be Preserved

FORM A-9

UNITED STATES POST OFFICE DEPARTMENT
FOURTH ASSISTANT POSTMASTER GENERAL
DIVISION OF EQUIPMENT AND SUPPLIES
JANUARY 1, 1944

List of Postal Supplies

Furnished Post Offices of the

Fourth Class

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 your designated Supply Office for supplies.



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NOTICE

POSTMASTERS AT OFFICES OF THE FOURTH CLASS IN THE STATES OF MARYLAND, VIRGINIA, AND WEST VIRGINIA MUST PREPARE AND SUBMIT THEIR REQUISITIONS FOR POSTAL SUPPLIES ANNUALLY, AND DIRECT TO THE FOURTH ASSISTANT POSTMASTER GENERAL, DIVISION OF EQUIPMENT AND SUPPLIES, AS FOLLOWS:

State	Requisitioning month
MARYLAND	JULY
VIRGINIA	AUGUST
WEST VIRGINIA	OCTOBER

POSTMASTERS IN OTHER STATES HAVE BEEN INSTRUCTED REGARDING THE TIME OF ORDERING FROM THEIR DESIGNATED SUPPLY OFFICES.

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

GENERAL INSTRUCTIONS CONCERNING THE ORDERING OF SUPPLIES

**POSTMASTERS WILL CAREFULLY READ AND STRICTLY ADHERE TO ALL
INSTRUCTIONS IN THE FOLLOWING PARAGRAPHS**

1. Postmasters are required to use specially designated forms when making requisitions for certain supplies, and repeated failure on their part will be regarded as a serious delinquency, which in every case will be charged against their record. The utilizing of letterheads and miscellaneous scraps of paper in lieu of the forms provided by the department is objectionable, and must not be done except in cases of extreme emergency.

2. 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 dating stamp must be impressed clearly in the space provided therefor.

3. All changes affecting the supplies contained herein will be published in the monthly supplements to the Official Postal Guide and postmasters should revise their catalog accordingly.

4. All twine received on "incoming" packages of mail matter should be saved and reused, whenever possible, in tying "outgoing" packages. Cooperation with the department in an earnest endeavor to restrict expenditures for this item of supply to the absolute minimum is desired and expected.

5. Observe strictly all instructions sent you from time to time by your Supply Office regarding the manner and time for submitting requisitions for supplies. This will materially aid in the rendition of the efficient and prompt service that you expect and which your Supply Office will endeavor to give you. Please bear in mind that your help is needed.

6. If any unusual conditions prevail at your office that necessitate the use of a large quantity of any particular "form" or "item," accompany your request with a short letter of explanation, and thus avoid unnecessary delay in the filling thereof.

7. Be careful to furnish the information called for under each of the headings appearing on the requisition forms, and be sure that it is accurate. **THIS IS VERY IMPORTANT.**

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. 5442, which is printed in the current issue of the Official Postal Guide (Part 1).

FORMS FURNISHED BY OFFICES OTHER THAN YOUR DESIGNATED SUPPLY OFFICE

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

- Application to be made direct to the General Accounting Office, Postal Accounts Division, Asheville, North Carolina, for the following form:**
- Misc. 15. Special mail carrier certificate of service and compensation schedule.
- Application to be made direct to Chief Clerk, and Director of Personnel, 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 First Assistant, Post Office Service, for the following forms:**
- 1000 Petition for establishment of post office.
1014 Instructions for discontinuance of post offices.
1021 Proposed change in location of post office (change in site).
1036 Instructions to postmasters. (Care of funds and outline of duties.)
1036-A Information regarding third- and fourth-class post offices.
1041 Affidavit to be executed by civil officers of the United States upon appointment to office.
1051 Location of proposed post office (establishment).
1059 Instructions to newly commissioned postmaster regarding transfer of the post office from his predecessor. (Certificate of transfer.)
1073 Instructions to acting postmaster regarding transfer of the post office from his predecessor. (Certificate of transfer.)
1085 Personal history sheet (candidates for fourth-class post office).
1087 Receipt for undelivered insured and c. o. d. parcels on hand.
1121 Instructions relative to renewal bond (fourth-class postmaster transfer certificate).
4001 Petition for establishment of rural delivery.
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 Second Assistant, Division of Air Mail Service, for the following:**
- Air mail map of domestic and foreign air mail routes, 8 by 12 inches.
Air mail map of domestic and foreign air mail routes, 20 by 30 inches.
Air mail lobby poster, 13½ by 17 inches.
Air mail special-delivery poster, 11¼ by 13½ inches.
- Application to be made direct to Second Assistant, Division of Railway Mail Service, Star Route Section, for the following forms:**
- 5432 Star-route proposal, bond, and oath. (General Advertisement.)
5434 Certificate of the oath of the special mail carrier.
5458 Bill for temporary service on star route.
5459 Bill for service on temporary star route.
5468 Star-route proposal, bond, and oath.
- Application to be made direct to Third Assistant, Division of Letters and Miscellaneous Mails, for the following forms:**
- 3550-A Folder showing domestic postage rates, etc.
3550-B Air-mail information.
3602-PC Statement of mailing to accompany each mailing under section 562, Postal Laws and Regulations of 1940 in precanceled Government stamped envelopes, or on which postage is paid with precanceled stamps affixed.
3610-A Conditions governing the acceptance of nonmetered permit mail.
3610-B Conditions governing the acceptance of bulk mailings of third-class matter under Section 562, Postal Laws and Regulations of 1940.
3610-M Conditions governing the acceptance of metered mail.
3616 Permit to send out business reply cards or envelopes for return under Section 510, Postal Laws and Regulations of 1940.
3618 Annual 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.
3620-A Permit to use precanceled stamps on first-class matter.

