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THE

Post-Office Law,

WITH

INSTRUCTIONS AND FORMS,

PUBLISHED FOR

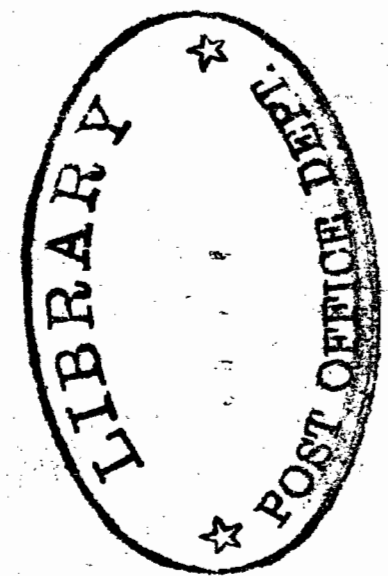
THE REGULATION

OF

THE POST-OFFICES.



1808.

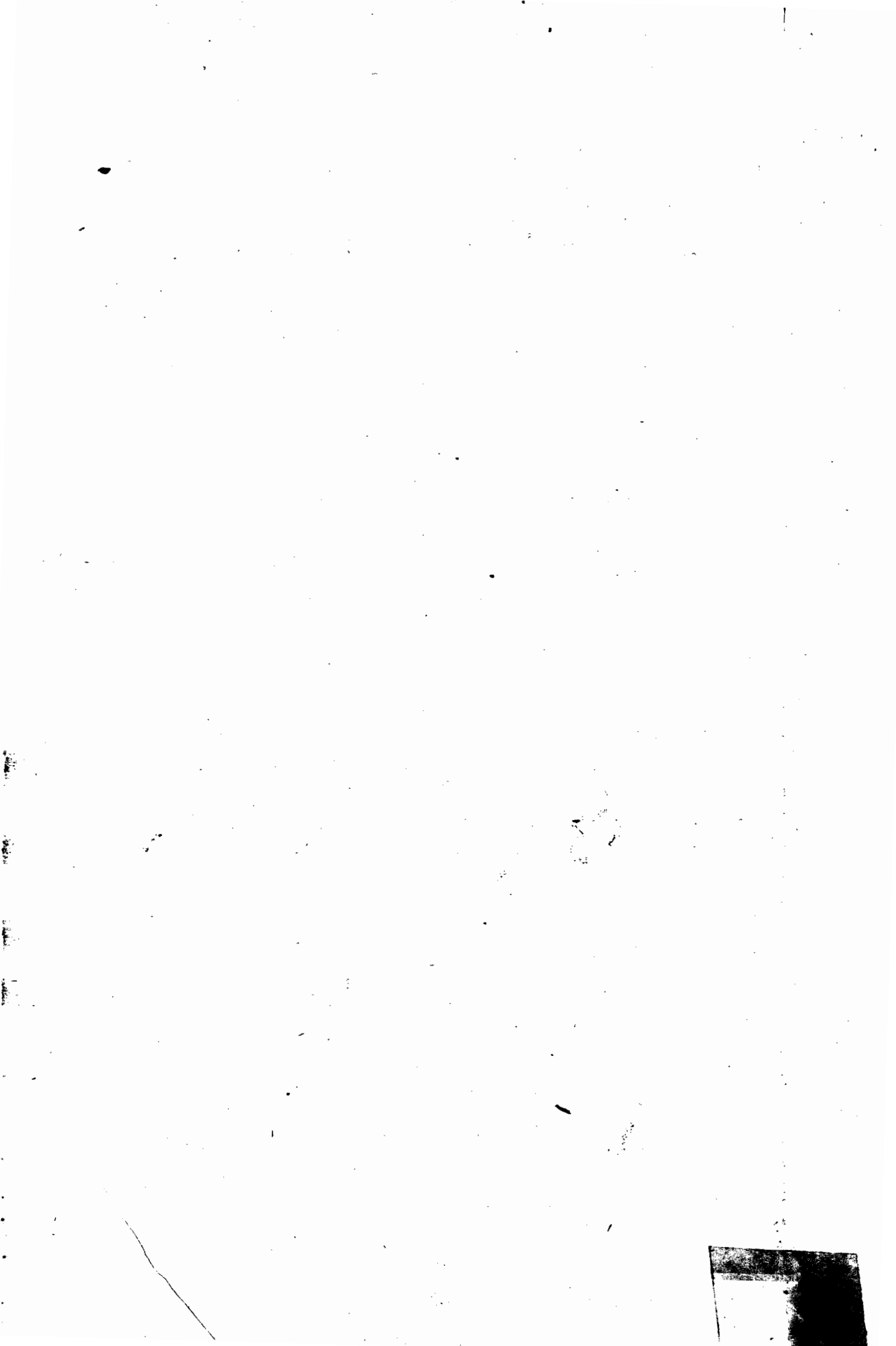


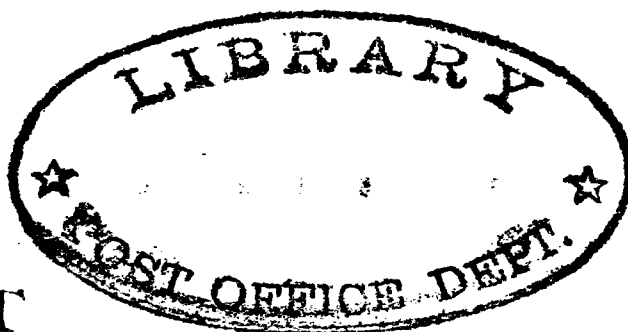
CITY OF WASHINGTON:

PRINTED FOR THE GENERAL POST-OFFICE

.....

1808.





AN ACT

To establish the Post-office of the United States.

SECT. 1. *BE it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,*

That there be established at the seat of government of the United States, a General Post-office, under the direction of a Post-

master General. The Post-master General shall appoint an assistant, and such clerks as may be necessary for performing the business of his office: He shall establish

post-offices, and appoint post-masters, at all such places as shall appear to him expedient, on the post-roads that are or may be established by law—He shall give his assist-

ant, the post-masters, and all other persons whom he shall employ, or who may be employed in any of the departments of the General Post-office, instructions relative to

their duty—He shall provide for the carriage of the mail on all post-roads that are or may be established by law, and as often

as he, having regard to the productiveness thereof, and other circumstances, shall think proper—He may direct the route or

road where there are more than one, be-

General Post-office.

Power and duties of the Post-master General.

Assistant to perform duties in case of death of Post-master General,

tween places designated by law for a post-road, which route shall be considered the post-road—He shall obtain from the post-masters their accounts and vouchers for their receipts and expenditures once in three months, or oftener, with the balances thereon arising in favor of the General Post-office—He shall pay all expenses which may arise in conducting the post-office, and in the conveyance of the mail, and all other necessary expenses arising on the collection of the revenue, and management of the General Post office—He shall prosecute offences against the post-office establishment—He shall once in three months render to the Secretary of the Treasury a quarterly account of all the receipts and expenditures in the said department, to be adjusted and settled as other public accounts—He shall also superintend the business of the department in all the duties that are or may be assigned to it. *Provided*, that in case of the death, resignation, or removal from office of the Post-master General, all his duties shall be performed by his assistant, until a successor shall be appointed and arrive at the General Post-office to perform the business.

Oath to be taken,

SECT. 2. *And be it further enacted*, That the Post-master General, and all other persons employed in the General Post-office, or in the care, custody or conveyance of the mail, shall, previous to entering upon the duties assigned to them, or the execution of their trusts, and before they shall be entitled to receive any emolument therefor, respectively take and subscribe the following oath or affirmation, before

some magistrate, and cause a certificate thereof to be filed in the General Post-office: "I, A. B. do swear, or affirm (as the case " may be) that I will faithfully perform all " the duties required of me, and abstain from " every thing forbidden by the laws in rela- " tion to the establishment of the post-office " and post-roads within the United States."

Every person who shall be in any manner employed in the care, custody, conveyance or management of the mail, shall be subject to all pains, penalties and forfeitures for violating the injunctions, or neglecting the duties required of him by the laws relating to the establishment of the post-office and post-roads, whether such person shall have taken the oath or affirmation above prescribed or not.

SECT. 3. *And be it further enacted,* That ^{Obstructing the mail,} if any person shall knowingly and wilfully obstruct or retard the passage of the mail, or of any driver or carrier, or of any horse or carriage carrying the same, he shall, upon conviction, for every such offence, pay a fine not exceeding one hundred dollars: And if any ferryman shall by wilful ^{By ferrymen,} negligence or refusal to transport the mail across any ferry, delay the same, he shall forfeit and pay for each half hour that the same shall be so delayed, a sum not exceeding ten dollars.

SECT. 4. *And be it further enacted,* That ^{Contracts for carrying the mail.} it shall be the duty of the Post-master General to give public notice, in one or more of the newspapers published at the seat of government of the United States, and in one or more of the newspapers published in the state or states where the contract is to

be performed, for at least six weeks before entering into any contract for carrying the mail, that such contract is intended to be made, and the day on which it is to be concluded, describing the places from and to which such mail is to be conveyed, the time at which it is to be made up, and the day and hour at which it is to be delivered: He shall, moreover, within ninety days after the making of any contract, lodge a duplicate thereof, together with the proposals which he shall have received respecting it, in the office of the Comptroller of the Treasury of the United States: *Provided*, That no contract shall be entered into for a longer term than four years.

Hours of attendance at post-offices.

SECT. 5. *And be it further enacted*, That every post-master shall keep an office, in which one or more persons shall attend at such hours as the Post-master General shall direct, for the purpose of performing the duties thereof, and all letters brought to any post-office half an hour before the time of making up the mail at such office, shall be forwarded therein; except at such post-offices, where, in the opinion of the Post-master General, it requires more time for making up the mail, and which he shall accordingly prescribe, but this shall in no case exceed one hour.

SECT. 6. *And be it further enacted*, That no fees or perquisites shall be received by any person employed in the General Post-office on account of the duties to be performed by virtue of his appointment.

Rates of postage.

SECT. 7. *And be it further enacted*, That the following rates of postage shall be charged on all letters and packets (excepting

such as herein after exempted) conveyed by the posts of the United States, viz.

For every letter composed of a single sheet of paper, conveyed not exceeding forty miles, eight cents.

Over forty, and not exceeding ninety miles, ten cents.

Over ninety, and not exceeding one hundred and fifty miles, twelve and an half cents.

Over one hundred and fifty, and not exceeding three hundred miles, seventeen cents.

Over three hundred and not exceeding five hundred miles, twenty cents.

Over five hundred miles twenty-five cents.

