

To be Preserved

Form A-8

List of Postal Supplies

Furnished Post Offices of the

Third Class

United States Post Office Department, October 1, 1945

Contributed By Mike Ludeman
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Form A-8

UNITED STATES POST OFFICE DEPARTMENT
FOURTH ASSISTANT POSTMASTER GENERAL

DIVISION OF EQUIPMENT AND SUPPLIES

OCTOBER 1, 1945

List of Postal Supplies

Furnished Post Offices of the

Third 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.



UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1945

NOTICE

POSTMASTERS AT OFFICES OF THE THIRD 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.

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

(II)

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 requisition 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 postmarking stamp must be impressed clearly in the space provided therefor. Requisitions should be mailed not later than the 15th day of the respective requisitioning months for all supplies necessary for use for a period of one year, if ordered from the Department, or at such time and for such quantities as may be required for the period covered by instructions received from the Supply Office.

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 catalogs accordingly.

4. Requisitions submitted to your designated supply office for filling should be carefully prepared, and in **DUPLICATE**. The duplicate copy will be returned to you when shipment is made of the supplies requisitioned, as an invoice for checking purposes and the permanent files of your office.

5. An "X" mark following the quantity allowed by your supply office denotes that the stock supply thereof is temporarily exhausted. Your supply office will advise you concerning such items of supply.

6. 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.

7. 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.

8. 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 therewith with a short letter of explanation, and thus avoid the unnecessary delay in the filling thereof.

9. Be careful to furnish the information called for under each of the headings appearing in 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 I).

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 Chief Clerk, Post Office
Department, for the following forms:**

- | | |
|-----|--|
| | United States Postal Guide and Monthly Supplements thereto. |
| | Postal Laws and Regulations and inserts thereto. |
| | The Postal Bulletin. |
| 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:**

- | | |
|--------|--|
| 1001 | Instructions to acting postmaster regarding transfer of the post office from his predecessor (certificate of transfer). |
| 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. |
| 1057 | Instructions to newly commissioned postmaster regarding transfer of the post office from his predecessor (certificate of transfer). |
| 1068 | Personal history sheet (candidates for Presidential post offices). |
| 1087 | Receipt for undelivered insured and c. o. d. parcels on hand. |
| 1124 | Instructions relative to renewal bonds. (Certificate of transfer.) |
| 1447 | Statement of business transacted at branch offices and numbered, lettered, and local named stations, during the four quarters ended December 31. |
| 1447-A | Follow sheet for Form 1447. |
| 4001 | Petition for establishment of rural delivery. |
| 4027 | Application for extension or change in rural route. |
| 4041 | Bill for road, bridge, or ferry toll. |

**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. |
| 2983 | Statement showing the number and weight of parcels dispatched form and received at exchange offices. |

**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 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 (bulletin advertisement). |

**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. |

Order by number as listedForm No.Description

- 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.
- 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 Registered Mails, for the following form:**
- 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, and requests for service on domestic c. o. d. mail not contemplated at time of mailing, etc. (This form will be furnished at the proper time without requisition.)
- Application to be made direct to Third Assistant, Division of Money Orders, for the following forms:**
- Money-order checks.
- 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.
- 6551 Certificate for lost or destroyed paid domestic money order.
- 6552 Certificate for lost or destroyed paid international money order.
- 6553 Certificate for missing spoiled money-order form.
- 6834 Authorization of assistant postmaster or clerk to act as postmaster in absence of latter, at office having money-order credit with the Treasurer of the United States.
- 6843 Acknowledgment of payment of claim for wrongly paid money order.
- 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 Postmaster's 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 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.)
- Application to be made direct to the Fourth Assistant, Division of Traffic, for the following forms:**

Order by number as listed

Form No.

Description

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 the Fourth Assistant, Division Equipment and Supplies, for the following items:

Item No.

334

Ribbons for typewriters, *black record*. (When ordering, always state make and model number of machine.)

342

Ribbons for *adding machines*. (When ordering, always state make and model number of machine.)

518-A

Rubber stamp for use in canceling postage on third- and fourth-class matter.

550

Rubber postmarking and canceling stamp, consisting of postmarking and canceling device. (For use at offices where salary of postmaster is \$1,300 or less per annum.)

570

Rubber dating stamp, for money-order, registry, and parcel-post work.

700

Metal postmarking and canceling stamp, without type. (For use at offices where salary of postmaster is in excess of \$1,300 per annum.)

852

Scale, letter balance, capacity 9 ounces, graduated by one-half ounce. (Order by letter, stating necessity therefor.)

853

Scale, capacity 4 pounds, graduated by one-half ounce. (Order by letter, stating necessity therefor.)

854

Scale, parcel post, beam, capacity 100 pounds, graduated by 1 ounce. (Order by letter, stating necessity therefor.)

1105-A

United States flag, size 3.52 by 6.7 feet.

1200

Carriers' delivery satchels, all leather:

(a) Size No. 1 (21 by 15 inches) for Rural Delivery Service.