Order by number as listed

<u>Form No.</u>	<u>Description</u>
3620-CC	Permit to use precanceled Government stamped envelopes for mailing matter under section 562, Postal Laws and Regulations of 1940.
3622	Conditions governing the use of precanceled postage stamps. Application to be made direct to Third Assistant, Division of Postal Savings, for the following forms:
PS-159	Inquiry concerning an inactive postal-savings account.
PS-160	Instructions concerning inactive postal-savings accounts.
PS-326	Postmaster's certification to payment of certificate without endorsement of depositor.
PS-326-A	Postmaster's certification to interest paid on a postal-savings certificate.
PS-327	Postmaster's certification to the loss of a spoiled certificate.
PS-328	Postmaster's certification to the loss of certificate after payment.
PS-329	Postmasters' certification to the loss of postal-savings certificates before issue.
922	Receipt for United States savings bonds recalled for transmission to the Department for reissue. Application to be made direct to Fourth Assistant, Division of Traffic, for the following forms:
713	Short form dray ticket (old Form 1414).
1103	Government bills of lading to cover shipments of postal supplies. (Standard Form.)
1108	Certificate in lieu of lost bill of lading. (Standard Form.)

Use requisition Form 1580-B when ordering from this list, care being taken that all information and particulars called for on the form are included in the requisition before sending it to your Supply Office; otherwise it will be returned for completion. (Postmasters should not fail to postmark all requisitions for supplies.)

BLANKS AND BOOKS FOR MONEY-ORDER SERVICE**DOMESTIC SERVICE**

L	Register of money orders issued, domestic and international combined.
XI	Book—Register of money-order post offices in the foreign countries with which business is transacted on the domestic basis, and also a list of money-order offices in Mexico.
1841	List of money orders paid.
1842-D	Remittance letter to accompany deposit of surplus funds and paid money orders to the central accounting postmaster. (To be obtained from your central accounting office.)
1842-E	Carbon copy of above for postmaster's files.
1846	Quarterly statement of money orders issued (ruled).
1846-A	Quarterly statement of money orders issued (unruled).
1847	Requisition for funds. (Order direct from your central accounting office when deficiency exists.)
6000	Money-order advertising poster.
6001	Application for a domestic money order.
6001-B	Same as Form 6001, with Spanish translation.
6002	Application to Department for duplicate money order.
6002-A	Slip—Record of application for duplicate money order.
6003	Application to Department for warrant to replace invalid domestic money order.
6004	Particulars of coupons or advice withdrawn from file.
6006	Application for separate advice of money order.
6006-A	Advice of money order drawn on St. Vincent only.
6006-B	Application for an advice of money order issued in a semidomestic country.
6021-A	Coin sacks for money-order use. (Furnished to central accounting offices for distribution.)
6028	Certificate of nonpayment of money order drawn on the United States.
6033	Card—Application to the Department for special check for payment of money orders.