And for every double letter, or one composed of two pieces of paper, double those rates; and for every triple letter, or one composed of three pieces of paper, triple those rates; and for every packet composed of four or more pieces of paper, or other thing, and weighing one ounce avoirdupois, quadruple those rates, and in that proportion for all greater weight: *Provided*, that no packet of letters conveyed by the water By water. mails shall be charged with more than quadruple postage, unless the same shall actually contain more than four distinct letters. No post-master shall be obliged to receive, to be conveyed by the mail, any packet which shall weigh more than three pounds.

SECT. 8. *And be it further enacted*, That Ship letters. every letter or packet brought into the United States, or carried from one port therein to another, in any private ship or vessel, shall be charged with six cents, if delivered at the post-office where the same shall arrive, and if destined to be conveyed

by post to any other place, with two cents added to the ordinary rates of postage.

Receiving illegal postage.

SECT. 9. *And be it further enacted,* That if any post-master, or other person authorized by the Post-master General to receive the postages of letters, shall fraudulently demand or receive any rate of postage, or gratuity, or reward, other than is provided by this act, for the postage of letters or packets; on conviction thereof, he shall forfeit, for every such offence, one hundred dollars, and shall be rendered incapable of holding any office or appointment under the United States.

Masters of vessels to deliver letters into the post-office.

SECT. 10. *And be it further enacted,* That no ship or vessel arriving at any port within the United States, where a post-office is established, shall be permitted to report, make entry, or break bulk, until the master or commander shall have delivered to the post-master all letters directed to any person or persons within the United States, which, under his care, or within his power, shall be brought in such ship or vessel, except such as are directed to the owner or consignee of the ship or vessel, and except also such as are directed to be delivered at the port of delivery, to which such ship or vessel may be bound. And it shall be the duty of the collector, or other officer of the port, empowered to receive entries of ships or vessels, to require from every master or commander of such ship or vessel, an oath or affirmation, purporting that he has delivered all such letters, except as aforesaid.

Masters of vessels to be allowed two cents for each letter.

SECT. 11. *And be it further enacted,* That the post-masters to whom such letters may be delivered, shall pay to the master or

commander, or other person delivering the same, except the commanders of foreign packets, two cents for each letter or packet, and shall obtain from the person delivering the same, a certificate specifying the number of letters and packets, with the name of the ship or vessel, and the place from whence she last sailed; which certificate, together with a receipt for the money, shall be with his quarterly accounts, transmitted to the Post-master General, who shall credit him with the amount.

SECT. 12. *And be it further enacted, That* if any person, other than the Post-master General, or his deputies, or persons by them employed, shall be concerned in setting up or maintaining any foot or horse-post, stage-waggon, or other stage-carriage, on any established post-road, or from one post-town to another post-town on any road adjacent or parallel to an established post-road, or any packet-boat or other vessel to ply regularly from one place to another between which a regular communication by water shall be established by the United States, and shall receive any letter or packet, other than newspapers, magazines, or pamphlets, and carry the same by such foot or horse-post, stage-waggon, or other stage-carriage, packet-boat, or vessel, (excepting only such letter or letters as may be directed to the owner or owners of such conveyance, and relating to the same, or to the person to whom any packet or bundle in such conveyance is intended to be delivered) every person so offending shall forfeit, for every such offence, the sum of fifty dollars: *Provided*, that it shall be lawful

No person to carry letters on post roads unless authorised by the Post-master General.

for any person to send letters or packets by a special messenger.

Way Letters.

SECT. 13. *And be it further enacted,* That the deputy post-masters, and other agents of the Post-master General, shall duly account and answer to him, for all way-letters which shall come to their hands; and for this purpose, the post-riders, and other carriers of the mail, receiving any way-letter or letters, (and it shall be their duty to receive them, if presented more than two miles from a post-office) shall deliver the same, together with the postage, if paid, at the first post-office to which they shall afterwards arrive, where the post-master shall duly enter the same, and specify the number, and rate or rates in the post-bill, adding to the rate of each way-letter, one cent, which shall be paid by the post-master to the mail-carrier from whom such way-letter shall be received. And that letters directed to persons living between post-offices may be delivered, and the postage thereof duly collected, it shall be the duty of the carriers of the mail to take charge of, and deliver all such letters as shall, for that purpose, be committed to them, by any post-master, and collect the postage thereof, which shall be paid over to such post-master on demand. And for every letter so delivered, the mail-carrier delivering the same, shall be allowed to demand and receive two cents, to his own use, besides the ordinary postage. And if any post-master, or other agent of the Post-master General, shall neglect so to account, he or they so offending, shall, on conviction thereof, forfeit, for every such offence,

Mail-carriers to deliver letters.

Allowance.

a sum not exceeding fifty dollars: *Provided*, that no mail carriers shall make such deliveries at any place not on the post-road: *Provided also*, that the receipt and delivery of letters on the way, between post-offices, shall not be required of the mail carriers in cases where, in the opinion of the Postmaster General, the time or manner of carrying the mail, or the speed of conveyance, is incompatible with such receipts and deliveries.

SECT. 14. *And be it further enacted*, That if any person employed in any of the departments of the General Post-office, shall unlawfully detain, delay, or open any letter, packet, bag, or mail of letters, with which he shall be entrusted, or which shall have come to his possession, and which are intended to be conveyed by post, or if any such person shall secrete, embezzle or destroy any letter or packet entrusted to him as aforesaid, and which shall not contain any security for, or assurance relating to money, as herein after described, every such offender, being thereof duly convicted, shall for every such offence, be fined, not exceeding three hundred dollars, or imprisoned, not exceeding six months, or both, according to the circumstances and aggravations of the offence. And if any person employed as aforesaid, shall secrete, embezzle, or destroy any letter, packet, bag, or mail of letters, with which he shall be entrusted, or which shall have come to his possession, and are intended to be conveyed by post, containing any bank note or bank post-bill, bill of exchange, warrant of the treasury of the United States, note of as-

Detaining, delaying or embezzling letters.

Penalty.

Containing money or evidence thereof.

signment of stock in the funds, letters of attorney for receiving annuities or dividends, or for selling stock in the funds, or for receiving the interest thereof, or any letter of credit, or note for, or relating to payment of monies, or any bond or warrant, draft, bill or promissory note whatsoever, for the payment of money; or if any such person, employed as aforesaid, shall steal or take any of the same out of any letter, packet, bag, or mail of letters, that shall come to his possession, he shall on conviction for any such offence, be publicly whipped, not exceeding forty stripes, and be imprisoned not exceeding ten years. And if any person, who shall have taken charge of the mail of the United States, shall quit or desert the same, before his arrival at the next post-office, every such person so offending, shall forfeit and pay a sum not exceeding five hundred dollars for every such offence.

And if any person, concerned in carrying the mail of the United States, shall collect, receive or carry any letter or packet, or shall cause or procure the same to be done, contrary to this act, every such offender shall forfeit and pay, for every such offence, a sum not exceeding fifty dollars.

SECT. 15. *And be it further enacted,* That if any person shall rob any carrier of the mail of the United States, or other person entrusted therewith, of such mail, or of part thereof, such offender or offenders shall on conviction, be publicly whipped, not exceeding forty lashes, and be imprisoned not exceeding ten years; and if convicted a second time of a like offence, he or they shall suffer death: or if in effecting

Penalty.

Deserting the mail.

Carrying letters contrary to the act.

Robbing the mail.

Penalty.

such robbery of the mail, the first time, the offender shall much wound the person having custody thereof, or put his life in jeopardy, by the use of dangerous weapons, such offender or offenders shall suffer death.

And if any person shall attempt to rob the mail of the United States, by falling upon the person having custody thereof, shooting at him or his horses, or threatening him with dangerous weapons, and the robbery is not effected, every such offender, on conviction thereof, shall be punished by whipping, not exceeding thirty lashes, or with imprisonment not exceeding two years, or with both, according to the discretion of the court before whom such conviction is had. Attempting to rob.

And if any person shall steal the mail, or shall steal or take from or out of any mail, or from or out of any post-office, any letter or packet, or if any person shall take the mail, or any letter or packet therefrom or from any post-office whether with or without the consent of the person having custody thereof, and shall open, embezzle, or destroy any such mail, letter, or packet, the same containing any article of value, or evidence of any debt, due, demand, right or claim, or if any person shall, by fraud or deception, obtain from any person having custody thereof, any mail, letter or packet, containing any article of value, or evidence thereof, such offender or offenders, on conviction thereof, shall be whipped not exceeding thirty lashes, or imprisoned, not exceeding two years, or both, at the discretion of the court before whom such conviction is had. Penalty.

And if any person shall take any letter or packet, containing any article of value, or evidence thereof, from any post-office, or from any person having custody thereof, or shall open, embezzle, or destroy any such letter or packet, the same containing any article of value, or evidence of any debt, due, demand, right or claim, or if any person shall, by fraud or deception, obtain from any person having custody thereof, any letter or packet, containing any article of value, or evidence thereof, such offender or offenders, on conviction thereof, shall be whipped not exceeding thirty lashes, or imprisoned, not exceeding two years, or both, at the discretion of the court before whom such conviction is had. Stealing the mail.

And if any person shall take any letter or packet, containing any article of value, or evidence thereof, from any person having custody thereof, or shall open, embezzle, or destroy any such letter or packet, the same containing any article of value, or evidence of any debt, due, demand, right or claim, or if any person shall, by fraud or deception, obtain from any person having custody thereof, any letter or packet, containing any article of value, or evidence thereof, such offender or offenders, on conviction thereof, shall be whipped not exceeding thirty lashes, or imprisoned, not exceeding two years, or both, at the discretion of the court before whom such conviction is had. Embezzling valuable letters.

And if any person shall take any letter or packet, containing any article of value, or evidence thereof, from any person having custody thereof, or shall open, embezzle, or destroy any such letter or packet, the same containing any article of value, or evidence of any debt, due, demand, right or claim, or if any person shall, by fraud or deception, obtain from any person having custody thereof, any letter or packet, containing any article of value, or evidence thereof, such offender or offenders, on conviction thereof, shall be whipped not exceeding thirty lashes, or imprisoned, not exceeding two years, or both, at the discretion of the court before whom such conviction is had. Penalty.

And if any person shall take any letter or packet, containing any article of value, or evidence thereof, from any person having custody thereof, or shall open, embezzle, or destroy any such letter or packet, the same containing any article of value, or evidence of any debt, due, demand, right or claim, or if any person shall, by fraud or deception, obtain from any person having custody thereof, any letter or packet, containing any article of value, or evidence thereof, such offender or offenders, on conviction thereof, shall be whipped not exceeding thirty lashes, or imprisoned, not exceeding two years, or both, at the discretion of the court before whom such conviction is had. Taking or opening letters without authority.

containing any article of value or evidence thereof, out of a post-office, or shall open any letter or packet which shall have been in a post-office, or in the custody of a mail-carrier, before it shall have been delivered to the person to whom it is directed, with a design to obstruct the correspondence, to pry into another's business, or secrets, or shall secrete, embezzle or destroy any such mail, letter or packet, such offender, upon conviction, shall pay for every such offence a sum not exceeding one hundred dollars. *Provided also, and be it further enacted,* That every person who shall be imprisoned by a judgment of court under the 14th and 15th sections of this act, shall be kept at hard labor during the period of such imprisonment.

