

A. Hamilton Esq.

INSTRUCTIONS

TO A

DEPUTY POST MASTER,

IN CANADA,

UPON HIS APPOINTMENT.

SIR,

Herewith you will receive your Commission as my Deputy at *Queenston* together with Tables of Postage-Rates, a Post Office Directory, called Table D,—a Book for "*Mails Received*,"—another for "*Mails Sent*," and a supply of Letter Bills, one of which, filled up with an account of the *number* of Letters, and the *Postage* thereon, and signed by you, is to accompany every mail which you despatch. I likewise send you blanks for your Quarterly Accounts, and whenever you require a fresh supply of Office Blanks of any description, you will take care to apply for them to me in due season. You will also receive herewith, several Circular Letters and Department Orders, issued by me at different times, to which I request your particular attention, as they contain instructions on many points of duty that it will be useful to you clearly to understand. You will further receive a Key for the Mail Bag, and

☞ Should the Post Master to whom these instructions are addressed, be succeeding another Postmaster, he will receive the above described Forms, &c. with other Post Office Property, from his Predecessor.

As the Department is not yet provided with a full and complete Code of Instructions, in a condensed form, (a deficiency, however, which will shortly be supplied,) I shall now convey to you a few rules for your guidance upon the most material points of duty; and at the same time I recommend your taking an early opportunity of applying to some experienced Post Master in your vicinity, for such information relative to the application of the blank forms, &c. as you may stand in need of. One or two hours conversation on these matters with such a person, will be of more use in qualifying you for the practical details of a Post Office, than a great amount of written instruction.

ART. I. After post marking and rating the Letters which you are to send away, and which should be done as soon as they are deposited in the Office, you must *when making* enter the same in the Bill of the Mail, (which is called a Letter Bill or Post Bill) distinguishing the *Paid* from the *Unpaid* Letters, and putting down the *Forwarded* Postage (should there be any) in the column provided for that purpose. The Mail for each Office is of course to have a separate Letter Bill. Having filled up the Bill, you will enter the contents in your Book of Mails sent—then fold the Bill round the Letters—enclose the whole in a sufficient wrapper—seal the same with

Wax, with a fair impression of your Office Seal, and address it to the Office for which it is intended; after which you will deposit the Package or Packages in the Portmanteau (or Leather Mail Bag)—lock the same, and deliver it to the Courier. When the mails are heavy, or the distance that they have to travel is great, the Post Master should use his discretion in providing his Packages with proper defences against the difficulties of the transport—such as cording them well, or putting them into Canvass Bags, properly labelled—these Bags are furnished to all the principal Offices.

ART. II. The contents of Letter Bills *received* are to be entered in your Book of "Mails Received," as soon as the Packages are opened and examined.—These Bills should be numbered on the back, and carefully filed in the order in which they are received—making the first Bill received in each quarter No. 1, and continuing the numbers in succession to the end of the quarter. The *numbers* of the Bills of "Mails Received," must not be omitted entering, when you are transcribing those Bills into your Mail Book.

ART. III. At the close of the Quarter (or as soon as you think that all the mails from other Offices, addressed to your's within the said quarter, have come to your hands) you will transcribe the entries from the Books of *Mails Sent* and *Mails Received*, upon the monthly sheets—then enter the monthly totals in the Abstracts, and proceed to fill up the account current—the balance of which is to be sent to me in Specie, Bank Notes, or other good negotiable paper, together with the accounts, within twenty or twenty-five days after the close of the Quarter. In sending off your Accounts, observe to enclose them in good covers—well sealed and addressed as follows:

"On His Majesty's Service."

[Post Mark here.] } "Accounts for Qr." ending 18 }	" T. A. STAYNER, Esq., " Dy. P. M. General, Quebec.
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The above accounts, accompanied by a Letter of Advice, are to be put up with other Packets for Quebec, in a cover addressed "Quebec Office." This instruction is very essential, as on no account must the Quarterly Account, or any description of despatches, be sent by the Post, except under the cover and address of a mail.

The Quarterly Periods are from 6th January to 5th April—6th April to 5th July—6th July to 5th October—6th October to 5th January.