(b) Size No. 2 (16 by 13 inches) for Village Delivery Service.

1210

Shoulder straps for above satchels:

(a) Shoulder strap, complete, with "snap" attachment.

(b) Shoulder strap, without "snap" attachment.

(c) Snap and buckle attachment only.

(Furnished, when required, to replace those broken or worn.)

1218

Rural and village carriers' tie straps, 36 inches long.

1286

Routing tables for rural carriers. (Not furnished to post offices located in buildings under lease to the Department, the terms of which lease require the lessor to provide the necessary furniture for rural carriers.)

SPECIAL NOTE

The supplies enumerated in the following pages are arranged on the shelves in the order listed in this catalog and postmasters will assist in expediting the filling of their requisitions if they will see that the forms and items are listed thereon in this order.

Use requisition Forms 1580B and 1580F when ordering from this list, except where otherwise instructed, and before sending to your designated supply office for filling be sure that all the information called for in the headings of the requisition is inserted, otherwise your requisition will be returned for completion.

BLANKS AND BOOKS FOR MONEY-ORDER SERVICE

Order by number as listed

Form No.	Description
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.
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.
6001	Application for a domestic money order (single sheet form only).
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 coupon or advice withdrawn from file.
6006	Application for separate advice of money order. (Five to sheet.)
6006-A	Advice of money order drawn on Saint Vincent only.
6006-B	Application for an advice of money order issued in a semidomestic country.
6019	Daily report of money-order business at Station.
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 Department for special check for payment of money orders.
6035	Card—Application for renewal of credit on money-order account with the Treasurer of the United States.
6036	Notice of repayment of money order drawn on Saint Vincent.
6038	List of amounts of orders sent through banks for collection.
6039	Placard—Money-order receipt stubs should be kept until money orders have reached those for whom intended.
6045-B	Request to payee to consent to issue of duplicate money order.
6050	Gummed slips. (Size 1½ by 1½ inches.) Used when error has been made in stamping order (64 per sheet).
6051	Notification to issuing postmaster to apply for duplicate of money order issued in favor of fraudulent concern.
6053	Card—Requisition for blank money-order forms.
6054	Card—Requisition for blank money-order checks.
6056	Check transmitted in exchange for cashed orders.
6060	Postmaster transmits new order, in exchange for one drawn on his office.
6065	Request for information concerning a paid domestic money order.
6068	Remitter of international order requested to furnish additional particulars.
6068-A	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.
6126	Notice to the issuing postmaster of the payment of a money order at an office other than that on which it is drawn. (Five to sheet.)
6148	Label for package of applications. (For use at filing-system offices.)
6149	Label for package of coupons. (For use at filing-system offices.)
6193	Card—Inquiry regarding date of payment of a domestic order.

Order by number as listed

Form No.	Description
6264	Placard—Advertising Mexican money-order business.
6339	Slip—For signature of payee as furnished by remitter and sent to paying office as an aid to identification.
6387	<i>Money-order receipt book. (For rural carriers only.)</i>
6387-A	Requesting payment of money order through rural carrier.
6435	Inquiry to Department whether application has been received and duplicate issued.
6435-A	Inquiry to Department whether payment may be effected upon original order after an application for duplicate has been certified.
6455	Money order returned for completion.
6456	Slip—Verification of the particulars of a money order or an application for a duplicate.
6461	Card—Asking paying postmaster what amount was paid on a money order.
6501	Receipt for refund of fee exacted for payment of money order.
6503	Money order forwarded by one postmaster to another for reimbursement by check on the Treasurer of the United States.
6518	Defective money order returned to issuing office for reissue.
6550	Placard—Instructions for issuing domestic postal money orders.
6572	Card—For use as an aid to identification.
6647	“Dummy advice.” (For use at filing-system offices.)
6684	Inquiry concerning disposal of an international money order issued in the United States.
6686	Monthly list of unpaid invalid international money-order advices.
6700	Placard—International money-order advertising.
6701	Application for international money order. All nationalities.
6701-A	Application for order payable in Mexico.
6702	Duplicate advice of international money order.
6706	Notice to payee to present international money order for payment.
6717	Slip—Payment of money order deferred because.-----
6749-A	Conversion table. (For use in international money-order business.)
6752	Application to exchange office for duplicate or corrected advice.
6753	Application for duplicate of a lost international money order.
6759	Application for authority to repay an international money order.
6760	Exchange office requested to correct error in particulars of the advice of a United States order payable abroad.
6953	Reply to inquiry concerning payment of international money order.

RECORD BOOK

L	Register of money orders issued, domestic and international combined. NOTE.—Form L is not required at offices where the filing system is in operation.
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MISCELLANEOUS BOOKS

XI	Book—Register of money-order post offices in foreign countries with which business is transacted on the domestic basis, and also a list of money-order offices in Mexico. (Mailed annually without request therefor.)
XIV	Book—List of money-order offices in foreign countries. (Furnished to all international offices when published. State reason for requisition.)