Penalty.

Proviso.

Hard labor.

Letters on hand
to be advertised.

Dead letters.

Valuable to be
returned.

SECT. 16. *And be it further enacted,* That the post-masters shall, respectively, publish at the expiration of every three months, or oftener, when the Post-master General shall so direct, in one of the newspapers published at or nearest the place of his residence, for three successive weeks, a list of all the letters remaining in their respective offices, or instead thereof, shall make out a number of such lists, and cause them to be posted at such public places in their vicinity, as shall appear to them best adapted for the information of the parties concerned; and at the expiration of the next three months, shall send such of the said letters as then remain on hand, as dead letters, to the General Post-office, where the same shall be opened and inspected; and if any valuable papers or matter of consequence

shall be found therein, it shall be the duty of the Post-master General to return such letter to the writer thereof, or cause a descriptive list thereof to be inserted in one of the newspapers, published at the place most convenient to the supposed residence of the owner, if within the United States; and such letter, and the contents, shall be preserved to be delivered to the person to whom the same shall be addressed, upon payment of the postage, and the expense of publication. And if such letter, with its contents, be not demanded by the person to whom it is addressed, or the owner thereof, or his lawful agent, within two years after the advertisement thereof as aforesaid, the said contents shall be applied to the use of the United States, until the same shall be reclaimed by the proprietor thereof. The manner of such application to be specially stated by the Post-master General to the Secretary of the Treasury.

When contents
applied to use of
U: S.

SECT. 17. *And be it further enacted,* That Free letters. letters and packets to and from the following officers of the United States, shall be received and conveyed by post, free of postage. Each post-master, provided each of his letters or packets shall not exceed half an ounce in weight; each Member of the Senate and House of Representatives of the Congress of the United States; the Secretary of the Senate, and Clerk of the House of Representatives, provided each letter or packet shall not exceed two ounces in weight, and during their actual attendance in any session of Congress and twenty days after such session; the President of the United States; Vice-President;

the Secretary of the Treasury; Comptroller; Auditor; Register; Treasurer; Commissioner of the Revenue; Supervisors of the Revenue; Inspectors of the Revenue; Commissioners for direct taxes; Purveyor; the Secretary of War; Accountant of the War-Office; the Secretary of State; the Secretary of the Navy; and Accountant of the Navy; the Post-master General; Assistant Post-master General; and they may all receive their newspapers by post free of postage: *Provided*, that the members of the Senate and House of Representatives, Secretary of the Senate and Clerk of the House of Representatives, shall receive their newspapers free of postage only during any session of Congress, and twenty days after the expiration of the same: *And provided*, that no letter or packet from any public officer shall be conveyed by post, free of postage, unless he shall frank the same, by writing his name and office on the outside of such letter or packet, and until he has previously furnished the post-master of the office where he shall deposit the same, with a specimen of his signature: *Provided also*, that all letters and packages to and from George Washington, late President of the United States, shall continue to be received and conveyed by post, free of postage.

Franking.

Franking letters improperly.

SECT. 18. *And be it further enacted*, That if any person shall frank letters other than those written by himself, or by his order on the business of his office, he shall, on conviction thereof, pay a fine of ten dollars: *Provided*, that the Secretary of the Treasury, Secretary of State, Secretary of War,

Secretary of the Navy, and Post-master General, may frank letters or packets on official business, prepared in any other public office, in the absence of the principal thereof. And if any person having the right to receive his letters free of postage, shall receive enclosed to him any letter or packet addressed to a person not having that right, it shall be his duty to return the same to the post-office, marking thereon the place from whence it came, that it may be charged with postage. And if any person shall counterfeit the hand-writing or frank of any person, or cause the same to be done, in order to avoid the payment of postage, each person so offending, shall pay for every such offence fifty dollars.

Letters inclosed

to be returned.

Counterfeiting a frank.

SECT. 19. *And be it further enacted,* That every printer of newspapers may send one paper to each and every other printer of newspapers within the United States, free of postage, under such regulations as the Post-master General shall provide.

Printers exchange newspapers.

SECT. 20. *And be it further enacted,* That all newspapers conveyed in the mail shall be under cover, open at one end, and charged with a postage of one cent each for any distance not more than one hundred miles, and one and an half cents for any greater distance: *Provided,* that the postage of a single newspaper from any one place to another in the same state, shall not exceed one cent; and that the Post-master General may make such regulations as to require those who receive newspapers by post, to pay always the amount of one quarter's postage in advance.

Newspapers.

Postage on, one cent.

One and an half cents.

Embezzling,
opening or des-
troying.

Penalty.

Stealing of.

Penalty.

Concealing let-
ters in newspa-
pers.

If any person employed in any department of the post-office shall improperly detain, delay, embezzle or destroy any newspaper, or shall permit any other person to do the like, or shall open or permit any other to open any mail or packet of newspapers not directed to the office where he is employed, he shall on conviction thereof forfeit a sum not exceeding fifty dollars for every such offence. And if any other person shall open any mail or packet of newspapers, or shall embezzle or destroy the same, not being directed to himself, or not being authorised to receive and open the same, he shall on conviction thereof, pay a sum not exceeding twenty dollars for every such offence. And if any person shall take or steal any packet, bag, or mail of newspapers from or out of any post-office, or from any person having custody thereof, such person shall, on conviction, be imprisoned, not exceeding three months for every such offence, to be kept at hard labor during the period of such imprisonment.

If any person shall enclose or conceal a letter or other thing, or any memorandum in writing in a newspaper, or among any package of newspapers which he shall have delivered into any post-office, or to any person for that purpose, in order that the same may be carried by post, free of letter postage, he shall forfeit the sum of five dollars for every such offence; and the letter, newspaper package, memorandum, or other thing, shall not be delivered to the person to whom it is directed until the amount of single letter postage is paid for

each article of which the package shall be composed.

No newspapers shall be received by the post-masters to be conveyed by post, unless they are sufficiently dried and enclosed in proper wrappers, on which, beside the direction, shall be noted the number of papers which are enclosed for subscribers, and the number for printers. To be dried.

The Post-master General, in any contract he may enter into for the conveyance of the mail, may authorise the person with whom such contract is to be made, to carry newspapers, magazines and pamphlets other than those conveyed in the mail. P. M. G. may allow carrier to carry out of the mail.

When the mode of conveyance, and the size of the mails will admit of it, magazines and pamphlets may be transported in the mail at one cent a sheet for any distance not exceeding fifty miles, at one cent and an half for any distance over fifty and not exceeding one hundred miles, and two cents for any greater distance. Magazines and pamphlets. Postage on.

SECT. 21. *And be it further enacted,* That the Post-master General be authorised to allow to the post-masters, respectively, such commission on the monies arising from the postages of letters and packets, as shall be adequate to their respective services and expenses: *Provided,* that the said commission shall not exceed thirty per cent. on the first hundred dollars collected in one quarter, and twenty-five per cent. over one hundred, and not more than three hundred; and twenty per cent. over four hundred and not exceeding two thousand dollars; and eight per cent. on any sum collected, being over two thou- Post-masters' commissions. On letters, 30 p. c. 25 p. c. 20 p. c. 8 p. c.

For receiving
foreign mails.

For rising in the
night.

On newspapers.

On free letters.

For mail regist-
ers 10 cents.

Post-masters re-
fusing to ac-
count, to be sued.

sand four hundred dollars; except to the post-masters who may be employed in receiving and dispatching foreign mails, whose compensation may be augmented, not exceeding twenty-five dollars, in one quarter, and excepting to the post-masters, at offices where the mail is regularly to arrive between the hours of nine o'clock at night, and five o'clock in the morning; whose commission on the first hundred dollars, collected in one quarter, may be increased to a sum not exceeding fifty per cent. The Post-master General may allow to the post-masters, respectively, a commission of fifty per cent. on the monies arising from the postages of newspapers, magazines and pamphlets; and to the post-masters, whose compensation shall not exceed five hundred dollars, in one quarter, two cents for every free letter delivered out of the office, excepting such as are for the post-master himself; and each post-master, who shall be required to keep a register of the arrival and departure of the mails, shall be allowed ten cents for each monthly return which he makes thereof to the General Post-office.

SECT. 22. *And be it further enacted,* That if any post-master or other person authorised to receive the postage of letters and packets, shall neglect or refuse to render his accounts, and pay over to the Post-master General the balance by him due at the end of every three months, it shall be the duty of the Post-master General to cause a suit to be commenced against the person or persons so neglecting or refusing: and if the Post-master General shall

not cause such suit to be commenced within six months, from the end of every such three months, the balances due from every such delinquent shall be charged to and recoverable from the Post-master General.

That all suits which shall be hereafter commenced for the recovery of debts or balances due to the General Post-office, whether they appear by bond or obligations made in the name of the existing or any preceding Post-master General, or otherwise, shall be instituted in the name of the "Post-master General of the United States."

Suits, how to be brought.

That certified copies under the seal of the General Post-office, of the accounts current of the several post-masters, after the same shall have been examined and adjusted at that office, shall be admitted as evidence in all suits brought by the Post-master General for the recovery of balances or debts due from post-masters, and in like manner copies of such accounts current as are lodged in the office of the Register of the Treasury, certified by the Register under the seal of his office, shall be admitted as evidence.

Copies of accounts to be admitted as evidence.

SECT. 23. *And be it further enacted,* That if any post-master, or other person, who shall receive and open, or dispatch mails, shall neglect to render accounts thereof for one month after the time, and in the form and manner prescribed by law, and by the Post-master General's instructions conformable therewith, he shall forfeit double the value of the postages which shall have arisen at the same office in any equal portion of time previous or subsequent thereto; or in case no accounts shall have been ren-

Penalty for not rendering accounts.

dered at the time of trial of such case, then such sum as the court and jury shall estimate equivalent thereto, to be recovered by the Post-master General in an action on the case.

Penalties how disposed of.

SECT. 24. *And be it further enacted,* That all pecuniary penalties and forfeitures incurred under this act, shall be one half for the use of the person or persons informing and prosecuting for the same, and the other half to the use of the United States.

Letters going by water.

