

1/23/85

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(1)
POSTAGE STAMP AGENCY.

New York,



Sir: I send herewith, by order of the Third Assistant Postmaster General, a parcel of postage stamps amounting to \$..... Upon receiving it you are required to count the stamps immediately in the presence of a disinterested witness, date, sign and transmit the annexed receipt to the Third Assistant Postmaster General, at Washington, D. C. In case of any deficiency, your own affidavit and that of the witness, stating the amount of such deficiency, will be necessary in order to obtain credit for the amount. Such deficiency must be reported at once.

If any portion of a parcel of postage stamps be damaged, the Postmaster will sign the receipt for the whole amount of the parcel, and having written across the face of the receipt the number and amount of stamps unfit for use, he will return the damaged stamps, together with the receipt, to the Third Assistant Postmaster General, who will give credit for the amount returned. But if the damage be total, the entire parcel should be returned with the receipt not signed, in order that a parcel may be sent in place of them. The package must be REGISTERED, and the Postmaster must also be able to prove the act of mailing by a disinterested witness. Postmasters failing to register such packages will not receive credit for the amount of stamps, or stamped envelopes, alleged to have been returned, in case the same fail to reach the Department.

All applications for postage stamps or stamped envelopes must be addressed to the Third Assistant Postmaster General, Washington, D. C., and the annexed receipt returned to him. In no case to the Agency at New York.

POSTMASTERS ARE EXPECTED in each case to order what, upon careful estimate, may be deemed a sufficient supply of the various kinds of stamps for three months; and they are required in every instance to use the form of order which will be furnished by the Department, which must be signed by the Postmaster himself, unless he be necessarily absent or sick, when it may be signed by the Assistant or Deputy, he placing the Postmaster's name above his own.

Postmasters will retain the above instructions for reference, and

 **RETURN THE LOWER RECEIPT TO THIRD ASSISTANT P. M. GENERAL, WASHINGTON, D. C.** 
Very respectfully, Wm. HENRY BROWN, Acting Agent.

OUT 22 1884

(1)
POSTAGE STAMP AGENCY.

New York,

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Sir: I send herewith, by order of the Third Assistant Postmaster General, a parcel of postage stamps amounting to \$..... Upon receiving it you are required to count the stamps immediately in the presence of a disinterested witness, date, sign and transmit the annexed receipt to the Third Assistant Postmaster General, at Washington, D. C. In case of any deficiency, your own affidavit and that of the witness, stating the amount of such deficiency, will be necessary in order to obtain credit for the amount. Such deficiency must be reported at once.

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Postmasters will retain the above instructions for reference, and

 **RETURN THE LOWER RECEIPT TO THIRD ASSISTANT P. M. GENERAL, WASHINGTON, D. C.** 
Very respectfully, J. C. REED, Agent.

2/2

(1)
POSTAGE STAMP AGENCY.

New York,

Sir: I send herewith, by order of the Third Assistant Postmaster General, a parcel of postage stamps amounting to \$ 3. Upon receiving it you are required to count the stamps immediately in the presence of a disinterested witness, date, sign and transmit the annexed receipt to the Third Assistant Postmaster General, at Washington, D. C. In case of any deficiency, your own affidavit and that of the witness, stating the amount of such deficiency, will be necessary in order to obtain credit for the amount. Such deficiency must be reported at once.

If any portion of a parcel of postage stamps be damaged, the Postmaster will sign the receipt for the whole amount of the parcel, and having written across the face of the receipt the number and amount of stamps unfit for use, he will return the damaged stamps, together with the receipt, to the Third Assistant Postmaster General, who will give credit for the amount returned. But if the damage be total, the entire parcel should be returned with the receipt not signed, in order that a parcel may be sent in place of them. The package must be REGISTERED, and the Postmaster must also be able to prove the act of mailing by a disinterested witness. Postmasters failing to register such packages will not receive credit for the amount of stamps, or stamped envelopes, alleged to have been returned, in case the same fail to reach the Department.

All applications for postage stamps or stamped envelopes must be addressed to the Third Assistant Postmaster General, Washington, D. C., and the annexed receipt returned to him. In no case to the Agency at New York.

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Postmasters will retain the above instructions for reference, and

 **RETURN THE LOWER RECEIPT TO THIRD ASSISTANT P. M. GENERAL, WASHINGTON, D. C.** 

Very respectfully, Wm. HENRY BROWN, Acting Agent.

JAN 23 1885