Order by number as listed

Form No.	Description
PS-112	Application of a consular officer for payment of the balance remaining to the credit of a deceased depositor.
PS-114	Application for payment of the balance remaining to the credit of a deceased depositor.
PS-115	Application of undertaker for payment of funeral expenses from funds to the credit of a deceased depositor.
PS-115-A	Certification as to the correctness of undertaker's bill.
PS-300-B	Application to open an account by mail.
PS-302	Slip—Depositor's authorization to postmaster to pay interest to a representative.
PS-304	Slip—Depositor's authorization to postmaster to pay principal and interest to a representative.
PS-305	Slip—Depositor's receipt for certificates surrendered without payment.
PS 311-F/C	Fixed credit requisition and remittance letter.
PS-315	Depositor's application to withdraw principal and interest by mail.
PS-315-A	Depositor's application to withdraw by mail only the interest due on deposits.
PS-316	Book-blank drafts for obtaining funds from another postmaster.
PS-320	Form letter—Letter transmitting money orders in postal-savings payments by mail.
PS-331	Envelope for use in forwarding monthly account current. (Form PS-704.)
PS-333-10a	Album for affixing 10-cent War Savings stamps.
PS-333-25a	Album for affixing 25-cent War Savings stamps.
PS-333-50a	Album for affixing 50-cent War Savings stamps.
PS-333-1.00a	Album for affixing \$1 War Savings stamps.
PS-332-5.00a	Album for affixing \$5 War Savings stamps.
PS-541	Postal card—Postmaster's monthly statistical report.
PS-600	Card—Depositor's application to open a postal-savings account and record of deposits and withdrawals and interest paid.
PS-600-A	Continuation card for Form PS-600.
PS-606	Special interest voucher.
PS-607	Depositor's application for postal-savings certificates to be issued in lieu of certificates lost, stolen, destroyed, or improperly withheld.
PS-629	Form letter—Postmaster's approval of depositor's application to open a postal-savings account by mail.
PS-704	Postmaster's monthly account current of postal-savings transactions.
PS-706-A	Abstract of certificate transactions.
PS-708-T/F	Book—Postmaster's daily summary of all postal-savings transactions.
PS-711	Monthly inventory of postal-savings stamp stock.
990	Card remittance letter for Postal Savings.
4620	Card—Requisition for postal-savings certificates.

BLANKS AND BOOKS FOR UNITED STATES SAVINGS BONDS

904	Postmaster's monthly savings-bond account.
905	Abstract of savings bonds sold.
911	Requisition for United States savings bonds.
914	Remittance letter for U. S. Savings Bonds and War Savings Stamps. (Use as duplicate of 990.)
920	Application for the purchase of United States savings bonds.
928	Envelope, kraft size 11½ by 8½ inches; for use by patron in forwarding United States savings bonds to a Federal Reserve bank for safekeeping.
929-S	Receipt for check accepted subject to collection in payment of United States savings bonds.
950-T/F	Book—Postmaster's daily savings-bond cash and stock summary.
990	Card remittance letter for Savings Stamp and bond funds.
P. D. 1423	Treasury Department form for requesting safekeeping of United States savings bonds. (A special envelope Form 928 is furnished for transmitting request to Federal Reserve bank.)

BLANKS AND BOOKS FOR GENERAL SERVICE

A-9	List of postal supplies furnished post offices of the fourth class.
A-21	Official seals—Sticker for resealing mail matter opened by mistake or otherwise (in book of 150).