ART. IV. Rate every Letter that comes to your hands to be mailed, with the proper postage on the right hand upper corner, on the face of the Letter.

If the postage is paid when the Letter is deposited, stamp or write the word "Paid" in red ink opposite the amount of postage.

ART. V. Post mark every Letter that you mail—that is—stamp or write upon it the name of your office and the date of deposit with you.

ART. VI. As regards the *principle* upon which Letters and Packets of Letters are rated, you will find rules sufficient for your guidance upon table A, and in department order No. 17.

ART. VII. *Undercharges* upon Letters reaching you by mail, *not discovered at the time of examining and entering your mails received*, must be brought to the credit of Government in the account current opposite the item *undercharges*. It will of course be requisite for you to keep an account of such undercharges as they occur during the quarter, and this account should accompany the account current.

ART. VIII. *Overcharges*.—When a claim is made by any individual for an

overcharge, you must be satisfied that the demand is just, before you allow it, and you will request the cover of the Letter with a receipt thereon, from the party claiming the rebate; but if the cover cannot be spared to serve as your voucher, you will then take a receipt alone in the following manner, viz:—

Received from the Post Master at	shillings and
pence—being for an overcharge on a letter from	charged
double instead of single—or as the case may be.	

(Date here.)

(Signature here.)

All such covers and receipts are to be transmitted to the General Post Office at Quebec with your other vouchers and accounts—see the item on the credit side of account current.—"Overcharges per Documents."

Should a claim be made for a rebate on a Letter, under circumstances which leave you in doubt as to the propriety of acceding to the demand, you will apply to me for instruction.

ART. IX. Be very particular in keeping Records of all Money Letters forwarded or received by you—see Department order No. 21.

ART. X. Recollect that a Letter being left at an office to be mailed, becomes the property of the person to whom it is addressed, and that you cannot return it to the writer or any person for him after it is once deposited with you. Persons wishing to correct errors in their correspondence must do so by writing other Letters

ART. XI. When Letters arrive at your office, missent by accident, as sometimes happens, you will mark upon them on the face—"missent to (*here insert the name of your office*) and you will mail them by the first post to the office where they should have originally been sent. The column of "*Forwarded Postage*" in the book of mails sent is intended to enable you to take credit for the postage on missent Letters—for as you must in the first instance charge yourself with the postage on those Letters, you are of course entitled to take credit for the same, when you transmit the Letters to another Post Office.

ART. XII. As a general rule, it should be understood, that a Letter is not liable to additional postage for being sent by one office *through* another office, and there remailed, except the distance from the office where it was originally mailed to its ultimate destination shall warrant it; neither if sent out of its proper route by the mistake of a Post Master is a Letter to be rated with additional postage for the distance it may have unnecessarily travelled;—but when the person addressed has changed his residence and the Letter in consequence is re-directed, it is liable to an entire new charge of postage from the place where it is re-directed to its ultimate destination, *over and above* the original rate.

ART. XIII. Your own *bona fide* postage to the extent of Double Letters, or half ounce Packages, you are authorized to have free, but you have not the right of franking except at your own office, and you will perceive by an article in Department Order No. 7, that Post Masters, when exercising this right of franking their Letters, are expected to write their names on the face of the Letter at the top. By *Free Postage* is here meant *Provincial Postage*—United States Postage must necessarily be accounted for by Post Masters the same as by other individuals. For further instructions respecting Letters authorized to go free by the Post—see Article 17 and 18—and for Pensioners Papers, which go Free—see Article 19.

ART. XIV. *Way Letter Account*.—The account or sheet bearing this name, is intended for bringing to account the Postage of such Letters as are received *from* or sent *by* the Courier, and which do not come or go by what is called a *Mail*—for example, a Letter is handed to the Courier when he is on the way to your Office:—it is your duty to receive and Mail it—(the rate will invariably be 4½d. if a Single

Letter, as it will always come to you from some place under 60 miles) and you will insert the amount of Postage in the column of "Unpaid Way Letters Received."— This is when the Letter is intended for your own delivery; but if it is to be mailed by you, you must find the distance from the place where it was put into the Way Bag, (which you can learn from the Courier) to its point of destination and rate it accordingly. In this latter case you will naturally understand that it is not to be entered in your Way Letter Sheet:—In addition to your customary Post Mark on such Letters, you should add the word "Way" in Red Ink. In like manner you should write or stamp upon Way Letters which are for your own delivery the word "Way" and also affix your Office Stamp.