SECT. 25. *And be it further enacted,* That it shall be lawful for the Post-master General to make provision, where it may be necessary, for the receipt of all letters and packets intended to be conveyed by any ship or vessel beyond sea, or from any port in the United States to another port therein; and the letters so received shall be formed into a mail, sealed up, and directed to the post-master of the port to which such ship or vessel shall be bound. And for every letter or packet so received, there shall be paid, at the time of its reception, a postage of one cent, which shall be for the use of the post-masters respectively receiving the same. And the Post-master General may make arrangements with the post-masters in any foreign country, for the reciprocal receipt and delivery of letters and packets through the post-offices.

One cent each to post-master.

Exemption from serving on juries and in militia.

SECT. 26. *And be it further enacted,* That the post-masters, and the persons employed in the transportation of the mail, shall be exempt from militia duties, and serving on juries, or any fine or penalty for neglect thereof.

SECT. 27. *And be it further enacted,* That Letter carriers. letter-carriers shall be employed at such post-offices as the Post-master General shall direct, for the delivery of letters in the places respectively where such post-offices are established; and for the delivery of each such letter, the letter-carrier may receive of the person to whom the delivery is made, two cents: *Provided,* that no letter shall be delivered to such letter-carrier for distribution, addressed to any person who shall have lodged at the post-office a written request that his letters shall be detained in the office. And for every letter lodged at any post office, not to be carried by post, but to be delivered at the place where it is to be so lodged, the post-master shall receive one cent of the person to whom it shall be delivered. Post-master allowed a cent for delivering letters not carried by post.

SECT. 28. *And be it further enacted,* That Suits may be brought before the state courts. all causes of action arising under this act may be sued, and all offenders against this act may be prosecuted, before the justices of the peace, magistrates, and other judicial courts of the several states, and of the several territories of the United States, they having competent jurisdiction by the laws of such states or territories, to the trial of claims and demands of as great value, and of the prosecutions where the punishments are of as great extent; and such justices, magistrates, or judiciary, shall take cognizance thereof, and proceed to judgment and execution as in other cases.

SECT. 29. *And be it further enacted,* That Judgment to be rendered first term. in all suits for causes arising under this act, the court shall proceed to trial, and render judgment the first term after such

suit shall be commenced: *Provided always*, that whenever service of the process shall not have been made twenty days at least previous to the return day of such term, the defendant shall be entitled to one continuance, if the court on the statement of such defendant shall judge it expedient: *Provided also*, that if the defendant in such suits shall make affidavit that he has a claim against the General Post-office, not allowed by the Post-master General, although submitted to him conformably to the regulations of the post-office, and shall specify such claim in the affidavit, and that he could not be prepared for the trial at such term for want of evidence, the court in such case being satisfied in those respects, may grant a continuance until the next succeeding term.

Post-master General to report annually.

SECT. 30. *And be it further enacted*, That it shall be the duty of the Post-master General to report annually to Congress every post-road which shall not, after the second year from its establishment, have produced one-third of the expense of carrying the mail on the same.

Repeal of former act.

SECT. 31. *And be it further enacted*, That from and after the last day of April next, the several clauses and provisions, excepting the first and second sections thereof, of an act, entitled "An act to establish the post-office and post-roads within the United States," and the several clauses, provisions and sections of an act, (excepting the first and second sections thereof,) entitled "An act in addition to an act, entitled 'An act to establish the post-office and post-roads within the United States,'" approved

the third of March, one thousand seven hundred and ninety-seven, shall be, and the same are hereby repealed. *Provided*, that nothing herein contained shall be construed to exonerate any person who shall not have performed the duty, or who shall have violated any of the prohibitions contained in the said acts, from suits or prosecutions; but as to all bonds, contracts, debts, demands, rights, penalties, punishments which have been made, have arisen, or have been incurred, or which shall be made, arise, or be incurred previous to the first day of May next, the said acts shall have the same force and effect as though this act had not been made: *Provided also*, that the Post-master General, deputy post-masters, contractors for carrying the mail, and others employed under the aforesaid acts, shall continue to hold their several offices, appointments and trusts, until they are otherwise removed; any thing herein contained that might be construed to the contrary notwithstanding; and also the bonds which they, or either of them, have or may give for the faithful execution of their several duties and offices, shall continue to have the same force and effect, to all intents and purposes, after the said first day of May next, as though this act had not been made.

JONATHAN DAYTON,

Speaker of the House of Representatives.

JAMES ROSS,

President of the Senate, pro tempore.

APPROVED—March 2, 1799.

JOHN ADAMS, *President of the United States.*

Extract from the act passed May 8, 1794, entitled "An act to establish the Post-office and post-roads within the United States."

It shall be lawful for the Post-master General to provide, by contract, for the carriage of a mail on any road on which a stage-waggon or other stage-carriage shall be established, on condition that the expense thereof shall not exceed the revenue thence arising.

It shall also be lawful for the Post-master General to enter into contracts for a term not exceeding eight years, for extending the line of posts, and to authorise the persons so contracting, as a compensation for their expenses, to receive, during the continuance of such contracts, at rates, not exceeding those for like distances established by this act, all the postage which shall arise on letters, newspapers, magazines, pamphlets, and packets, conveyed by any such post; and the roads designated in such contracts, shall, during the continuance thereof, be deemed and considered as post-roads within the provisions of this act: And a duplicate of every such contract shall, within sixty days after the execution thereof, be lodged in the office of the Comptroller of the Treasury of the United States.

Extract from the act, entitled "An act further to alter and establish certain post-roads, and for the more secure carriage of the mail of the United States," passed May 3, 1802.

SECT. 4. AFTER the first day of November next, no other than a free white person shall be employed in carrying the mail of the United States, on any of the post-roads, either as a post-rider or driver of a carriage carrying the mail: And every contractor or person who shall have stipulated or may hereafter stipulate to carry the mail, or whose duty it shall be to cause the same to be conveyed, on any of the post-roads, as aforesaid, and who shall, contrary to this act, employ any other than a free white person as a post-rider or driver, or in any other way to carry the mail on the same, shall, for every such offence, forfeit and pay the sum of fifty dollars; one moiety thereof to the use of the United States, and the other moiety thereof to the person who shall sue for, and prosecute the same, before any court having competent jurisdiction thereof.

SECT. 5. All letters, packets, and newspapers, to and from the Attorney-General of the United States, shall be conveyed by post free of postage: *Provided* that all letters by him sent, be franked in the manner required by the seventeenth section of the act to establish the Post-office.

SECT. 6. The Post-master General shall be authorised to allow the post-masters at the several distributing offices, such compensation as shall be adequate to their

several services in that respect: *Provided*, that the same shall not exceed in the whole five per cent. on the whole amount of postages on letters and newspapers received for distribution, and that the said allowance be made to commence on the first day of June, in the year one thousand eight hundred: *Provided also*, that if the number of mails received at and dispatched from any such office, is not actually increased by the distributing system, then no additional allowance shall be made to the post-master.

Extract from the act, entitled "An act further to alter and establish certain post-roads; and for other purposes," passed March 26, 1804.

SECT. 3. *And be it further enacted*, That all letters, returns, and other papers on public service, sent by the mail to, or from the offices of Inspector and Pay-master of the army, shall be received and conveyed free of postage.

SECT. 4. *And be it further enacted*, That whenever it shall be made to appear to the satisfaction of the Post-master General, that any road established by this or any former act, as a post-road, is obstructed by fences, gates, or bars, other than those lawfully used on turnpike roads, to collect their toll, and not kept in good repair, with proper bridges and ferries, where the same

may be necessary, it shall be the duty of the Post-master General to report the same to Congress, with such information as can be obtained, to enable Congress to establish some other road instead of it, in the same main direction.



INSTRUCTIONS
TO
THE POST-MASTERS,
IN THE
United States,
RELATIVE TO THEIR DUTY.

INSTRUCTION I.

Oath of Office.

1. EVERY post-master, before he enters upon his office, is to take and subscribe before some magistrate, the following oaths:

“ I do swear (or affirm as the case may be) that I will faithfully perform all the duties required of me, and abstain from every thing forbidden by the law in relation to the establishment of post-offices and post-roads within the United States.”

“ I do solemnly swear (or affirm as the case may be) that I will support the Constitution of the United States.”

2. These oaths having been so taken and subscribed, and so certified by the magistrate who administered them, are to be transmitted to the General Post-office:

3. Every person employed as your assistant or clerk, or having any agency in the business of your office, is to take and subscribe the same oaths, which in like manner must be certified, and sent to the General Post-office.

4. For the care and fidelity of every person so employed, you are to be respectively responsible to the Post-master General.

5. You are not to suffer any person, unless employed by you, and under oath as above mentioned, to inspect or handle any letters, newspapers, or other articles constituting a part of the mail which may come under your charge.

INSTRUCTION II.

Opening the Mail.

1. You are not to open, or suffer to be opened, any mail that is not addressed to your office; nor admit any person into the room where you are opening or making up a mail, who has not taken the oaths prescribed by law.

2. Upon the arrival of a mail, select all the packages or mails addressed to your office, and return the residue into the bag.

3. Open the several mails or packages, you will find on the top of the bundle a bill of the contents called a *Post-bill*; this bill is to be compared with the contents, and if they do not agree, note upon the bill the amount of the difference, and whether *undercharged* or *overcharged*.

4. You will then run over the letters and newspapers thus received to see if the post-

ages are properly charged or marked on the letters, and correct the charge on the letters if you see any mistake, noting the amount corrected on the bill as under or overcharged. Or if you observe any letters which are not within your delivery, and are *missent* to your office, you will put them in their proper place to be forwarded, noting on the bill the amount forwarded.

5. These examinations having been made you are then in order for delivering the letters and newspapers. No credit is to be given for postages, unless at your own risque.

6. Having carefully examined the post-bills and found them right, or discovered and corrected their errors as well in casting as in the articles abovementioned, you are to enter their contents in the *Account of letters and newspapers received*, of which a form No. 1 is annexed.

7. You are to enter the amount of unpaid letters as it is charged in the bill, whether the charge be correct or erroneous. If the amount charged is erroneous, it falls either under the denomination of undercharged or overcharged, and by an entry of the sum undercharged or overcharged in the proper column, that error is balanced.

INSTRUCTION III.

Way-Letters.

1. Way-letters are such letters as a mail carrier receives on his *way* between two post-offices, and which he is to deliver at the first post-office at which he arrives. You

are to enquire of the carrier at what places he received them, and rate them with postage from those places to the offices to which they are directed; writing against the rate the word *way*.

2. If such way-letters are within your delivery, you are to note the amount of their postage on one of the bills received by the same post, and when you enter the bills in your *Account of Mails received*, enter also such amount of way-letters in the column headed *Way-Letters*.

3. If any of these way-letters are not for your delivery, their postage is not to be entered in that column, but their amount is to be entered in the post-bill with that of other letters for the office to which it is addressed.