Order by number as listed	
Form No.	Description
Cir. III	Pamphlet showing rates of postage, classification, insurance, and c. o. d. features, wrapping, etc., in connection with parcel-post or fourth-class mail matter.
017-FC	Order on central accounting postmaster for postage stamps, cards, stamped envelopes, and Migratory Bird Hunting stamps.
23	Slip notice—To temporary patrons arriving at summer and winter resort post offices.
23-A	Slip notice—To temporary patrons leaving summer and winter resort post offices.
61	Oath of Office, affidavit and declaration of appointee (to be used for all employees except postmasters and rural carriers).
512	Placard, "Notice of Reward."
1055	Application for settlement by the 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.)
✓ 1208	District postmaster's remittance to central accounting postmaster for printed return-card envelopes.
1510	Report of the loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.
1516	Card—Inquiry for ordinary, registered, insured, and c. o. d. mail matter.
1518	Card—Notifying patron that certain missing mail matter cannot be located, or has been delivered to addressee.
1520	Card—Notifying patron no mail at post office addressed to him.
1521	Card—Reply to inquiry concerning dead letters.
1522	Statement—Weekly return of unmailable or undeliverable matter to the First Assistant, Post Office Service, and to post offices at division headquarters of the Railway Mail Service.
1526-P	General voucher for articles purchased or service performed (quarterly account).
1538	Receipts for box rents (in books of 250 and 500 receipts).
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.
1546	Placard—"Loitering and soliciting in this building prohibited."
1547	Placard—"Avoid loss and damage."
1550-CF	Postal account and cash book. (When ordered, always state necessity.)
1550-FC	Quarterly postal account.
1550-PO/4	Retirement Deduction Tables.
✓ 1567	Requisition form ordering postmarking and miscellaneous rubber stamps.
1576-A	Book—Record of mails received and dispatched.
✓ 1580-B -	Requisition form for ordering general supplies.
1580-BF	Follow sheet for Form 1580-B.
1585	Card—Postmaster requesting the person addressed to call at post office in connection with the matter mentioned.
1853	Voucher for rentals and services under contract.
1853-B	Voucher for miscellaneous monthly payments.
2203	Report of Alaskan star route service to the Second Assistant, Division of Railway Adjustments.
2226	Monthly report of steamboat service to the Second Assistant, Division of Railway Adjustments.
2657	Oath of mail messenger (used at post offices having mail-messenger or screen-wagon service).
2855	Application for indemnity for loss, rifling, or damage of international insured, c. o. d. insured, or Americo-Spanish ordinary (parcel post) mail, and for nonreceipt or shortage of c. o. d. charges.
2922	Sticker—Alternative disposition (for international parcel post).
2965	Patron's mailing certificate for articles or parcels transmitted in the international mails.
2966	Tag—Customs declaration, parcel post.
2967	Tag—Declaration of French customs.

LIST OF POSTAL SUPPLIES

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Order by number as listed

Form No.	Description
2972	Tag—Dispatch note for use in mailing parcels to certain foreign countries.
2976	Gummed sticker—Authority to open mail matter liable to customs duty (24 labels to a sheet).
2977	Gummed sticker—"Exprès (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 to addressees.
3039	Slip—Report of receipt of mail bearing uncanceled stamps.
3200	Price list of stamped envelopes and newspaper wrappers.
3202-D	Requisition on Department for special-request stamped envelopes.
3367-B	Receipt for stamp stock issued to carrier or clerk.
3367-C	Card record of stamp stock fixed credit inventory (Use with form 3367-B).
3526	Annual statement of ownership, etc., of newspapers.
3539	Book—Postmaster's record in triplicate of second-class matter mailed and postage collected (200 receipts, in triplicate).
3540	Card—Notice to sender that printed matter or parcel cannot be delivered and requesting postage be sent for its return.
3540-A	Card—Notice to sender of mail held for postage.
3547	Card—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.
3550-C	Placard showing postage rates.
3551	Quarterly statement to Third Assistant, Division of Classification, of newspaper and periodical postage collected and amount of free county circulation.
3356	Remittance letter and receipt for motor vehicle tax stamp funds.
3578-P	Tablet—Notice to publisher concerning undeliverable second-class matter (in tablets of 75 sheets, in duplicate).
3579	Label for returning undeliverable second-class matter to publisher.
3580	Report to the Third Assistant, Division of Letters and Miscellaneous Mails, of the receipt of unrated short-paid matter.
3583-B	Mail shipment of meat or meat food products by retail butcher or dealer.
3583-F	Mail shipment of uninspected meat or meat food products from animals slaughtered by a farmer on the farm.
3584-B	Air mail gummed sticker, $1\frac{1}{16}$ by $2\frac{1}{16}$ inches, in sheets of 48, reading "Via Air Mail," to be placed on the address side of air mail letters or parcels.
*3601	Permit to mail nonmetered second-, third-, and fourth-class matter without postage stamps affixed, as provided by sections 562 and 579, Postal Laws and Regulations of 1940.
*3602	Statement of mailings of nonmetered matter without stamps affixed.
*3602-A	Statement of mailings of metered matter without stamps affixed.
*3603-A	Book—Blank receipts for postage collected on metered matter mailed without stamps affixed.
*3603-L	Book—Blank receipts for postage collected on nonmetered matter mailed without stamps affixed. (200 receipts, in triplicate.)
*3603-S	Book—Same as above. (100 receipts, in triplicate.)
*3605	Jacket—Certificate of postage collected in money on matter mailed without stamps affixed, for quarterly report to the Comptroller.
*3609	Record of matter mailed without stamps affixed.
*3609-A	Record of meter settings.
3612	Application for permit to mail matter without stamps affixed.
*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 510, Postal Laws and Regulations of 1940.

*The use of these forms must be formally authorized by the Third Assistant, Division of Letters and Miscellaneous Mails.