The column headed "Paid Way Letters Sent" is intended for such Letters as may be left with you to forward to individuals residing on the line of route between you and the next Office, and which your Courier should be directed to deliver to their respective addresses, provided he can do so without subjecting himself to delay. All such Letters must be Post Paid, otherwise you cannot forward them.

Letters or Packets sent under cover to Post Masters with a view to their escaping the payment of Postage, (a proceeding often resorted to) are to be rated for the distance they have travelled, and brought into the Way Letter Account.

As respects the Mailing of Way Letters, a Courier is never to be detained that the Post Master may Mail them, but the following rules should be observed.—If you happen to be situated at a Stage where the Horses are changed, or where from any other cause the Courier may have occasion to remain sufficiently long to enable you to Mail those Letters, you must do so, and deposit them in the Portmanteau; but if you are at a station where the Courier stops merely for the purpose of exchanging Mails, and where the saving of time is an object, in such case you will take the said Letters out, and write or stamp upon each, the word "Way" and the name of your Office, and return them into the side Bag, that they may be carried on to some other Office where the Courier necessarily stays a longer time, at which Office they must be regularly Mailed and the Postage be rated for the whole distance from the place where originally given to the Courier (as nearly as can be ascertained) to their final destination.

ART. XV. When Letters are refused by the persons to whom they are addressed, or when they are addressed to persons who are dead and have no representatives, or to persons who have left the country, you must write upon them on the back in Red Ink, the word "Refused" or "Deceased" or "Left the Country" as the case may be, and the name of your Office, and the date underneath, and then Mail for the Quebec Office by the first Post.

There are some further particulars to be observed respecting Refused Letters in Department Order No. 15, which see.

ART. XVI. When Letters reach you, addressed to persons who cannot be found or of whom you know nothing, you must advertize them on a list posted upon your Office Door, or some other public place, on the 5th of March, 5th of June, 5th of September, and 5th of December, (which you will observe is one month previous to the termination of the quarterly periods) and such of them as are not claimed when you are making up your accounts, must be then considered as Dead Letters, and taken credit for as such in your Account Current opposite the item prepared for that purpose. There is no objection to your advertising unclaimed Letters in the manner here pointed out, more frequently than once a quarter—in short the more publicity you afford that such Letters are lying in your Office the better, but at all events they must be advertised on the days above mentioned. In sending in these Letters to me with your accounts, it is desirable if the number is not very great that you should accompany them with a list of the names, and the amount of Postage on each. Each Letter must also have a reason assigned on it in Red Ink for being considered a Dead Letter, as—

{ Advertised and not called for }
{ Post Office, — (Date here.) }

If a News Paper is printed in your town or neighborhood, you will publish your unclaimed letters in it, provided the Printer will give them three insertions for a penny each Letter—or 8s. 4d. for a hundred names.

ART. XVII.—Free Letters. Referring to the form of Letter Bill, it will be seen that there is a column prepared exclusively to shew the number of free Letters sent in each Mail. It now remains to describe what Letters are entitled to go free through the Post in British North America.

The following is a list of Persons in Great Britain and Ireland, who frank and receive letters free, to and from these Provinces, by virtue of their Offices, without limitation, except in the cases where it is expressed, viz :

IN ENGLAND.