BLANKS FOR ADJUSTED SERVICE BONDS

ASB-1	Interim receipt for adjusted service bonds surrendered for payment.
ASB-2	Invoice of adjusted service bonds sent to Federal Reserve bank.

BLANKS AND BOOKS FOR POSTAL-SAVINGS SYSTEM

PS-2	Pamphlet—Regulation governing the deposit of postal-savings funds in banks.
PS-4	Circular of information (English only).
PS-75	Placard of information (English).
PS-76-NJ	Poster announcing 1 percent interest rate—New Jersey only.

Order by number as listed

Form No.	Description
PS-100	Instructions concerning the payment of interest on postal-savings certificates.
PS-100-A	Tables of quarterly interest payable on postal-savings certificates.
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-115A	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 savings stamp requisition.
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	Album for affixing 10-cent postal-savings stamps.
PS-333	Album for affixing 25-cent postal-savings stamps.
PS-333	Album for affixing 50-cent postal-savings stamps.
PS-541	Postal card—Postmaster's monthly statistical report.
PS-600	Card—Depositor's application to open a postal-savings account and a 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-710	Monthly account current of depository banks.
PS-711	Monthly inventory of postal-savings stamp stock.
4620	Card—Requisition for postal-savings certificates.

BLANKS AND BOOKS FOR UNITED STATES SAVINGS BONDS

530-(T. D.)	Treasury Department circular of regulations governing United States savings bonds.
653-(T. D.)	Treasury Department circular announcing the terms of sale of 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	Savings-bond report and remittance letter.
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.

Order by number as listed

Form No.	Description
950-T/F	Book—Postmaster's daily savings-bond cash and stock summary
990	Remittance letter and report of savings-bond transactions.
PD-1423	Treasury Department form for requesting safekeeping of United States savings bonds. (Special envelope No. 928 is furnished for transmitting request to Federal Reserve bank.)

BLANKS AND BOOKS FOR GENERAL SERVICE

A-8	List of postal supplies furnished post offices of the third class.
A-21	Official seal; stickers for resealing mail matter opened by mistake or otherwise. Books of 150 and 300 each.
Cir. 111	Rates of postage, classification, insurance, and c. o. d. features, wrapping, etc., on fourth-class mail. (Parcel post.)
E-22	Card—Memorandum of mail to be called for.
I-22	Inquiry slip requesting occupant of premises to furnish carrier the names of all persons receiving mail thereat. (For village delivery offices only.)
L-22	Card—Notice to applicant to call for stamped envelopes.
BA-201	Report of separation, transfer and/or abstract of official record.
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.
017-FC	Fixed credit stamp requisition.
022	Slip—Record of complaints, inquiries, replies, references, and final disposition of cases. (6 forms, in duplicate, to a sheet.)
024	Quarterly estimate—auxiliary hire and overtime.
024A	Quarterly statement—gross receipts and expenditures for auxiliary hire and overtime.
22	Card—Patron's order to change address.
22-B	Card—Notice of change of address.
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.
33	Contract form for services and supplies, other than gasoline. (Standard form.)
68-Bi	Poster—Fish and Wildlife Service.
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.)
1090	Placard—Notice: "This post office will be closed on -----."
1091½	Book—Box and key deposit register. (For use at offices authorized to rent letter boxes.)
1091-B	Book—Box-rent register, (For use at offices having keyless equipment.)
1092	Slip—Asking persons 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.
1117	Employees' bond.
1208	District postmaster's remittance to central accounting postmaster for printed return card envelopes received from the Stamped Envelope Agency.
1459-B	Bond blank—For use by clerks in charge of contract stations and contract branches.
1504	Label for use in forwarding unclaimed mail to Dead Letter Branch.
1505	Label for use in forwarding unmailable matter to Dead Letter Branch.
1506	Label for use in forwarding dead parcel post.
1509	Sender's application to postmaster for withdrawal of mail.