Order by number as listed

Form No.	Description
3615	Conditions governing the distribution and return of business reply cards and envelopes under section 510. Postal Laws and Regulations of 1940.
3623	Application for use of precanceled postage stamps.
3623-E	Application for the use of Government precanceled 1-cent stamped envelopes under section 562, Postal Laws and Regulations of 1940.
3817	Sender's receipt for ordinary mail of any class.
3820	Card—Notification to sender of the destruction or other disposition of perishable matter before delivery.
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.
3950	Check of irregularities in the handling of special-delivery mail.
3952	Tag—"This sack contains special-delivery parcel post."
3953	Postmaster's record of special-delivery matter received—pamphlet form.
3954	Receipt for special-delivery mail.
3955	Notice to addressee to call at post office for special-delivery letter.
3955-A	Notice to rural patron that special-delivery letter undeliverable by carrier is placed in addressee's private mailing box.
3956	Application for sick leave (for use of rural carriers only).
3957-A	Application for military leave (for use of rural carriers only).
3957-B	Application of postmaster for leave of absence.
3982	Card—Change of address; size 7 by 4 inches.
3983	Card—Inquiry as to whether certain mail can be delivered at another office.
3993	Placard—"Do not spit on the floor; to do so may spread disease."
4024	Notice to supervisor to repair road.
4024-A	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 (rural service only).
4233	Card—Notice to rural patron of mail held for postage, or too large to be delivered.
4240	Rural carrier's monthly trip report.
4248	Report of inspection of rural route.
4251	Semimonthly certificate of service performed by regular rural carrier. (For use at offices having only one regular rural carrier, and those having more than one regular carrier when full service has not been performed during the pay period.)
4252	Semimonthly certificate of service performed by regular rural carrier. (For use at offices having more than one regular rural carrier when there has been no partial or complete failure of service and no absence of a carrier during the pay period.)
4253	Semimonthly certificate of service performed by temporary or substitute rural carrier.
4254-A	Semimonthly certificate of service performed by clerk in charge of rural-delivery station.
4620	Requisition for postal-savings certificates.
5049	Report of mail found in supposedly empty equipment.
5067	Monthly report of electric and cable car service.
5134	Monthly report of closed pouch service.
5135	Tag, parcel post—"SPECIAL HANDLING."
5138	Tag, parcel post—"PERISHABLE."
5152	Tag, parcel post—"BAD ORDER."
5257	Report of damaged parcel post.
5258	Report of rifled parcel post.
5400	Card-monthly report of star-route service.
5497	Oath of carrier (star route).

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

1516	Card—Inquiry for registered, insured, c. o. d., or ordinary mail.
3540	Card—Notice to sender of undelivered registered, insured, or ordinary mail. (To be used for undelivered registered mail other than that of the first class, when Form 3858 is not applicable.)

Order by number as listed

Form No.	Description
3801	Standing delivery order.
3802	Card—Notice to sender concerning registered, insured, or c. o. d. article held for postage, for better address, or because unmailable. (To be used only when sender is located at office of mailing.)
3811	Return receipt card for registered and insured mail.
3812	Application for indemnity for loss, rifling, or damage of domestic insured or c. o. d. parcel.
3813	Sender's receipt for insured mail (600 receipts to book).
3813-A	Sender's receipt for insured mail (100 receipts to book).
3814-A	Book—Record of c. o. d. mail received for delivery (2,100 entries).
3816	C. o. d. tag; long form.
3816a-L	C. o. d. tag; short form, printed lengthwise. (To be used in connection with firm mailing record).
3816-B	Duplicate delivering employee's coupon of c. o. d. tag.
3817	Sender's receipt for ordinary mail of any class.
3818	Card—Authorization to cancel or change charges on a c. o. d. parcel; or to deliver a c. o. d. parcel to a new addressee.
3819	Card—Request for completion of Form 3812 and report concerning disposition thereof.
3826-A	Irregularity report; insured and c. o. d. mail.
3840	Placard—Notice to public relative to registry, insurance, and c. o. d. services.
3849-B	Slip—Notice of arrival of insured or c. o. d. mail and receipt for insured mail.
3849-D	Card—Notice to sender, or to sender's designated agent, of undelivered c. o. d. mail.
3882-A	Firm mailing record—Insured, and unregistered c. o. d.—5-entry page (in book of 300 pages).