4. You are to pay the post-rider one cent for each way-letter which he delivers to you and add that cent to the ordinary postage on the letter.

5. When you receive a letter for a person residing between your office and the next post-office, and the mail is not carried with too much expedition, or in the night, you may send such letter by the carrier, who is to account with you for the postage, and to receive two cents beyond the rate of postage of the person to whom he delivers the letter for his trouble.

INSTRUCTION IV.

Rating and marking of Letters.

1. Letters which are received to be sent by post, should be marked with the name

of the post-office at which they are received, day of the month, and the rate of postage chargeable thereon; or, if the letter is free, with the word *Free*. The name, date, and *Free*, may be either written or stamped upon each: if there are but few letters, it will be less trouble to write than to stamp.

2. At offices where there is much business, the work of rating and marking should be performed as fast as the letters are received, and not left to the time of closing the mail, when in the hurry of business many errors might be committed.

3. It may sometimes be difficult to discover whether a letter is single, double, or triple: but after a little experience you will generally be able to decide by the feeling, or by holding the letter to the light.

4. The following are the rates of postage on single letters:

	<i>Miles.</i>
8 cents if carried not exceeding	40
10 do. if over 40 and not over	90
12½ do. 90 do.	150
17 do. 150 do.	300
20 do. 300 do.	500
25 do. 500	

Double letters, or letters composed of two pieces of paper, are to be charged with double those rates:

Triple letters with triple those rates:

Packets composed of four or more pieces of paper, and weighing one ounce avoirdupois, quadruple those rates, and in that proportion for all greater weight.

5. *Ship-Letters* received for delivery are chargeable with six cents postage, and if forwarded by post, with the addition of two

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cents to the ordinary rates of postage. The letters *Sh.* are to be written upon each ship-letter.

6. *Rates of Postage on Newspapers.*

Newspapers carried not over 100 miles, or for any distance within the same state where they are printed, are to be charged with one cent each :

If carried over 100 miles, and out of the state where printed, with $1\frac{1}{2}$ cents each.

Every article sent in the mail which is not either a newspaper, magazine, or pamphlet, is subject to letter postage, whether it be a printed or written communication.

The words newspaper, magazine, and pamphlet, are to be taken in their common acceptation, that is, a newspaper is a printed paper giving an account of political and other occurrences, published in numbers, once a week or oftener, and regularly. If a paper of that description is not published at regular successive times, it must be considered as a handbill, and subject to letter postage. But an extra sheet published by a regular printer of a newspaper is to be considered as a newspaper.

7. *Magazines and Pamphlets,*

Are rated by the sheet :

	<i>Cents.</i>
Carried not over 50 miles, a sheet,	1
Do. over 50 and not over 100,	$1\frac{1}{2}$
Do. over 100 miles,	2

8. The distances on which the rates of postages are chargeable, are those on the

road or route by which the mail actually passes, that is, the post-road, and not the shortest cut by which a traveller could pass from one place to another.

Some roads form a circuit, that is, the mail starts from one office, and after passing by several offices, arrives at the place from whence it started, without returning by the same route. In this case, the postage is to be rated according to the shortest distance on the post-road between the two places. Thus, in New-Jersey, there is a circuitous route from Trenton, by Allentown, Shrewsbury, &c. to New-Brunswick, and thence by Somerset c. h. and Flemington, to Trenton; from Trenton by the route on which the mail is carried to Flemington is 131 miles, and the postage by that distance would be $12\frac{1}{2}$ cents; but the actual distance from Flemington to Trenton is only 23 miles, and the postage of a letter sent either way should be only eight cents.

See Ins. XVIII. art. 2.

INSTRUCTION V.

Paid Letters.

1. You are to permit any person who desires it, to pay the postage of any letter which he deposits with you to be sent by post: marking upon it the rate of postage, and against the rate the word *paid* at full length. And such paid letters are to be entered in the post-bill, and when the mail is made up, in the column of paid letters in the *Account of Mails Sent*. *Form No. 5.*

2. If the writer of a paid letter wishes the post-master at the nearest office to forward the letter by a private opportunity to a place which is not a post-town, it is to be duly forwarded in that manner when a proper opportunity occurs.

INSTRUCTION VI.

Redelivery of Letters.

To prevent fraudulent practices, you are not to deliver back any letter put into your office, unless you are sure it be for the same person who wrote or brought it; and if the person who brought the letter be not the writer thereof, and should afterwards come back and demand it again, you are not to deliver it unless he shall bring the same superscription, written with the same hand, and the impression of the same seal, where-with such letter was superscribed and sealed; and the paper containing such superscription you are to preserve on file, and take a receipt on the same paper from the person to whom you shall deliver back the letter.

INSTRUCTION VII.

Making up the Mail.

Nothing is to be admitted into the mail portmanteaus which hazards the security of the mails, or exposes them to be worn or defaced.

The great Northern and Southern, or main mails, are to be closed at all Distrib-

uting Offices, one hour before the time fixed for their departure, and all other mails at those offices, and all mails at all other offices half an hour before that time.

1. Carefully assort the letters, putting those for each post-office in the state in which you reside, into a separate parcel; and those addressed for places out of the state in which you reside, into four parcels, if there be occasion; that is, all that are to pass from your office to a state northward of you are to be put into one parcel, and in like manner, such as are to pass from your office to a state southward, eastward, or westward. There are some post-offices so situated, that they will have to make up but one mail for all letters, &c. addressed to places out of the state. Jamaica, N. Y. for instance, corresponds with other states only by way of New York City, which is a distributing office and lies westward of Jamaica: here all letters, &c. for other states should be made up into one mail addressed *Western*. Tuckerton, N. J. will have to make up two mails for places out of the state; one for the nearest distributing office, Philadelphia, and one containing all letters addressed to other states, to be superscribed, *Western*.

2. Separate each parcel first into such as are *paid, unpaid, ship, and free* letters.

Separate each of these parcels again into such as are single, double, triple and packets.

3. Enter their numbers and amounts in that order in the *Post-bill* to be sent with them and date and sign it. *See the form of the Post-bill No. 2, which is annexed.*

4. Having completed the post-bill, enter its contents in the *Account of Mails sent. Form No. 3, annexed.*

5. Make up the letters into a bundle, and putting the post-bill at the top, wrap them up in paper of proper strength, and tie the bundle with a string. If there are more letters for one place than can be conveniently contained in one bundle, they should be made into two or more bundles and numbered; the post-bill to be put in the last number.

6. Superscribe the bundle, (now called a mail) with the name of the office to which it is to be sent, if in the state in which you reside, otherwise with one of these words, Northern, Southern, Eastern, or Western, according to the direction in which the mails are to pass from your office, in very strong and legible characters. The state should always be marked, and the county, where there are two places of the same name in the state.

7. The mails for all the offices to which you have any letters addressed, being in this manner completed, they are to be put into the bag or bags destined to receive them. And these bags being securely tied, are to be put into the mail-portmanteau, which is to be locked and delivered to the carrier.

8. The following post-offices are, for distinction, called Distributing Offices, where the post-masters open the mails addressed Northern, Southern, &c. and distribute the letters into proper mails, for which they have special instructions. They address mails to the several states which are not to

be opened by any post-master who is not particularly instructed to that effect.

Albany, N. Y.	Pittsfield, Ms.
Augusta, G.	Portland, Me.
Athens, Pa.	Portsmouth, N. H.
Ashville, N. C.	Providence, R. I.
Baltimore, Md.	Philadelphia, Pa.
Bennington, Vt.	Petersburg Va.
Boston, Ms.	Sharon, Ct.
Brattleborough, Vt.	Suffield, Ct.
Chambersburg, Pa.	Stamford, Ct.
Easton, Pa.	Salem, N. C.
Edenton, N. C.	Savannah, G.
Fayetteville, N. C.	Wilmington, De.
Louisville, Ky.	Washington city, Ca.
Marietta, O.	Washington, Pa.
Morgantown, Va.	Wythe c. h. Va.
New-York city, N. Y.	Washington, Ky.
Nashville, T.	

9. Where it would occasion much delay to send letters addressed to a post-office in another state to the distributing office in such state, that office should be inserted in the table, and a distinct mail should be made of such letters, to be superscribed with the name of the office.

10. It is intended that every post-master who sends a mail to a distributing office for distribution, shall send a distinct mail of letters for delivery at such office, addressed to the office itself. Thus, the post-master at York, Pa. will send all southern letters, except such as are for delivery at Baltimore, in one mail addressed *Southern*, and his letters for delivery at Baltimore in a distinct mail addressed to that office.

11. Mails of letters and newspapers before being put into the mail-portmanteau are to be placed in separate linen bags, and whenever these bags are worn out or lost, the post-master at the end of a route is to procure new ones.

12. The post-masters at distributing offices are to distribute and remail all letters and packages before the departure of the mail, and on no account delay them a single post, provided that the mail be not delayed more than half an hour beyond the time fixed for its departure.

13. *Making up the Ship Mail.*

Whenever letters are lodged in a post-office at a sea port, or are received there by post to be conveyed beyond sea, they are to be marked or stamped with the name of the office and time of reception. As soon as the post-master finds that a vessel is ready to sail which will be convenient to carry them to the place of their destination, he is carefully to examine all such letters and see that there is none among them destined to another place. He is then to count them and enter their number in a bill made out in the form No. 5. If the letters are few and no bags for them are furnished by the master of the vessel, they may be made into a bundle like a common mail, taking care to inclose the certificate with them, sealing the wrapper with the office seal. If a bag is furnished, the string is to be sealed with the office seal. And if there are many letters and no bag furnished by the master of the vessel, the post-master is

to furnish one and charge it to the General Post-office.

INSTRUCTION VIII.

Missent Letters.

1. In section 2. article 4. directions are given about letters missent through the mistake of the post-master. If a letter is sent according to its direction in the superscription, although not according to the writer's intention, a new postage is to be added when it is forwarded again. Thus if a letter is sent from Baltimore for J. S. at Philadelphia, it is to be charged with $12\frac{1}{2}$ cents postage, if when the letter arrives at the latter, J. S. should have gone to New York, and the letter is forwarded from Philadelphia, the post-master is to add a new postage, that is, $12\frac{1}{2}$ cents, the rate of a single letter from Philadelphia to New-York. This has been always the usage of the department, and was stated to a committee of Congress on the post-office business, who did not think proper to propose an alteration of the practice : it cannot now be changed but by law.

2. When a letter is missent through the mistake of a post-master, a new postage is not to be charged, but so much is to be added if necessary as to make the full rate of postage, from the place where it was first put into the mail to the place where it is to be delivered. Thus if a letter was directed to J. B. at New-York, and the post-master at Baltimore should mail it for Philadelphia and rate it at $12\frac{1}{2}$ cents, the

post-master at Philadelphia should add $4\frac{1}{2}$ cents more when he forwards it, which would make 17 cents, the rate of a single letter from Baltimore to New-York.