Order by number as listed

Form No.	Description
1510	Report of the loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.
1510-A	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 only to offices having village delivery service.)
1513-A	Slip—Notice to addressee to call at post office for mail that carrier is unable to deliver. (Furnished only to offices having village delivery service.)
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 received by addressee.
1520	Card—Notifying patron no mail in post office addressed to him.
1521	Card—Reply to inquiry concerning dead letters.
1522	Statement—Weekly return of unmailable or undeliverable matter to First Assistant, Post Office Service and to post offices at division headquarters of the Railway Mail Service.
1523	Placard—General delivery notice.
1524	Slip—Notifying patron to call for a dead letter supposed to be for him.
1526-P	General voucher (quarterly account).
1530	Promotion of clerks, carriers, and other employees.
1530-B	Promotion of substitute employees.
1531	Appointment of substitute clerks and carriers.
1532	Changes in clerks, carriers, and substitutes.
1538	Bills for box rents. Furnished in books, with stubs, of 250 and 500 receipts each.
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—"This post office is a business institution, not a loafing place."
1547	Placard—"Avoid loss and damage."
1550-C/T	Postmaster's postal account and cash book.
1550-T	Partial transcript of quarterly account.
1550-T/C	Postmaster's quarterly postal account.
1564	Postmaster's directory of changes of address on rural routes emanating from his office (indexed).
1567	Requisition form for ordering postmarking and miscellaneous rubber and steel stamps. (Use Form 1580b when ordering rubber stamps kept in stock, and under head "Description" give wording of each stamp requested.)
1572	Card—Inquiry to addressee if mail described has been received.
1576-A	Book—Record of mails received and dispatched.
1579	Requisition form for ordering official and registry envelopes.
1580-B	Requisition form for ordering general supplies; also for ordering rubber stamps that are kept in stock.
1580-BF	Follow sheet for Form 1580b.
1585	Card—Postmaster requesting the person addressed to call at post office in connection with the matter mentioned.
1590	Service and pay record—Annual rate employees (regular).
1590-A	Annual rate employees pay voucher.
1591	Service and pay record—Hourly rate employees (substitutes and regular charmen and charwomen).
1591-A	Hourly rate employees pay voucher.
1593	Quarterly summary of salary payments.
1810	Report of inspections of city and village carrier routes.
1838	Memorandum—Count of mail. (For village delivery offices only.)
1839	Memorandum—Weights of mail. (For village delivery offices only.)

Order by number as listed

Form No.	Description
1840	Memorandum of village carrier's work performed for five full consecutive days.
1850-B	Schedule of disbursements (general).
1853	Voucher for rentals and services under contract.
1853-B	Voucher for miscellaneous monthly payments.
2203	Report of Alaskan star-route service to Second Assistant, Division of Railway Adjustments.
2226	Monthly report of steamboat service to the Second Assistant, Division of Railway Adjustments.
2227	Bill to accompany mail dispatched by carriers, star-route service.
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.
2865	Foreign registry return receipt.
2922	Sticker—International Parcel Post (alternative disposition).
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.
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).
2985	Record of dutiable mail received for delivery to addressees.
3005	Application for refund of retirement deductions.
3039	Slip—Report of receipt of mail matter bearing uncanceled stamps.
3200	Price list of stamped envelopes and newspaper wrappers.
3202-A	Book—Postmaster's memorandum, in duplicate, for carbon process, of order for special-request stamped envelopes.
3202-D	Requisition on Department for special-request stamped envelopes.
3240-B	Daily invoice of sales and cash, postage stamps, stamped envelopes, etc.
3356	Certificate of deposit—Motor vehicle tax stamp funds.
3367-B	Receipt for stamp stock issued to carrier or clerk.
3367-C	Inventory stamp stock fixed credit. (Used with Form 3367-B.)
3501	Application for entry of publication as second-class matter (act of March 3, 1879).
3501-A	Application for admission of a foreign publication to the United States mail at the second-class postage rate.
3501-B	Application for entry of publication as second-class matter (acts of June 6, 1900, and August 24, 1912).
3501-C	News agents' 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.
3503-A	Supplementary sheet for use with form 3503; to record mailings of packages of unaddressed copies.
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 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.)
3540-A	Card—Notice to sender of mail held for postage.
3547	Notice to sender of addressee's new address.

Order by number as listed

Form No.

Description

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 and general information.
3551	Quarterly statement to the Third Assistant, Division of Classification, of newspaper and periodical postage collected and amount of free county circulation.
3578-P	Tablet—Notice to publisher concerning undeliverable second-class matter.
3579	Label for returning undeliverable second-class matter to publisher.
3580	Report to the Third Assistant, Division of Classification, 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	Air mail address label, size 5½ by 3½ inches (gummed); for parcel post packages.
3584-B	Air mail gummed sticker, 1½ by 2½ inches, in sheets of 48, reading "VIA AIR MAIL," to be placed on the address side of air mail letters or parcels.
3595	Report to Third Assistant Postmaster General of violation of section 582, Postal Laws and Regulations of 1940.
*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-B	Record of meter settings for stations.
*3603-L	Book—Blank receipts for postage collected on nonmetered matter mailed without stamps affixed (contains 200 receipts, in triplicate).
*3603-S	Book—Blank receipts for postage collected on nonmetered matter mailed without stamps affixed (contains 100 receipts, in triplicate).
*3604	Jacket—Certificate of postage collected in money 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 (loose-leaf).
*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.
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 stamps.
3623-E	Application for the use of Government precanceled 1-cent stamped envelopes under section 562, Postal Laws and Regulations of 1940.
3801	Standing delivery order.
3802	Card—Notice to sender concerning insured, c. o. d., or registered articles held for postage, for better address, or because unmailable. (To be used only when sender is located at office of mailing.)
3804	Notice to sender of illegibly prepared c. o. d. tag.
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 insured and registered mail.

*The issue of these forms must be formerly authorized by the Third Assistant, Division of Classification.