BLANKS AND BOOKS FOR DOMESTIC REGISTRY SERVICE

565	Application for indemnity for loss, damage, or rifling of registered mail.
3540	Card—Notice to sender of undelivered registered, insured, or ordinary mail. (To be used for undelivered registered mail other than that of the first class, when Form 3858 is not applicable.)
3801	Standing Delivery Order.
3802	Card—Notice to sender concerning registered, insured, or c. o. d. article held for postage, for better address, or because unmailable. (To be used only when sender is located at office of mailing.)
3805	Window registration book (300 entries in duplicate).
3811	Return receipt card for registered and insured mail.
3826	Irregularity report, registered mail.
3830	Registry dispatch receipt card.
3840	Placard—Notice to public relative to registry, insurance, and c. o. d. services.
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 record (5-entry page—in book of 100 pages).
3852	Manifold dispatch book record; 10-entry page (in book of 300 pages).
3858	Card—Notice to postmaster at office of mailing; impossible to deliver registered mail.
3868	Receipt to carrier for undelivered registered mail returned to post office and for receipts for registered mail delivered.
3882	Book—Firm mailing record, registered, and registered c. o. d.—5-entry page.
3896	Rural carrier's registration book (25 receipts in duplicate).

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

565	Application for indemnity for loss, damage, or rifling of registered mail.
1510	Report of the loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.

Order by number as listed

Form No.	Description
2855	Application for indemnity for loss, rifling or damage of international insured, c. o. d. insured, or Americo-Spanish ordinary (parcel post) mail, and for nonreceipt or shortage of c. o. d. charges.
2922	Sticker—International parcel post. (Alternative disposition.)
2965	Patron's mailing certificate for articles or parcels transmitted in international mails.
2966	Tag—Customs declaration, parcel post.—
2967	Tag—Declaration for the French customs, parcel post.
2972	Tag—Dispatch note, for use in mailing parcels to certain foreign countries.
2976	Gummed sticker—Authority to open mail matter liable to customs duty. (24 labels to a sheet.)
2976-A	Customs declaration (paper form) used in connection with Form 2976.
2977	Gummed sticker—"Exprès (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.)

STATIONERY, ETC.

Item No.

14-A	Reference slip; ruled; size 3½ by 8 inches.
41	Semicarbon paper; black, carbonized one side; for pencil use; (a) 3½ by 6 inches (for Forms 3578-P and 3851); (c) 3½ by 9¼ inches (for Forms 1841, 1842-D, 1842-E, and 3882-A); (d) 3½ by 10 inches (for Form 3852); (g) 5¼ by 11½ inches (for Form 3882); (h) 6 by 8 inches (for Form 3805); (k) 8 by 13½ inches (for Forms 1846, 1846-A, and 3603-S); (m) 10 by 15½ inches (for Form 3539).
88-C	Directory sheets, loose leaf, size 6¾ by 3¾ inches, for rural carrier directory. (Use binder, Item 391-R.)
89-C	Index sheets, alphabetical, in sets; for use with rural-carrier's directory sheets. (Item 88-C.)
228	Writing fluid, black-record, in quart-size container only.
234	Ink, red, powder, or tablets, in 1-pint container. (For use only at offices authorized to transact international money-order business.)
255	Liquid glue, for repairing rubber stamps; furnished in 1-ounce tube.
282	Steel pens for use in issuing money orders; put up in packages of 24 pens each.
290	Penholders.
300	Pencils, black, No. 3. (Furnished for the use of rural carriers only.)
352	Brush; for cleaning money-order, parcel-post, registry, and postmarking stamps.
370-B	Rubber block cushion, for use when stamping letters. (Furnished only to offices using steel postmarking stamps.)
391-R	Binder, 3-ring, for use with directory sheets Item 88-C, only. (For rural carriers.)
392	Filing box, letter, alphabetical index. (For rural carrier offices only.)
403	Wire clips, in boxes of 500 each. (For use in fastening registry cards to letters, etc.)
435	Money-order cutter. (Used in detaching money orders from stubs.)
635	Pica rubber type in sets, for days, months, six consecutive years, and two blocks, A. M. and P. M. with tweezers, for postmarking and other dating stamps.
637	Pica rubber type, hour, in sets, for 24 hours, as "1 A. M.," etc. (For offices with cancelations of \$300 or over per annum.)
642	Pica rubber type, single, printing the day, month, or year, viz, "22," "May," "1944," etc. (Furnished offices using rubber dating stamps.)
660-A	Ink for rubber-stamp pads, 2-ounce can, red only. (For use in connection with registry and money-order stamps.)
661-A	Canceling ink, in 4-ounce can, for use with rubber postmarking stamps.
670	Pad for rubber stamps (not inked), 2 by 2¾ inches.
671	Pad for rubber postmarking stamps (not inked), 2¾ by 4½ inches.