INSTRUCTION IX.

Advertising Letters on Hand.

1. At the end of every quarter all letters then on hand and which have not been already advertised, are to be entered alphabetically in a list, and advertised. If there is a newspaper, published near the office, and the editor will insert the advertisement three times at the rate of two cents for each letter mentioned in the advertisement, they are then to be published in such newspaper. If there is no newspaper which has much circulation in the neighborhood of the office, or if the editor will not advertise them for the price abovementioned, then manuscript lists of the letters on hand are to be made out, and posted at such public places in the town and neighborhood as shall appear best adapted for the information of the parties concerned.

2. The printer's receipt must always specify the number of letters.

3. The post-masters at Portland, Portsmouth, Salem, Boston, Providence, Hartford, New-Haven, New-York, Philadelphia, Baltimore, Annapolis, Albany, Washington City, Georgetown, Alexandria, Fredericksburg, Richmond, Petersburg, New-Port, Norfolk, Charleston, S. C. Pittsburg, P. Augusta, Ga. and Savannah, Ga. are to advertise at the end of every month the

letters then on hand, which have not been already advertised.

INSTRUCTION X.

Dead Letters.

Such letters as have remained on hand for three months or longer, are, at the end of every quarter, to be sent to the General Post-office with the *Quarterly Accounts*. These are called *Dead letters*. A bill of them should be forwarded and the amount of their postage entered to your credit in the account. *See the form of the Bill No. 7, and Observations on Account Current No. 8.*

INSTRUCTION XI.

Accounts.

Directions have already been given in the Sections II and VI for keeping *Accounts of Letters and Newspapers Received, and of Letters and Newspapers sent.*

You are furnished with blank forms for keeping accounts and for the *Account Current*.

At the end of every quarter, which is on the last day of March, June, September and December, you are to make up your accounts and forward them to the General Post-office. This is a duty which must be punctually performed, and the accounts should always be in such readiness, that they can be forwarded by the first, or at all

events by the second post after the quarter expires.

With the accounts the balance should be transmitted in bank notes, at all offices where it has not been customary for the Assistant Post-master General to draw for the same. Hard money is apt to get loose when conveyed a considerable distance, and more than the weight of four dollars should never be sent at one time.

The papers to be rendered are,

1. A transcript of the *Account of Mails Received*, at your office for the quarter. At all large offices the entries in this account should be made daily, and it should also be transcribed daily, so as to prevent any delay which would be unavoidable in making it out after the close of a quarter. *See the form annexed No. 1.*

2. A transcript of the *Account of Mails Sent* from your office for the quarter.

The entries in this account must of course be made every post day before the mail is sent from your office, and at all large offices it should also be transcribed daily. *See Form No. 3.*

3. From the post-offices at *Sea-ports* a transcript of the *Account of Ship-letters Received* the same quarter and the *receipts* for the money paid for them. *See Form No. 4.*

4. A transcript of the *Account of Letters Sent by Sea* from the same offices.

Blanks for keeping this account are now furnished, and the account must be regu-

larly kept at every office where letters are put on ship-board.

5. All the *post-bills* received from other offices during the quarter.

6. *Accounts and Receipts for contingent expenses.*

Besides the printer's account and receipt for advertising letters on hand, the newspaper containing the advertisement should be transmitted.

No charge for any contingent expenses will be admitted unless accompanied by a bill of particulars and a receipt. Where the articles are furnished by the post-master himself, a bill of particulars must be made out and its payment acknowledged, otherwise the charge will not be admitted.

7. The *Dead-letters* and a bill of them. *See Form No. 7.*

8. From distributing offices, a transcript of the *Account of Mails Received for Distribution.*

9. The *Account Current.*

INSTRUCTION XII.

Account Current.

The *Account Current* consists of 20 articles, viz.

1. You are to make yourself debtor for the whole amount of postages of letters which remained on hand the preceding quarter. *See after No. 9.*

2. You are to make yourself debtor for the whole amount of unpaid letters as they are stated in the bills from other offices. This article you will find in the column of

Unpaid letters in your Account of Mails Received from other offices. Form No. 1. See Article 7. Instruction II.

3. You are to make yourself debtor for the amount of way-letters received at your office for your delivery ; these you will find in the 2d column of your *Account of Mails Received*. See form No. 1 and *Instruction III.*

4. You are next to debit yourself with the amount of letters Undercharged. This article you will find in the 3d column of your *Account of Mails Received*. See Form No 1 and *Articles 4 & 7. Instruction II.*

5. You are next to debit yourself with the number and amount of ship-letters received for your delivery. This article you will find in the 1st column of your *Account of Ship-Letters*. See Form No. 4. and observations, *Instruction XIII.*

6. You are next to debit yourself with the amount of Paid Letters sent. This amount you will find in the 2nd column of your *Account of Mails sent from your office.*

7. You will next credit yourself with the amount of postage on letters which have been overcharged and missent to your office. This amount you will find in the 4th column of your *Account of Mails Received*. Form No. 1. You will find further observations on this subject in *Instruction II. Articles 4 & 7. and Instruction VII.*

8. The amount of *Dead letters* is next to be entered to your credit. Those letters are to be made up into mails and forwarded with your other accounts. The

form of the bill you will find annexed, No. 7. *See also Instruction IX.*

9. The amount of postage of letters on hand at the close of the quarter is now to be entered to your credit.

This should always be ascertained on the last day of the quarter. You have already been charged with the amount of postage on all unpaid letters received from other offices; but as you have not yet received the postages of such as are on hand, and as they cannot yet be returned as dead letters you are to take a temporary credit. The whole sum now entered to your credit must be entered to your debit in the 1st article of your next account, whether any of the letters are taken up, or are returned as dead letters or otherwise.

10. Having added together the sums of the first six mentioned articles and placed the amount in the same line opposite, you are then to deduct the amount of articles No. 7, 8 & 9, from that amount, which leaves the balance, being the amount of postages collected by you this quarter, which is to be set down opposite No. 10.

11. The balance which has been placed on the credit side of the Account No. 10, is now to be entered to your debit which is done under Article No. 11.

12. You are next to debit yourself with the whole amount of postage on the newspapers which you have actually received from other offices this quarter, carrying it short. The amount you will find in the 7th column of the *Account of Mails Received*. *Form No. 1.*

You have already observed that when letters were overcharged, undercharged or missent, the amounts incorrectly charged were to be noted on the Post-bill, the same is also to be done in respect to newspapers; but as there is no column in the *Account of Letters and Newspapers Received*, for newspapers which are undercharged, overcharged or missent, only the actual amount of the postages of newspapers is to be entered in the 7th column of the account as mentioned above.

13. Such newspapers as have remained on hand for a month may be considered as *Dead newspapers*, and such as have lain thus long in your office previous to the end of the quarter, are to be counted, and their amount entered in the *Account Current*, under the amount of postages on newspapers and deducted from that sum, and the balance, which is the amount of postages actually collected on newspapers, is to be entered in the proper place.

You are next to add the amount of postages collected on letters and the amount collected on newspapers together, and to place the same sum also in the line opposite.

14. You are next to cast your commission on the amount of postages on letters collected this quarter which is the balance No. 11. of the *Account Current*.

The rates of commission are expressed in the 21st section of the act, and you may charge them at the highest rates there expressed.

Supposing the amount of postage col-

lected on letters by you to be 3000 dollars,
your commission would stand thus :

By commission on	§ 100	at 30 p. cent.	30		
By do.	300	25	do.	75	
By do.	2000	20	do.	400	
By do.	600	8	do.	48	
	<hr/>				
	§ 3,000			§ 553	

15. You are next to cast your commission on the amount of postage collected on newspapers at 50 per cent. and enter it in its place. The sum on which you are to cast your commission is the balance, after deducting the amount of *Dead newspapers* from the whole amount of newspaper postage.

16. If your commission on letters and newspapers does not exceed 500 dollars, in one quarter, you are then to set down the number of free letters received by mail for delivery at your office, other than such as are for yourself and carry the amount at two cents each to your credit. This number you will find in the 6th column of your *Account of Mails Received. Form No 1.*

17. You are next to set down the number of *Ship-letters* which you have paid for this quarter and carry in their amount at two cents. These sums you will find in the 2nd and 3rd columns of your *Account of Ship-Letters Received. Form No. 4.*

18. You will next state the number, and credit yourself with the amount paid the mail carrier for way-letters. No form is prescribed for keeping that account. *See Instruction III.*

19. It now remains for you to make out your account of *Contingent Expenses* and

to enter the amount here. The articles of contingent expenses which you are allowed to charge are, wrapping paper, twine, wax, plain pine boxes or cases for the safe keeping of letters and papers; advertising letters on hand and advertisements relative to closing the mails, repairs of portmanteaus, and for new ones.

No charge for contingent expenses can be admitted without a bill shewing the particulars and a receipt for the payment; nor for any article which is not here enumerated, unless special instruction be given to that effect.

20. You are now to strike the balance of the account, which shews how much you are indebted for postages this quarter.

As this account current is intended to shew the neat proceeds of the office for the quarter, no balance due on a former quarter nor any payment to the Post-master General is to be inserted.

You are to keep a distinct account in which you charge the Post-master General with all payments made to him, and credit him with the quarterly balances.

INSTRUCTION XIII.

Mails, Portmanteaus, Keys, Cases, &c.

1. It sometimes happens that *mails* are *damaged* or broken in their carriage, especially in rainy weather. The post-master who observes this should roll up the damaged mails in new wrappers and write upon each its original direction

2. Portmanteaus are furnished by the public. Whenever a post-master at the end of a route discovers them to be out of repair, he is to have them immediately repaired, or if they have become too old to do much further service he is to inform the Post-master General thereof, or if he lives too far to be supplied in that manner the post-master is himself to procure a new portmanteau, and charge the expense to the General Post-office in his quarterly account as a contingent expense. Other post-masters should attend to having repairs made when necessary.

To this matter so essential to the safety of the mail the post-masters are desired to be particularly attentive.

3. Every portmanteau is to be locked and the locks are furnished by the General Post-office; whenever a lock is broken or begins to fail, the post-master on observing it should write for another.

4. Keys for unlocking the portmanteau are also furnished by the General Post-office and whenever one gets lost or is broken, another key will be forwarded on notice. When a key is lost or mislaid the chain of the portmanteau ought not to be cut, unless it would occasion much inconvenience; but the post-master should desire the post-master of the next office to take out his mails and forward them to him by the rider, out of the portmanteau until another key could be procured.