Order by number as listed

Form No.	Description
3812	Application for indemnity for loss, rifling, or damage of domestic insured or c. o. d. parcel.
3813	Sender's receipt for parcels insured at fees ranging from 10 to 25 cents. (600 receipts to book.)
3813-A	Sender's receipt for parcels insured at fees ranging from 10 to 25 cents. (100 receipts to book.)
3813-B	Senders receipt for parcels insured at the minimum fee of 3 cents. (150 receipts to the pad.)
3814-A	Book—Record of c. o. d. parcels received for delivery.
3816	C. o. d. tag, long form.
**3816a-C	C. o. d. tag, short form, printed crosswise.
**3816a-L	C. o. d. tag, short term, printed lengthwise.
3816-B	Duplicate delivering employee's coupon on c. o. d. tag.
3817	Sender's receipt for ordinary mail of any class.
3818	Authorization to cancel or change charges on a c. o. d. article.
3819	Card—request for completion of form 3812 and report concerning disposition thereof.
3820	Card—notification to sender of the destruction or other disposition of perishable matter before delivery.
3820-A	Carrier's notice to addressee to call for perishable parcel.
3826	Irregularity report, registered mail.
3826-A	Irregularity report, insured, and c. o. d. 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.
3849-B	Slip—notice of arrival of insured or c. o. d. mail, and receipt for insured mail.
3849-D	Card—notice to sender of undelivered c. o. d. 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.)
3853	Manifold dispatch book record, 20-entry page. (Furnished in books of 300 pages.)
3854	Manifold dispatch book record, 30-entry page. (Furnished in books of 300 pages.)
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.
3868	Carrier's receipt for undelivered registered mail returned, and receipts for registered mail delivered.
3877	Firm mailing book—for use in acceptance of registered mail and registered collect-on-delivery mail; 15-entry page (300 pages to book).
3877-A	Firm mailing book—for use in acceptance of insured and unregistered collect-on-delivery mail; 15-entry page (300 pages to book).
3881	Firm mailing book—for use in acceptance of registered mail and registered collect-on-delivery mail; 30-entry page (300 pages to book).
3881-A	Firm mailing book—for use in acceptance of insured and unregistered collect-on-delivery mail; 30-entry page (300 pages to book).
3882	Firm mailing book—for use in acceptance of registered mail and registered collect-on-delivery mail; 5-entry page (300 pages to book).
3882-A	Firm mailing book—for use in acceptance of insured and unregistered collect-on-delivery mail; 5-entry page (300 pages to book).
3892	Circular—article intended for registration found in ordinary mail.

**For use only with form Mailing record form 3877, 3877-a, 3881, 3881-a, 3882, 3882-a.

Order by number as listed

Form No.	Description
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.)
3900	Time card for regular employee.
3901	Time card for substitute employee.
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.
3908-A	Box rent due card, with Spanish translation.
3910	Card—Notice to patron to call at window for parcel too large for box.
3915	Card—Notice to patron to call at window for special-delivery parcel-post matter.
3950	Instructions as to endorsing special-delivery parcel-post matter.
3952	Tag—"This sack contains special-delivery parcel post."
3953	Postmaster's record of special-delivery matter received.
3954	Sheet for taking receipts for special-delivery matter.
3955	Notice to addressee to call at post office for special-delivery letter.
3956	Application for sick leave. (For use of rural and village carriers only.)
3957	Application for annual leave. (For use of village carriers only.)
3957-A	Application for military leave. (For use of rural and village carriers only.)
3957-B	Application of postmaster for leave of absence.
3979	Postmasters' 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	Card—Change of address.
3983	Card—Inquiry as to whether certain mail can be delivered at another office.
3990	Statement of employee's record.
3990-A	Supervisor's rating of employee.
3990-E	Employee's individual record envelope.
3991	Report of errors, misconduct, or meritorious service.
3991-A	Report of tardiness.
3993	Placard—"Do not spit on the floor; to do so may spread disease."
3995	Carriers' delivery route and schedule; index card, 4 by 6 inches. (For village delivery offices only.)
3998	Postmaster's report of inspection of village carrier's route.
3999	Postmaster's memorandum of inspection of village carrier's route.
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. (To be retained by postmaster.)
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, 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 station.
4416	Printed Facing Slip—"All for firm on face."
4525	Abstract of bidders and bids.
4620	Requisition for postal-savings certificates.

Order by number as listed

Form No.

Description

4635	Requisition for canceling-machine parts.
5049	Report of mail found in supposedly empty equipment.
5067	Monthly report of electric and cable car service to the Second Assistant, Division of Railway Adjustments.
5134	Monthly report of closed-pouch service.
5135	Tag; parcel post—"SPECIAL HANDLING."
5138	Tag; parcel post—"PERISHABLE."
5152	Tag; parcel post—"BAD ORDER."
5254	Side mail service—post office 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
5400	Monthly report of star-route service to Second Assistant Postmaster General, Division of Railway Mail Service.
5497	Oath of carrier (star route).
9005	Oath of post-office employee.