- The Lords Commissioners of His Majesty's Treasury.
- Secretary to the Treasury.
- Commissioners and Secretaries of the Admiralty.
- Principal Secretaries of State.
- Under do. do.
- Commissioners of Trade and Plantations.
- Commander of the Forces and Secretary.
- Secretary to the Board of Ordnance.
- Inspector General of Fortifications.
- Adjutant General.
- Secretary at War.
- Under Secretary at War.
- Pay Master General of the Land Forces.
- Comptroller of Army Accounts.
- Secretary to the Lord Lieutenant of Ireland, residing in England.
- First Commissioner of Woods and Forests.
- Directors of Greenwich Hospital jointly—(on business of Hospital only.)
- Treasurer and Deputy Treasurer of Chelsea Hospital, } on Hospital busi-
- Secretary and Registrar of do. } ness only.
- Directors of Greenwich Chest, jointly, } On the business of their
- Paymaster of Pensions, Greenwich Hospital, } respective Offices only.
- Accountant of Greenwich Chest,
- Clerk of the Check of do.

ADDITIONAL ARTICLE.

It appearing that misconception is likely to arise with respect to Art. XVI. of these Instructions, some inexperienced Post Masters having supposed from the manner in which that Article is worded, that they are to advertize the same unclaimed Letters, upon four quarterly periods, (thus retaining them in their hands for a Year or upwards,) the Deputy Post Master General finds it necessary to explain that such is not his meaning. Unclaimed Letters, that have rested three months or thereabouts in an Office and have remained advertized out of that period not less than six Weeks, are then to be considered as Dead Letters, and to be sent to the Deputy Post Master General with the Quarterly Accounts. Should it happen when you are sending in your quarterly accounts that some of your unclaimed Letters though advertized for six Weeks have not been altogether three Months in your Office, you should retain any which are so circumstanced until the Three Months have fully elapsed, and then (if they are not taken up) Mail them to the Quebec Office as you are directed (in Article XV.) to do with "Refused Letters," taking care however to write upon each in Red Ink, "advertised and not called for," and the name of your Office and Date, as you are instructed to do with those you send in with your quarterly accounts.

Letter, as it will always come to you from some place under 60 miles) and you will insert the amount of Postage in the column of "Unpaid Way Letters Received."— This is when the Letter is intended for your own delivery; but if it is to be mailed by you, you must find the distance from the place where it was put into the Way Bag, (which you can learn from the Courier) to its point of destination and rate it accordingly. In this latter case you will naturally understand that it is not to be entered in your Way Letter Sheet:—In addition to your customary Post Mark on such Letters, you should add the word "Way" in Red Ink. In like manner you should write or stamp upon Way Letters which are for your own delivery the word "Way" and also affix your Office Stamp.

The column headed "Paid Way Letters Sent" is intended for such Letters as may be left with you to forward to individuals residing on the line of route between you and the next Office, and which your Courier should be directed to deliver to their respective addresses, provided he can do so without subjecting himself to delay. All such Letters must be Post Paid, otherwise you cannot forward them.

Letters or Packets sent under cover to Post Masters with a view to their escaping the payment of Postage, (a proceeding often resorted to) are to be rated for the distance they have travelled, and brought into the Way Letter Account.

As respects the Mailing of Way Letters, a Courier is never to be detained that the Post Master may Mail them, but the following rules should be observed.—If you happen to be situated at a Stage where the Horses are changed, or where from any other cause the Courier may have occasion to remain sufficiently long to enable you to Mail those Letters, you must do so, and deposit them in the Portmanteau; but if you are at a station where the Courier stops merely for the purpose of exchanging Mails, and where the saving of time is an object, in such case you will take the said Letters out, and write or stamp upon each, the word "Way" and the name of your Office, and return them into the side Bag, that they may be carried on to some other Office where the Courier necessarily stays a longer time, at which Office they must be regularly Mailed and the Postage be rated for the whole distance from the place where originally given to the Courier (as nearly as can be ascertained) to their final destination.

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There are some fu Department Order N

ART. XVI. Whe or of whom you k your Office Door, o of September, and 5 to the termination you are making u taken credit for a that purpose. TI manner here poin publicity you affc events they mus Letters to me wi you should acco on each. Each considered a Dea

If a News Paper is printed in your town or neighborhood, you will publish your unclaimed letters in it, provided the Printer will give them three insertions for a penny each Letter—or 8s. 4d. for a hundred names.

ART. XVII.—Free Letters. Referring to the form of Letter Bill, it will be seen that there is a column prepared exclusively to shew the number of free Letters sent in each Mail. It now remains to describe what Letters are entitled to go free through the Post in British North America.