Order by number as listed

Item No.	Description
690	Canceler, made of hardwood. (Furnished to offices using postmarking stamps without canceling attachment.) This canceler may also be used on stamps having a philatelic value, affixed to registered mail.
744	Steel type (single) year, as "1944" for old style stamp, Item 715.
785-B	Canceling ink, in one-half pound can, for use with steel postmarking stamps.
790	Pad, round, made of printer's roller composition, for use with steel stamps.

NOTE.—Items 852 and 854 are not to be ordered on requisition form; request for these items must be made by letter direct to the Fourth Assistant Postmaster General, Division of Equipment and Supplies, Washington, D. C., and necessity therefor plainly stated.

852	Scale, letter, balance, capacity 9 ounces, graduated by ½ ounce.
854	Scale, parcel-post, beam, capacity 100 pounds, graduated by 1 ounce.
1150	Twine, for use in tying letter mail; two balls to the pound. (For separating offices only.)
1159	Plain facing slips, in packages of 3,000 slips each.
1160	Printed facing slips.

NOTE.—The Department does not furnish specially printed facing slips to offices of the fourth class. Such facing slips may be purchased at the expense of the postmaster from the contractor, whose name and address may be obtained from the Official Postal Guide, under the title "FACING SLIPS" or it will be furnished by the Department upon application. The contractor will not print less than 1,000 of each form, and transportation charges must be paid by the purchaser.

1161	Label used for shipping defective or serviceable sacks and pouches (in packages of 300 labels each).
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RURAL CARRIERS' SATCHELS, STRAPS, AND ROUTING TABLES, FOR USE IN CONNECTION WITH RURAL DELIVERY SERVICE

NOTE.—When satchels or straps become defective they should be forwarded by mail to the Superintendent, Mail Equipment Shops, Fifth and W Streets, NE., Washington, D. C., and the Division of Equipment and Supplies, advised as to the quantity and size desired in replacement, stating the stock item numbers as shown below. The accumulation of old satchels and straps in quantities is to be avoided.

*1200 (a)	Rural carriers' delivery satchels (one size only): For the use of rural carriers in delivering mail on their routes. In making requisition for these satchels specify "rural carriers' delivery satchels." Do not designate them as "mail bags" or "mail pouches." One delivery satchel is considered sufficient for each rural carrier.
*1210	Rural carriers' shoulder straps for satchels. (Furnished when required to replace those broken or worn out.) (a) Shoulder strap, with snap and buckle attachment at each end. (b) Shoulder strap only. (To be used with two snap and buckle attachments.) (c) Snap and buckle attachment only. (Furnished only to replace those broken or worn.)
*1218	Rural carriers' tie straps, 36 inches long. Not to exceed three straps to each carrier, and worn-out or broken straps should be returned by the carrier to the postmaster when new straps are required.

NOTE.—Postmasters should keep a record of satchels and straps issued to each carrier, and these employees should be required to properly protect and care for all equipment used in the delivery of mail. Postmasters are cautioned to make requisition for satchels and straps only to meet the actual requirements of the service; excess supplies of this nature must not be permitted to accumulate. Satchels and straps are not provided star-route carriers.

LIST OF POSTAL SUPPLIES

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Order by number as listedItem No.Description

*1286 Rural carriers' routing tables or desks. (Not furnished for use on star routes unless regular rural delivery service is performed thereon.)

NOTE.—The above items of supply marked with an asterisk (*), when needed, should be ordered on Form 1580-B direct from the Department at Washington, D. C. Supply offices in the field do not carry these items in stock for distribution.

RUBBER POSTMARKING AND CANCELING STAMPS

1. Use requisition Form 1567 when ordering Items 550 and 570, 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. This requisition may be submitted, when necessary, independently of the regular annual order.

2. Rubber postmarking and other dating stamps, Items 550 and 570, will be forwarded to postmasters without type, canceling ink, or ink pads, except in cases where the office has been totally destroyed by fire or when the office is newly established. Requests for new pads, type, and canceling ink should be included in the regular requisition on Form 1580-B.

3. Postmasters are requested especially to examine the supply of year type on hand, and if type is required for the forthcoming year it should be ordered from the Designated Supply Office. (Items 642-rubber or 744-steel.)

4. 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.