STATIONERY, INKS, TWINE, ETC.

Item No.

Description

13-A	Letterheads, white, unruled, 8 by 5½ inches.
14-A	Reference slip; ruled; size 3½ by 8 inches.
32-A	Paper tape, 2¼ inches wide, for adding machines.
40-H	Semicarbon paper, size 8 by 10½ inches. (For use with Forms 1580b and 1580bf.)
41	Semicarbon paper, black, carbonized on one side only: <ul style="list-style-type: none"> (a) 3½ by 6 inches. (For Forms 3578-P and 3851.) (b) 3½ by 12½ inches. (For Form 017-FC.) (c) 3¾ by 9¾ inches. (For Forms 1841 and 1842-E.) (d) 3¾ by 10 inches. (For Form 3852.) (e) 4½ by 7¾ inches. (For international money orders.) (f) 5 by 10 inches. (For Form 3853.) (g) 5¼ by 11½ inches. (For Form 3882.) (h) 6 by 8 inches. (For Form 3805.) (i) 6½ by 10 inches. (For Form 3854.) (k) 8 by 13½ inches. (For Forms 1846, 1846-A, 3603-S, and 3877.) (l) 9¼ by 11 inches. (For Form 6019.) (m) 10 by 15½ inches. (For Form 3539.) (n) 10½ by 11½ inches. (For Form 3881.)
97	Blotting paper or card blotter, in sheets, size 19 by 24 inches.
98	Blotters, hand; size 3 by 8 inches; in packages of 100 each.
228-A	Ink, writing, black, record concentrated; furnished only in "quart" size units.
234	Ink, powder or tablets, red, in 1-pint units.
250-B	Mucilage; furnished in "pint" bottles only.
255	Liquid glue, 1-ounce tubes. (For repairing rubber stamps.)
280	Pens, in one-half gross boxes. (In ordering pens specify the style desired by letter designation; not more than two boxes of pens will be furnished to any office.) The following styles of pens are furnished: <ul style="list-style-type: none"> (A) Small fine point. (B) Large medium point. (C) Bowl point. (E) Falcon. (I) Stub, small, medium point. (L) Falcon stub. (For office and lobby use.) (M) Manifold carbon, for money-order use.
282	Falcon stub pens for lobby use; in packages of 24 pens each.
290	Penholders, common, for general use.
300	Pencils, black, round, Nos. 1, 2, 3, and 4. (Always state preference.)
307	Rubber tips; for use with pencils (Item 300).

Item No.	Description
334	Ribbons for typewriters, black record. (Always state make of machine and width of ribbon required.) (Order direct from the department at Washington, D. C.)
342	Ribbons for adding machines; black record. (Always state make of machine and width of ribbons required.) (Order direct from the department at Washington, D. C.)
352	Brushes for cleaning type and money-order and postmarking stamps.
370-B	Rubber block, composition faced with cloth, size 6 by 12 by $\frac{1}{4}$ inches, used as a cushion when stamping letters.
392	Filing boxes, size 11 by 12 by 3 inches. (For correspondence in connection with rural routes only.)
403	Wire clips, in boxes of 500 each. (For use in fastening cards to registered letters, etc.)
421-A	Tapeline, 1-color, graduated to $\frac{1}{8}$ inch, 9 feet in length; for parcel-post package measurements.
435	Money-order cutter. (Used in detaching money order from stub.)
436	Cutters, steel. (Used in detaching "insurance" receipt from stub.)
592	Line dater for printing month, day, and year.
594	Revolving rubber band numbering stamp, four bands.
635	Pica rubber type, in sets, for days, months, 6 consecutive years, and two blocks, a. m. and p. m., with tweezers.
637	Pica rubber type, in sets, for 24 hours, as "9 a. m.," "2 p. m.," etc.
642	Rubber type pica (single), for days, months, or years, as "23," "Jan.," "1944," etc. (Furnished in single type to replace missing or unserviceable type to complete full set of Item 635.)
660-A	Ink for rubber-stamp pads, 2-ounce can; <i>Red</i> only.
661	Canceling ink for use with rubber postmarking stamps: (A) 4-ounce cans. (B) 8-ounce cans.
670	Pads for rubber stamps, not inked, $2\frac{1}{4}$ by $3\frac{1}{2}$ inches. (For money-order and registry stamps.)
671	Pads for rubber stamps (not inked), $2\frac{3}{4}$ by $4\frac{1}{4}$ inches.
672	Pads for rubber stamps (not inked), $3\frac{1}{4}$ by $6\frac{1}{4}$ inches.
690	Cancelers made of hardwood. This canceler may also be used on stamps having a philatelic value, affixed to registered mail.
*739	Type (set) for Item 700 stamps; consisting of 10 consecutive years, 12 months, 31 days, and 24-hour type, 1 to 11 a. m., 1 to 12 p. m., and 12 m., complete, in a box.
*740	Type (set) for Item 700 stamp; consisting of 10 consecutive years, 12 months, 31 days, 24-hour type, 1 to 11 a. m., 1 to 12 p. m., and 12 m., and 24 half-hour type 1:30 to 12:30 a. m., and 1:30 to 12:30 p. m., complete, in a box.
744	Type (single) for old Item 715 stamp; year, as "1944," etc.
747	Type (single) for Item 700 stamp; for days, months, or years, as "23," "Jan.," "1944," etc.; to replace missing or unserviceable type to complete a full set. (When ordering, always give an impression of stamp with which to be used.)
785	Canceling ink for use with steel postmarking stamps and canceling machines: (B) $\frac{1}{2}$ -pound cans. (C) 1-pound cans.
790	Pads, round, made of printer's composition for use with steel postmarking stamps.
815	Lead seals with cord attachment. (Furnished only to offices authorized to use this article.)