The following is a list of Persons in Great Britain and Ireland, who frank and receive letters free, to and from these Provinces, by virtue of their Offices, without limitation, except in the cases where it is expressed, viz :

IN ENGLAND.

- The Lords Commissioners of His Majesty's Treasury.
- Secretary to the Treasury.
- Commissioners and Secretaries of the Admiralty.
- Principal Secretaries of State.
- Under do. do.
- Commissioners of Trade and Plantations.
- Commander of the Forces and Secretary.
- Secretary to the Board of Ordnance.
- Inspector General of Fortifications.
- Adjutant General.
- Secretary at War.
- Under Secretary at War.
- Pay Master General of the Land Forces.
- Comptroller of Army Accounts.
- Secretary to the Lord Lieutenant of Ireland, residing in England.
- First Commissioner of Woods and Forests.
- Directors of Greenwich Hospital jointly—(on business of Hospital only.)
- Treasurer and Deputy Treasurer of Chelsea Hospital, } on Hospital busi-
- Secretary and Registrar of do. } ness only.
- Directors of Greenwich Chest, jointly,
- Paymaster of Pensions, Greenwich Hospital, } On the business of their
- Accountant of Greenwich Chest, } respective Offices only.
- Clerk of the Check of do.
- Commissioners for the Issue of Exchequer Bills,
- Secretary to do.
- Commissioners for auditing Public Accounts.
- Commissioners for building and promoting the building of additional Churches, (on its business only.)
- First Commissioners of Revenue Enquiry.
- President of the India Board.
- President and Vice President of the Board of Trade.
- Secretary to the Board of Control.
- Clerks to the Privy Council.
- Judge Advocate General.
- Post Master General and his Secretaries.
- Deputy P. M. General of Scotland and his Secretary.

IRELAND.

- The Lord Lieutenant.
- Chief Secretary to do.
- Under Secretary in the Office of Chief Secretary.
- Under do. for the Law Department.
- First Clerk to the Chief Secretary of State.
- Secretary of State for Military Department.
- Secretary of State for Ulster and Munster.
- First Clerk to ditto.
- The Lords of the Treasury jointly.

Vice Treasurer.
Deputy Post Master General and his Secretary.
Commissioners for the issue of Money out of the Consolidated Fund.
Secretary to ditto.

IN BRITISH AMERICA.

The Deputy Post Master General, without limitation.
Post Masters, at their own Offices, to the extent described in Article XIII.

Letters and Packets to and from His Majesty are exempted from Postage.

Post Masters are strictly enjoined not to suffer any Letter or Packet to pass in the Mails post free, excepting those which are franked by authorized persons.—See Department Order, No. 16, Article V.

ART. XVIII. *Soldiers' and Sailors' Letters.*—Single Letters from a Seaman in His Majesty's Service or from a Sergeant, Corporal, Drummer, Trumpeter, Fifer or Private, (on their own private concerns only) may be sent by Post for one penny—to be paid at the time the said Letter is put into the Post Office,—provided, that upon the cover of the said Letter, the Officer having the actual command, signs his name, and the name of the Ship, or Regiment, Corps or Detachment he commands.

On single Letters to Seamen, or to Soldiers as above, the penny must be paid at the time the Letter is put into the Office. Its direction must specify the class of the person, and the name of the Ship or Regiment, Corps or Detachment to which he belongs—that is to say, it must describe him *Seaman, Sergeant, Corporal, Drummer, Private, &c.* as the case may be.

N. B. All the foregoing descriptions must be legibly written—the initials of the name of any Ship or Regiment being insufficient.

Post Masters are enjoined to examine every Letter purporting to be a seaman's or Soldier's Letter, and if not in all respects conformable to the above regulations, to charge it with full postage, at the same time noting on the face of the said Letter, the reason for so doing.