The portmanteau-key should be kept with great care and never be carried out of the office, but kept there in a secure place

accessible only to the post-master, his assistant or clerk.

5. Whenever a deficiency in the portmanteau, chain, or lock occurs, the post-master who observes it should give immediate information thereof to the General Post-office.

6. For the safe keeping of letters at a post-office, where the business is not so extensive as to require the appropriation of a room to that use, which of course may be locked up, a convenient but plain case or desk of pine or other cheap wood, should be provided, with a good lock and key. The cost will constitute a proper article in the bill of contingent expenses. *See Instruction IX. Article 19.*

7. You are not to detain the mail beyond the time fixed for its departure.

When it is to rest but a few minutes at your office, your mails should be all made up and ready to put in the portmanteau before the time it usually arrives, so that you would only have after its arrival to take out the mails addressed to your office, and put in those which are to be forwarded.

8. *Blanks* of all kinds are furnished on application at the General Post-office, or at the post-offices in Portland Me. Boston Ms New-York City, Newbern N. C. Charleston S. C. New Orleans M. S. and Lexington Ky. and they are not to be procured at any other place at the public expense.

INSTRUCTION XIV.

Ship-Letters.

1. By the 10th section of the post-office act, every master of a vessel is bound immediately on his arrival at a sea-port to deliver all letters directed to any person within the United States, which are under his care or within his power, and brought by his vessel; excepting such letters as are for the owner or principal consignee, and excepting such as are directed to be delivered at the port of delivery.

2. Whenever such vessel arrives at the port of delivery, the proper officer should not permit the master to break bulk, until he has delivered all the letters directed to such port of delivery, excepting such as are for the owner or principal consignee.

3. If the cargo is not chiefly consigned to one person, no person is considered to be a consignee, and all letters must be delivered excepting such as are for the owner.

4. Only letters for one person or firm are to be retained as directed to the consignee, and not the letters to each individual who may have a small consignment.

5. If the master neglects his duty, information should be given to the custom-house officer of the port.

6. You are to pay the master two cents for any letter or packet so delivered.

7. You are to obtain from the master a certificate specifying the number of letters and packets, with the name of the ship or

vessel, and the place from whence she last sailed, with a receipt for the money paid.

8. You are to mark the number forwarded to other offices and the number for delivery at your office on each certificate.

9. You are then to enter the same in your *Account of Ship-letters*. See *Form No. 4*.

10. When letters are conveyed by packets employed by the General Post-office, they are to be rated in the same manner as if conveyed by land; excepting that no packet can be charged with more than quadruple postage.

11. Masters of foreign governmental packets are not allowed to receive any thing for letters delivered into the post-office. Such letters are notwithstanding to be charged with ship-postage.

12. All ship-letters and packets which are to be delivered into a post-office (unless they are carried in the public packet-boats of the United States under the direction of the Post-master General) are to be charged with a postage of six cents, if to be delivered at the office where first received; or if they are to be forwarded to some other office, with two cents in addition to the ordinary land postage; and are to be marked *Ship* at the time of their receipt.

13. If the letters are delivered into the post-office by a passenger or sailor, and not by the master or in his behalf, nothing is to be paid for the letters; they are nevertheless to be charged with ship-postage and the number entered in the account of ship-letters, naming also the vessel in which they were brought.

14. Post-masters at sea ports are always to receive letters when offered, for all places without the United States, and are to make them up into a mail and forward such letters by the first vessel which is destined to the place to which the letters are directed. For each letter they are entitled to receive one cent. For further instruction, *See Instruction VI. Article 13.*

15. If any letters are placed in a post-office to be sent to a sea-port by post and thence by ship to some foreign place, the postage of such letter for such distance as it is to be conveyed by post, must be paid at the place of its reception, otherwise the letter is not to be forwarded, and the postage of letters destined to any place in the British or Spanish provinces must be paid in like manner.

INSTRUCTION XV.

Free Letters and Newspapers.

1. The following public officers of the United States have the privilege of franking their own letters or those on the business of their offices, and of receiving those addressed to them free of postage :

PRESIDENT of the United States,
 VICE-PRESIDENT,
 Accountant of War,
 - - - - - Navy,
 Assistant Post-master General,
 Attorney General,
 Auditor of the Treasury,

*Clerk of the House of Representatives,
 Comptroller of the Treasury,
 Paymaster General,
 Post-master General,
 † Post-masters,
 Purveyor,
 Register of the Treasury,
 * Representatives in Congress,
 * Senators in Congress,
 Secretary of State,
 - - Treasury,
 - - War,
 - - Navy,
 - - Senate.

This privilege is also extended, as a mark of national respect, to John Adams, late president of the United States.

2. If a member franks a letter and deposits it in the post-office on the twentieth day after the end of a session of Congress, such letter is to be conveyed free although it should not leave such post-office until after the member's privilege ceases.

3. So if a letter is put into a post-office addressed to a member of Congress while his privilege is in force, it is to be conveyed to him free, although he does not receive it until after the privilege ceases. If the letter is in the first instance duly

* Senators, Representatives, the Secretary of the Senate, and Clerk of the House of Representatives cannot frank or receive their letters free if they exceed two ounces in weight; and only during their actual attendance in Congress, and for twenty days after the expiration of such session. Their newspapers are to be conveyed free during the same time.

† Post-masters are not to frank letters or receive them free if they exceed half an ounce in weight.

marked *free*, it is not to be afterwards charged with postage.

4. Members are occasionally absent while Congress is in session: it is but a fair construction to consider them entitled to receive their letters free, and to frank until they shall have been absent twenty days.

5. No member can frank or receive his letters free, unless he actually attends in Congress; during such attendance, and for twenty days after he retains the privilege.

6. Each of the persons named in the first article has a right to receive his *newspapers* free, and every printer of a newspaper has a right to receive one newspaper from each other printer of a newspaper free of postage.

7. If any letter exceed the proper weight, not merely the surplus but the whole letter is to be charged with postage.

8. Every person who franks a letter is to leave a specimen of his signature with the post-master where the letter is left for conveyance, before it can be forwarded or franked.

9. No letter shall be admitted as franked unless the officer writes his name and office on the outside of the letter or packet. *See the Act, Sect. 17.* If a post-master would frank, it should be done in the following form, viz.

Free

ROBERT PATTON,
Post-master, Phil.

10. When a letter directed to a person not having the privilege of receiving his

letters free, is inclosed to a person having that privilege, the latter is to mark upon the letter inclosed the place from whence it came, and return it to the post-office, where it is to be charged with postage, and the amount entered in the *Account of Mails Received*, as undercharged.

11. If any memorandum is inclosed or made upon a printer's exchange newspaper other than the direction, the newspaper is to be charged with letter postage and each article inclosed with it. The printer or other person who makes such enclosure is to be prosecuted before some magistrate for the penalty. *See Sect. 20. of the Act.*

INSTRUCTION XVI.

Compensation of Post-masters.

It will be convenient to collect in one view the allowances made by law to post-masters; these have already been noticed in part, in *Ins. XI. Articles 14, 15, 16.*

1. A commission of 30 per cent. on the first hundred dollars of letter-postage collected in one quarter. *See Act. Section 21.*

2. A commission of 25 per cent. on letter-postages over one hundred dollars, and on a sum not exceeding 300 dollars collected in one quarter.

3. If more postages on letters than 400 dollars are collected in one quarter, a commission of 20 per cent. on such surplus; the 20 per cent. is not however to be cast on a greater sum than 2000 dollars.

4. A commission of 8 per cent. on such amount of postage collected on let-

ters in one quarter as exceeds 2400 dollars.

5. Two cents for every free letter (those addressed to yourself excepted) which you receive by post and deliver; unless your commission otherwise amounts to 500 dollars the same quarter.

6. A commission of 50 per cent. on the postages collected on newspapers, magazines and pamphlets.

7. To the post-masters who regularly receive and dispatch foreign mails 25 dollars for each quarter.

8. The post-masters who regularly receive the mail between nine o'clock at night and five o'clock in the morning, are allowed to charge 50 per cent. on the first hundred dollars collected in one quarter instead of 30 as mentioned in the first article. This must be specially noted by the post-master on every account current, otherwise it will not be allowed.

9. For every letter lodged in your office merely for delivery and not conveyed or to be conveyed by post, one cent is to be paid by the person who receives the letter. *See Act, Section 27.*

10. One cent for every letter received to be conveyed by any private ship or vessel beyond sea. This applies only to post-masters at sea-ports. *See Act, Section 25.*

11. Certain contingent expenses enumerated in *Instruction II. Art. 19.*

INSTRUCTION XVII.

Newspapers.

1. Newspapers carried in the mail are subject to a postage of one cent only, if not carried out of the state in which they are printed, and to one cent and an half if carried more than 100 miles, and out of the state where they are printed.

2. The printers are to make up all such newspapers as are intended for one post-office into one package, if the number does not exceed twenty, and if more than that number into packages of nearly that number. If there is a greater number than twenty tied up together, they will be apt to break and suffer in the conveyance. If only a single paper is sent to one office the cover is to be left open at one end.

3. The newspapers are to be well dried by the printers, and then enclosed in proper wrappers, and tied if intended for a distant office.

4. The printers are to write on the outside of the bundle the name of the place and state for which they are intended, with the number for subscribers and the number for printers, distinguishing them by the letters S. and P.

5. If the 2d, 3d, and 4th articles above-mentioned are not complied with by the printers, the newspapers are not to be received.

6. Experience has proved how little attentive many people are to the payment of such small debts as arise from trusting the

postages of newspapers, you are therefore not to give credit. Some post-masters write that they have scarcely collected 50 per cent. of the postage on newspapers. To save in future any trouble or inconvenience on that account, it will be proper for you to require the subscribers who receive papers through your office, at the commencement of every quarter to pay the amount of one quarter's subscription in advance, and without such payment in advance not to deliver them any newspapers even though they tender you the money for them singly. *See the 20th Section of the Act.*

7. Complaints of the failures of newspapers are very common; many of them arise from the carelessness of the editors, who too often leave the work of assorting, packing, and directing, to boys who are incapable of doing the business correctly. Hence they often neglect to put up a proper number, or direct a package to an office for which it was not intended. Notwithstanding the above instructions some of the post-masters still receive the newspapers before they are properly dry, and imperfectly wrapped; from these causes, the rains which sometimes fall during their carriage, and the jolting and rubbing, many papers for distant subscribers will always fail, and the Department will be blamed; while the share of postage which comes to the public on newspapers is hardly sufficient to pay for the carriage on horseback 50 miles.

The establishment of country presses, where the printers do not enter into the

rage of party, is of great public use, as they render common books cheap and easy to be procured, and by that means extend the knowledge of letters. On these accounts, it is to be hoped that the post-masters will rather encourage the taking of newspapers published in their own states and neighborhoods, than those which are published at a distance.