NOTE.—Items 852, 853, 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 fully stated.

852 Scale, letter balance, capacity 9 ounces, graduated by $\frac{1}{2}$ ounce.

853 Scale, capacity 4 pounds, graduated by $\frac{1}{2}$ ounce, beginning at 8 ounces.

*The issue of these forms must be formerly authorized by the Third Assistant, Division of Classification.

Item No.	Description
854	Scale, parcel post, beam, capacity 100 pounds, graduated by 1 ounce.
*1105-A	United States flag, size 3.52 by 6.7 feet.
1150	Twine, for tying letter mails; two balls to the pound.
1159	Plain facing slips, in packages of 3,000 slips each.
1160	Printed facing slips may be obtained, at the expense of the purchaser, direct from the factory of the contractor, whose address will be furnished by the Department upon application therefor, as shipments of slips will not be made under penalty label or at the expense of the Department.
1161	Label used for shipping serviceable and defective sacks and pouches.

NOTE.—Articles denoted by an asterisk (*), when needed, should be ordered by requisition on Form 1580b, in duplicate, direct from the Fourth Assistant Postmaster General, Division of Equipment and Supplies, Washington, D. C. Designated Supply Offices do not carry these items in stock for distribution.

CARRIERS' SATCHELS, STRAPS, AND ROUTING TABLES FOR USE IN CONNECTION WITH THE RURAL DELIVERY AND VILLAGE DELIVERY SERVICES

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 type desired in replacement, stating the stock item numbers as shown below. The accumulation of old satchels and straps in quantities is to be avoided.

Item No.	Description
*1200	Carriers' delivery satchels, all leather: (A) Size No. 1 (21 by 15 inches) for Rural Delivery Service. (B) Size No. 2 (16 by 13 inches) for Village Delivery Service only.
*1210	Rural and village carriers' shoulder straps: (A) Shoulder strap, complete with "snap" attachment. (B) Shoulder strap, without "snap" attachment. (C) Snap and buckle attachment only. Furnished, when required, to replace those broken or worn.
*1218	Rural and village carriers' tie straps, 36 inches long.
1286	Rural carriers' routing tables. (Not supplied to post offices located in buildings under lease to the Department, the terms of which lease require the lessor to provide the necessary furniture for rural carriers.) When ordering, the number of families served on each route should invariably be stated, also the number of boxes erected on each route. Always order by letter.

NOTE.—Articles denoted by an asterisk (*), when needed, should be ordered by requisition on Form 1580b, in duplicate, direct from the Fourth Assistant Postmaster General, Division of Equipment and Supplies, Washington, D. C. Designated Supply Offices do not carry these items in stock for distribution.

LIST OF RUBBER STAMPS IN STOCK

NOTE.—Requests for stock stamps should be included in the regular requisition on Form 1580b. 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 20.

Excess rubber stamps on hand, in serviceable condition, should be returned to your Supply Office for reissue.

1300

Rubber stock stamps.

No.	Lettering
	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
2	Forwarded.
3	Advertised.
4	Postage due, cents.
6	Postage due, 1 cent.
7	Postage due, 1½ cents.
8	Postage due, 2 cents.
10	Postage due, 3 cents.
12	Postage due, 4 cents.
16	Held for postage.
17	Returned for postage.
19	Fraudulent; mail to this address returned by order of Postmaster General.
20	This is the mail for which you sent postage.
22	Held for better address.

*The issue of these forms must be formerly authorized by the Third Assistant, Division of Classification.

Rubber stock stamps.—Continued.