The following are forms to be used for each Letter, from or to a Soldier or Sailor, whether in the United Kingdom or in any of His Majesty's Dominions abroad, without which it cannot pass for one penny, nor then unless the penny be paid at the time of putting the said Letter into the Office, in conformity with the preceding Rules, viz :—

SEAMAN.	SOLDIER.
From A. B., Seaman, H. M. S. —————	From A. B., Sergeant, &c. — Regt. —————
(Here the direction of the letter is to be inserted)—C. D., Captain, (or other Commanding Officer,) H. M. S. —————	(Here the direction of the letter is to be inserted,) C. D. Colonel, (or other Commanding Officer,) ————— Regt.
To A. B., Seaman, H. M. S., —————, (Here the direction of the Letter is to be finished.)	To A. B., Private, ————— Regt. Foot, or Sergt. &c. (Here the direction of the Letter is to be finished.)

These Letters must be marked "Paid 1d."
If any Officer, Soldier, Seaman, or other person should endeavor to contravene the intention of the Law, which affords the above indulgence to Soldiers and Sailors for their private concerns only, by attempting to pass Letters through the Post under a false pretence of their being either to or from Soldiers or Sailors, the Act

provides a heavy penalty for every such offence, and it is the duty of Post Masters to use all means in their power to obtain conviction when any abuse is committed. Any attempt at fraud must be reported to the Deputy Post Master General.

ART. XIX. *Pensioners Papers.*—Agreeably to an Act of the Imperial Parliament, the printed instructions and receipts of His Majesty's Pensioners, viz: Soldiers and Sailors go free, provided they are sent in covers open at the ends, so that they may be examined by the Post Masters, and if any other writing than that which properly pertains to the Official Document is found—the whole Packet is liable to full Postage. It must be clearly understood that the half pay Papers of *Officers* are subject to full Postage if sent through the Post.

ART. XX. *Redirected Letters to Officers of the Army and Navy.*—Letters addressed to places within your delivery, for any *Commissioned* Officer of the Army, or Navy, or Ordnance, employed on actual service, who shall have removed in the execution of his duty before their arrival, are not to be charged with additional Postage on their re-direction, but are to be forwarded on to the Officer and delivered without any alteration in the original charge of Postage.

You will observe that this regulation applies only to Officers who are removed from one place to another on *actual public service.*

ART. XXI. *Letters Sealed or Unsealed. Printed or Written.*

ART. XXII. Newspapers printed in these Colonies may be sent in covers, open at the ends or sides, by His Majesty's Packets, through the Quebec Post Office, free of any charge in this Country.—If Newspapers are forwarded to Europe or other distant Countries, *via* New-York, it will be necessary for the bringer to pay, at the time of Posting the same, 1½ cents or a penny currency, as United States Postage, and one penny in addition—the latter sum to be accounted for by the Post Master to the Deputy Post Master General.

Newspapers may also be forwarded through the Quebec Post Office, by Private Ships, during the Season of Navigation, upon the payment of a penny, at the time of Posting—to be accounted for to the Deputy Post Master General.

Every Vote, Proceeding or other public Paper, printed by order or under the authority of the Legislative Assemblies of any of His Majesty's Colonies, may be sent by the Packets from Halifax, the same being liable to no other Postage than 1½d. sterling per ounce, to be paid on delivery thereof to the person or persons to whom the same shall be addressed in Great Britain or Ireland.

It is incumbent upon Post Masters to withdraw from the covers, and satisfy themselves that Newspapers and other printed Papers, intended to be sent by Post, contain no writing or written marks, other than the address, as they must clearly understand that should any writing be concealed, the Packet becomes liable to letter postage.

Each Post Master will compare the above with Article 22 in his Book of Instructions, and if he finds that they do not correspond, he must substitute this for the other, by pasting it in the Book alluded to over Article 22.

On Sundays between the hours of Divine Service.
There may be cases in which a modification of these hours may be necessary, which will be specially provided for by the Dy. P. M. General.

At Country offices it does not appear so necessary to prescribe office hours, but it is expected that every reasonable accommodation will be afforded to the public, to prevent complaints being made to the head of the Department.

ART. XXV. Wherever it can be done, a separate room should be provided for the Post-Office—when this is not practicable, or when the business is not of suffi-

cient consequence to render it indispensable, the letters must be kept in a locked Desk or Press—the key of the Mail Portmanteau must be carefully preserved under lock, that no improper person may have access to it.