8. You are not to open or suffer to be opened any packet of newspapers which is not addressed to your office ; nor to permit any person to read a newspaper before it is delivered to the person to whom it is addressed.

9. If any letter or memorandum is enclosed in a newspaper, or among any package of newspapers, addressed to any person, single letter-postage is to be charged upon each article of which the package is composed. If the packet is addressed to the office and contains papers for several persons, only the newspaper in which the letter or memorandum is enclosed is to be charged with letter-postage, and not the newspapers addressed to others.

10. Sometimes large packets of newspapers, magazines, pamphlets and books, chiefly from abroad, made up in the form of letters or packets are delivered at the post-office to be conveyed by post. Made up in this form, they are to be rated with letter postage, according to their weight when they arrive at the office of delivery ; if the party to whom they are addressed would claim an abatement of the letter-postage, he should open them in the presence of the post-master. If they con-

tain only the articles abovementioned, he may receive them on the payment of the postage legally chargeable on those articles by the 22d section of the law. Books, indeed, as distinct from pamphlets, are not there mentioned; but as they are not likely to be sent by post, unless by mistake, or because they have come from abroad, and have been lodged at a post-office by a ship-master, among his ship-letters, they may well enough be rated with postage, like pamphlets, by the sheet. Other bulky articles, and frequently of small value, are sometimes conveyed in the mail; but as the law furnishes no rule by which any indulgence can be shewn, they must be the subjects of special representations to the General Post-office.

When any abatements of letter-postage take place in the cases abovementioned, they should be specially noted on the post-bill received with them.

INSTRUCTION XVIII.

Magazines and Pamphlets.

The rates of Magazines and Pamphlets are mentioned in *Sect. IV. Article 7.*

1. No provision is made in any of the forms for Magazines and Pamphlets. It is probable very few will be sent in the mail. When they appear they may be specially entered in the post-bill and their amount added to the amount of newspaper-postage, and also in the column for newspapers.

2. You are not to receive any unless the postage is paid in advance, or you are sure that the person to whom it is addressed will pay the postage; nor then if the mail is large and to be carried far on horseback, unless special circumstances may render it expedient.

INSTRUCTION XIX.

Whenever a contractor or carrier is negligent or guilty of misconduct, the postmaster is to communicate the facts to this office. And in like manner whenever a contractor shall employ a driver or rider of a doubtful or bad character.

GIDEON GRANGER,
POST-MASTER GENERAL:

GENERAL POST-OFFICE,

Washington City, November 1, 1808.

No. 1. ACCOUNT of Mails Received at the Post-office at Philadelphia.

Time of receiving. 1794.	Names of the Offices from whence received.	Date of the Bills received	Unpaid Letters.		Way Letters.		Under-charged from other Offices.		Over-charged and mis-sent from other Offices.		Paid Letters from other Offices.		Free Letters.	Newspapers.	
														Charge-able.	Free
			dols.	cents	dols.	cents	dols.	cents	dols.	cents	dols.	cents	No.		
Jan. 2.	Salem, Mass.	Dec. 28.	-	-	-	-	-	-	-	-	15	1	-	-	-
-	Boston,	30.	-	30	-	-	-	15	-	-	45	-	-	6	6
6.	Hartford, Ct.	Jan. 2.	14	40	-	-	-	-	30	2	55	9	-	64½	12
13.	Hartford,	12.	-	48	-	8	-	-	-	-	-	-	-	-	6
Feb. 3.	New-London,	Feb. 1.	-	30	-	-	-	10	-	-	-	-	-	7	-
8.	Hartford,	5.	-	45	-	-	-	15	-	-	45	3	-	46	6
-	New-York,	6.	-	90	-	-	-	-	-	-	-	-	-	40	3
-	Norfolk,	Jan. 20.	-	29	-	-	-	25	-	-	-	-	-	-	-
Mar. 3.	Boston,	Feb. 27.	-	15	-	8	-	-	-	-	15	-	-	7½	4
-	Springfield,	Mar. 1.	-	10	-	-	-	-	-	-	-	-	-	-	-
13.	Hartford,	12.	1	12	-	24	-	-	-	16	24	-	-	1	3
31.	Norwalk,	28.	-	24	-	6	-	-	-	8	8	-	-	-	-
			18	73	-	46	-	65	-	54	4	13	1	72	40

Robert Patton, Post-master.

No. 2.

LETTERS } From *Hartford, Ct. Jan. 2, 1794,*
to *Philadelphia.*

RATES.		UNPAID.			PAID.			FREE.
<i>cents.</i>	<i>No.</i>	<i>dols.</i>	<i>cents.</i>	<i>No.</i>	<i>dols.</i>	<i>cents.</i>	<i>No.</i>	
15	40	6	—	1	1	50	—	
Ship 49	12	2	28	—	—	—	—	
30	7	2	10	2	—	60	9	
Ship 34	2	—	68	—	—	—	—	
* 45	5	2	25	1	—	45	—	
Ship 49	1	—	49	—	—	—	—	
60	1	—	60	—	—	—	—	
		14	40		2	55	9	
NEWSPAPERS.								
$1\frac{1}{2}$	43		$64\frac{1}{2}$				12	

John Dodd, P. M.

* Overcharged 30.

No. 3.

ACCOUNT of Mails sent from the Post-Office at Philadelphia.

Date of Bills sent. 1794.	To what Office the Letters were sent.	Unpaid Letters.		Paid Letters.		Free Let- ters. No.	Unpaid News- papers	
		dols.	cents	dols.	cents		dols.	cents
Jan. 2	New-Haven,	-	30	-	15	7	-	16
.	Elizabethtown N.J.	-	62	-	75	-	-	-
9	Stratford,	-	12	-	-	-	-	37
16	New-York,	2	38	-	20	-	-	-
23	Trenton,	-	15	-	15	-	-	-
30	Stratford,	-	6	-	-	-	-	38
Feb. 3	Boston,	-	30	-	45	-	-	1 $\frac{1}{2}$
10	Washington, N. C.	-	25	-	-	-	-	-
17	New-Haven,	-	79	-	-	4	-	-
.	Fairfield,	-	18	-	-	-	-	2
.	Princeton,	-	75	-	12 $\frac{1}{2}$	-	-	1 $\frac{1}{2}$
.	Salem, Mass.	-	15	-	-	1	-	-
Mar. 3	New-York,	-	60	-	20	-	-	-
4	Bennington,	-	-	-	20	-	-	3
.	Albany,	-	20	-	-	1	-	4 $\frac{1}{2}$
21	Stratford,	-	12	-	-	-	-	45
.	Hartford,	-	64	-	16	-	-	1
				2	38 $\frac{1}{2}$			

Robert Patton, P. M.

No. 4.

ACCOUNT of Ship-Letters received at the Post-office at Philadelphia, from Jan. 1 to April 1, '94.

Certificates Numbered.	Of whom the Letters were received.	From what Vessel.	For this Delivery.	Forwarded.	Whole Number.	Sums paid.	
						dollars.	cents.
1	<i>John Hemmenway,</i>	<i>Schooner Nancy,</i>	28	9	37	-	74
2	<i>Benjamin Bright,</i>	<i>Sloop Harriot,</i>	15	6	21	-	42
3	<i>Joseph Crane,</i>	<i>Schooner Delight,</i>	20	5	25	-	50
			63	20	83	1	66

No. 5.

UNITED STATES OF AMERICA,

*To the Post-master at the port of Charleston, South Carolina.**

This bag (or mail) sent by the *Schooner Nancy*, whereof *John Hemmenway* is master, bound from the port of Philadelphia to Charleston, contains twenty three letters.

*Post-office at Philadelphia,
the 12th of March, 1794.*

Robert Patton, P. M.

* Note. If the vessel is bound to a foreign port, for instance, to Hamburg, then the certificate may be thus directed.

To the Post-master at the port of Hamburg, or whom it may concern.

70

ACCOUNT of Letters sent by Sea, from the Post-office at Philadelphia.

Date of the Bills sent. 1794.	To what ports.	Number of Letters sent.	By what vessels.	Masters' names.
February 12.	Charleston, S. C.	23	Schooner Nancy,	John Hemmenway,
March 11.	Savannah,	19	Sloop Harriot,	Benjamin Bright,
March 20.	Wilmington, N. C.	15	Brig Fame,	Daniel Johnson,
		57		

Robert Patton, P. M.

DR...The Post-office at Philadelphia, Pa. in account current with the

	<i>dols.</i>	<i>cents</i>
1. To postage of letters which remained in the office last quarter,	2	40
2. To postage of unpaid letters received from other offices this quarter,	18	73
3. To postage of way letters received at this office do.	-	46
4. To postage of letters undercharged from other offices do.	-	65
5. To postage of 63 ship letters, at 6 cents each, originally received at this office for this delivery,	3	78
6. To postage of paid letters sent from this office do.	2	38½
	28	40½

	<i>dols.</i>	<i>cents</i>
11. To balance as above, being the amount of postage collected on letters this quarter,	25	57
12. To amount of postage on newspapers and pamphlets this quarter, 1 72		
13. Deduct postage of dead newspapers and pamphlets, 26		
	1	46
<i>Dollars,</i>	27	23

GENERAL POST-OFFICE, from January 1, to March 31, 1794....CR.

	dols.	cents.
7. By postage of letters overcharged and missent this quarter,	-	54
8. By postage of dead letters sent to the General Post-office, do.	1	14
9. By postage of letters now remaining in this office,	1	15
10. Balance carried down,	25	57½
.....	28	40½

	dols.	cents.
14. By commission on \$ 25 57, letter postage, at 30 per cent.	7	67
15. By commission on \$ 1 46, newspaper postage, at 50 per cent.	73	
16. By 13 free letters delivered out this quarter, at two cents each,	26	
	8	66
17. By 83 ship-letters paid for this quarter as by receipts herewith, at two cents each,	1	66
18. By cash paid the mail carrier for 15 way letters, at one cent each,	-	15
19. By contingent expenses as by receipts herewith,	-	75
20. Balance due to the General Post-office,	16	1
<i>Dollars,</i>	27	23

Errors excepted.

Robert Patton, P. M.

April 1, 1794.

DEAD LETTERS { From *Philadelphia*, April 1, 1794,
to the *General-Post-Office*.

RATES.	UNPAID.			PAID.			FREE.
	<i>cents.</i>	<i>No.</i>	<i>dols. cents.</i>	<i>No.</i>	<i>dols. cents.</i>	<i>No.</i>	
10	6	-	60				
12½	2	-	25				
51	1	-	15				
14	1	-	14				
		1	14				
<i>NEWS-PAPERS.</i>							

Robert Patton, P. M.