No.	Lettering
26	Delayed because of incomplete address. Advise correspondents and publishers to address your mail to street and number or to rural route and box.
30	Received without address at -----
31	Found in ordinary mail.
32	Received unsealed at -----
36	Advise your correspondents or publishers of your correct address.
38	Unmailable.
39	Received in bad condition at -----
41	Damaged by canceling machine.
64	Canceled. (For use with international orders.)
67	Examined at mailing office; contains only fourth-class mail.
81	Special handling.
82	Forwarded. Fee not claimed.
83	Fee claimed by office of first address.
84	Special Delivery. (Large size.)
85	Special Delivery. (Small size.)
86	Missent to -----
89	Not for Rural Route No. -----
90	Postmaster.
92	Registered.
93	R.
94	Registered No. -----
95	Insured Minimum Fee.
97	Return receipt requested showing address where delivered.
98	Return receipt requested.
101	Parcel Post.
102	Sender claims no writing inclosed.
103	Fragile.
104	Insured No. -----
105	Perishable.
107	C. O. D.
108	{ C. O. D. No. -----
	{ Due sender, \$-----
	{ M. O. fee-----
	Total-----
109	Eggs.
110	Sender claims nothing fragile or perishable inclosed.
111	Butter.
112	First Class.
113	Second Class.
114	Third Class.
115	Fourth Class.
125	Postal Savings.
135	Newspapers.
150	Appl. for Dupl. warrant-----
	By remitter-payee, favor of Remitter-payee. Certified.
167	{ Repaid to { remitter.
	{ payee.
	-----, 19 --
	{ Credit taken in statement No. -----
223	Received the amount of this certificate and \$-----
	interest due thereon.
227	Payment refused for cause.
229	Not within act of July 3, 1926.
233	Via Air Mail.
234	Mailed on rural route.
235	If second attempt to deliver is desired, send -----
	cents to cover postage at local rates.
237	Canceled. }
238	Spoiled. } For postal-savings business.
239	Paid. }
249	Note.—Returned at sender's request.
264	Interest paid to.

RUBBER AND STEEL POSTMARKING AND CANCELING STAMPS AND REPAIRS THERETO

[USE FORM 1567]

1. Rubber all-purpose dating stamps for use in connection with money-order, parcel post and registered work, Item 570, will be forwarded to postmasters unaccompanied with canceling ink or ink pads except in cases where the office has been destroyed by fire, etc. Requests for new pads and canceling ink should be included in the regular annual requisition on Forms 1580-b and 1580-BF.

2. Postmasters are requested especially to examine the supply of year type on hand, and if type is required for the forthcoming year they will submit a requisition to their designated supply office on Form 1567 for Items 744 or 747, steel, and 642, pica rubber type. NO OTHER ITEMS should be included in the requisitions. An impression of the stamp for which year type is needed must be furnished.

3. Broken steel stamps should be sent *by registered 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.

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. Special rubber stamps and steel stamps are made to order, the process requiring about 30 days. (Order on Form 1567.)

6. Postmasters must not use postmarking stamps or canceling ink not furnished by the Department. (See sec. 718, Postal Laws and Regulations of 1940.) Observe caution against using steel-stamp ink on rubber 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 stamps 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.

7. 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 on Form 1580-B.

Order by number as listed

Item No.	Description
504	Certificate dater; two date slots, no wording. (For postal-savings business.)
518-A	Rubber stamps, rectangular form, for use in canceling postage on third- and fourth-class matter.
550	Rubber postmarking and canceling stamp, consisting of postmarking and canceling device. (For use at Offices where salary of postmaster is \$1,300 or less per annum.)
550-H	Handle only for stamp, Item 550.
570	Rubber all-purpose dating stamp, for money-order, registry, and parcel-post work. (When ordering, state purpose for which to be used and give impression of stamp now in use.)
570-H	Handle only for stamp, Item 570. (Does not include cushion or date slots.)
700	Metal postmarking and canceling stamp. (For use at offices where salary of postmaster is in excess of \$1,300 per annum.)

NOTE.—The above items can only be ordered direct from the Department at Washington, D. C., to which requisitions therefor must be mailed direct.

OFFICIAL AND REGISTRY ENVELOPES

1. Requests for official and registry envelopes should be incorporated on Form 1579, which includes all penalty envelopes furnished to post offices of the third class.

2. 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.

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

4. 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, so that it will not be necessary to modify their estimates.

5. Penalty envelopes for offices of the third class will not have the return card of the office printed thereon. Postmasters will be careful to order only such envelopes as their offices are entitled to use, and envelopes will not be supplied of sizes other than those described below.

6. An inventory of the stock of envelopes should be taken when general supplies are ordered. Requisitions for each should be submitted at the same time.

7. 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.

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 sending domestic money-order advices to paying offices.
41	3 $\frac{3}{8}$ by 8 $\frac{7}{8}$.	For sending vouchers of rural carriers to paying offices.
47-D	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For postal remittances by registered mail to central accounting postmaster.
49	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For use of stations in sending money-order remittances to main office.
52	4 $\frac{3}{4}$ by 7 $\frac{1}{2}$.	For international money-order advices and German card orders.
53-D	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For postal remittances by check or draft to central accounting postmaster.
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 mailing star-route service reports to the General Superintendent, Railway Mail Service.
85	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$.	For Bureau of Accounts.
90	6 by 11 $\frac{1}{2}$.	Registered-packet jacket.
94	8 by 13 $\frac{1}{2}$.	Registered-packet jacket.
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.

NOTE.—Envelopes Nos. 97, 99, and 100 will be supplied in small quantities when a satisfactory explanation of the need accompanies the request.