5. Postmasters must not use postmarking stamps or canceling inks not furnished by the Department. (See secs. 718 and 720, par. 3, Postal Laws and Regulations, edition of 1940.) Observe caution against using steel-stamp ink or red ink on rubber canceling stamps. The oil used in the manufacture of the ink furnished with steel stamps will ruin a rubber one within a few weeks. When a rubber postmarker is furnished to replace a metal one, the latter may be retained for emergency use, but the serviceable ink and inking pads used in connection with the metal stamp should be forwarded by mail to the nearest post office of the second class for use thereat. Unserviceable ink and pads should be destroyed. Rubber-stamp postmarking ink does not affect metal stamps; therefore there is no objection to its use with such stamps.

6. A rubber stamp the face of which has become detached from the handle may easily be repaired by the use of fish glue or rubber cement. A small quantity of glue (Item 255) suitable for repairing rubber stamps will be furnished postmasters upon requisition.

7. When a money-order stamp is lost, stolen, or destroyed, or when for any reason it is temporarily out of use, or where a newly established money-order office has not yet been furnished with a money-order dating stamp, the ordinary postmarking stamp may be used.

Order by number as listedItem No.Description

504	Certificate Dater: two date slots, no wording. (For postal-savings business.)
550	Rubber postmarking and canceling stamp, consisting of postmarking device, canceling device, with air-cushion base.
550-H	Handle only for stamp, Item 550.
570	Rubber dating stamp.
570-H	Handle only for stamp, Item 570.

NOTE.—Items 550 to 570 must be ordered direct from the Department at Washington, D. C., on requisition Form 1567.

LIST OF RUBBER STAMPS IN STOCK

Rubber stock stamps:

Order by number as listed

Item No.	No.	Lettering
1300		Return to writer.
		Reason for nondelivery checked.
	1	Unclaimed ----- Unknown -----
		Deceased ----- For better address
		Moved; left no address ----- Refused -----
		No such post office in State named -----
		Postage due ----- cents.
	14	Demurrage due ----- cents.
		Total ----- cents.
	64	Canceled.
	67	Examined at mailing office; contains only fourth-class mail.
	81	Special handling.
	82	Forwarded—Fee not claimed. (For use in connection with special-delivery business.)
	83	Fee Claimed by office of first address. (For use in connection with special-delivery business.)
	84	Special delivery (large size).
	85	Special delivery (small size).
	86	Missent to -----
	94	Registered No. -----
	98	Return receipt requested.
	101	Parcel post.
	103	Fragile.
	104	Insured No. -----
	105	Perishable.
	107	C. O. D.
		C. O. D. No. -----
	108	Due sender, \$-----
		M. O. fee, -----
		Total, -----
	109	Eggs.
	110	Sender claims nothing fragile or perishable enclosed.
	111	Butter.
	125	Postal savings.
	135	Newspapers.
	223	Received the amount of this certificate and \$----- interest due thereon.
	227	Payment refused for cause.
	233	Via air mail.
	234	Mailed on rural route.
	237	Canceled
	238	Spoiled } for postal-savings business.
	239	Paid
	264	Interest paid to.

OFFICIAL AND REGISTRY ENVELOPES

Requests for official and registry envelopes should be incorporated on Form 1580-B.

1. The data furnished must be accurate.
2. Postmasters 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.
3. Envelopes for offices of the fourth class will not be furnished with return cards. Postmasters will be careful to order only such envelopes as their offices are entitled to use.

LIST OF POSTAL SUPPLIES

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4. 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.

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

6. THE ONLY ENVELOPES SUPPLIED TO OFFICES OF THE FOURTH CLASS ARE THOSE LISTED BELOW:

Envelope No.	Size	Description
4	3¾ by 6	For official correspondence.
5	3¾ by 6	For correspondence between postmasters.
6	3¾ by 6	For C. O. D. business.
10	3¾ by 6	For mailing Forms 6006 and 6126.
13	3¾ by 8¾	For official correspondence.
14	3¾ by 8¾	For official correspondence between postmasters.
41	3¾ by 8¾	For sending vouchers of rural carriers to paying offices.
47-D	4¼ by 9½	For postal remittances by registered mail to central accounting postmaster.
52	4¼ by 7½	For International M. O. Advices and German card orders.
53-D	4¼ by 9½	For postal remittances by check or draft to central accounting postmaster.
65	4¼ by 9½	For correspondence with divisions of the Department.
66	4¼ by 9½	For mailing star route service reports to the General Superintendent, Railway Mail Service.
90	6 by 11½	Registered-package jacket.