ART. XXVI. On no account is the bar-room, or any public room in a Tavern to be made use of as a Post Office.

ART. XXVII. Every Postmaster is expected to provide his office with a Sign-board, and with a small beam and scales, and weights, from 1/4 of an ounce upwards, for weighing Letter Packets—A Receiving Box, opening to the Road or Street for the reception of letters must also be provided.

ART. XXVIII. It is a standing Regulation of the General Post Office, that no person under sixteen years of age shall be employed in a Post Office or as a Mail Carrier, and no person can be employed or be allowed to assist in any of the duties appertaining to the Department until he or she has taken the usual Post Office Oath, which in all cases is to be lodged with the Deputy Post Master General.

ART. XXIX. You must regularly examine the Mail Portmanteaus, and if they require repairing, have them put in safe order immediately, or at all events if the damage is not such as to require instant repair, you will apprise the Post Master at the end of the route, that he may attend to it. This intimation should be given upon the Road Bill when one accompanies the Mail, (as is the case on all principal routes) or by letter.

ART. XXX. United States Postage.—The plan of accounting for this postage is laid down in Department Order No. 6, to which your particular attention is necessary.—For the charge upon American newspapers and pamphlets see Department Orders Nos. 3 & 10.

ART. XXXI. You should have a notice permanently posted up on the door of your Office, or in the lobby, reminding the public that no letter can be sent out of the Province until the inland postage is paid. Many Letters addressed to foreign parts are dropt into receiving Boxes by unthinking people, and lost to all concerned, through ignorance of the regulation on this head.

ART. XXXII. When Newspapers, published in this country or the U. States, are refused, the Editor or Publisher should immediately be apprized thereof.—Printed Notices for this purpose will be furnished by me upon your application.

ART. XXXIII. Although the Regulations prescribe that the Quarterly Account Current should be attested, yet as it may happen at some places that a Magistrate cannot always be found to take your deposition, you must not for that reason retain the Accounts, but certify at the foot of the Account Current, that no Justice of the Peace is within your reach, affix your signature and send on the Documents, holding yourself prepared to swear to them at a future period, should you be called upon to do so.

ART. XXXIV. You will report to me upon all matters connected with the Post Office, in which my interference may be necessary, and observe in all such communications, to be as full and explicit as the nature of the case may require; and I must add as a particular injunction, that you reply to all Letters from me with the least possible delay.

Art. XXXV. The postage on paid Letters should be noted in Red Ink with the word "Paid" prefixed; and "Unpaid" Postage in Black Ink.
Post Office
Quebec.
T. A. Stayner
9/11/45

ADDITIONAL INSTRUCTIONS.

reference to ART. XXXI, it appears necessary further to direct, that said Letters for Foreign parts (notwithstanding the caution alluded to) into your Receiving Box, you are to lose no time in putting them over to the Deputy Post Master General, first writing upon each in

“ Inland Postage not Paid.”

Office and date here.

It happens that after Letters have been sent to Quebec as Dead or Buried Parties to whom they are addressed wish to obtain them. When Parties are applying to the Deputy Post Master General for such Letters, it is their duty to do if requested, they will please state, (when they are in the fact) whether the said letters are British, Provincial, or American, as this information very much facilitates the search for such Letters.

T. A. STAYNER,
Dy. P. M. General.

ADDITIONAL INSTRUCTIONS.

WITH reference to ART. XXXI, it appears necessary further to direct, that should unpaid Letters for Foreign parts (notwithstanding the caution alluded to) be dropped into your Receiving Box, you are to lose no time in putting them under cover to the Deputy Post Master General, first writing upon each in Red Ink—

“ Inland Postage not Paid.”

Office and date here.

It frequently happens that after Letters have been sent to Quebec as *Dead or Refused*, the Parties to whom they are addressed wish to obtain them. When Post Masters are applying to the Deputy Post Master General for such Letters, which it is their duty to do if requested, they will please state, (when they can ascertain the fact) whether the said letters are *British, Provincial, or American*, as this information very much facilitates the search for such Letters.

T. A. STAYNER,

Dy. P. M. General.