

US Postal Laws & Regulations

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Forms

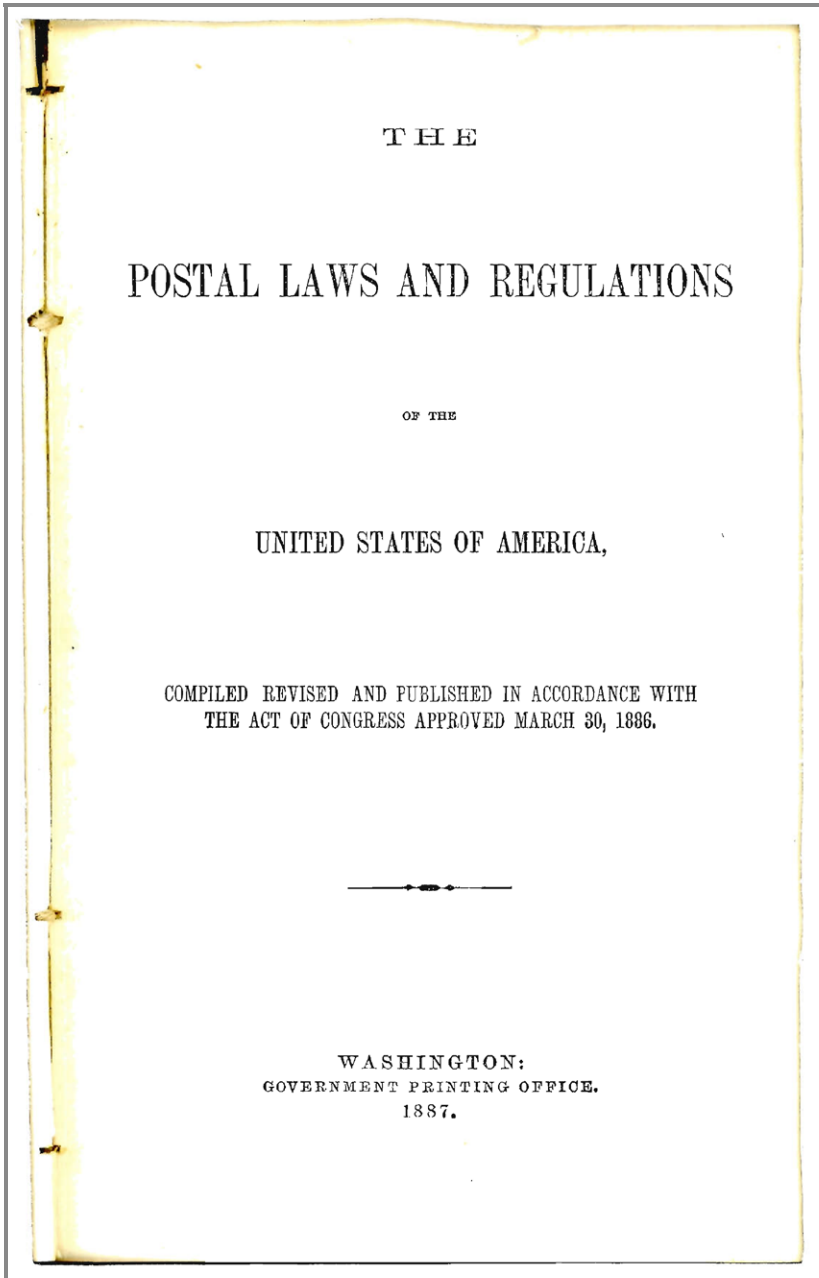


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nominated in grams of the metric system, fifteen grams of which shall be the equivalent, for postal purposes, of one-half ounce avoirdupois, and so on in progression. (R. S., § 3880.) (See section 617.)

Sec. 472. Facing Slips, Schemes, Labels, &c.—Postmasters can also obtain such facing slips, printed, wooden, or slide labels as may be needed for the use of their offices, as well as official schemes of distribution or information relating thereto, by applying to the division superintendent of Railway Mail Service in whose division their post-offices are located. (See section 552.)

Sec. 473. List of Blanks and Directions in Applying Therefor.—Postmasters are furnished with a blank requisition on which to make application for blanks. In filling it out care should be taken to give the name of the office, county, State, and postmaster, legibly written.

LIST OF BLANKS USED AT PRESIDENTIAL AND LETTER CARRIER OFFICES.

- (1091—K. D.) Receipt of Postmaster for Deposit.
- (1092—K. D.) Receipt of Box-renter for Refundment.
- (1500) Clerks' Pay-Rolls.
- (1501) Letter Carriers' Pay-Rolls.
- (1501½) Substitute Carriers' Pay-Rolls.
- (1502) Letter Carriers' Delivery Bill.
- (1503) Letter Carriers' Monthly Report.
- (1504) Letter Carriers' Quarterly Report.
- (1505) Requisition for Blanks.
- (1506) Requisition for Stamps from Retail Clerk.
- (1507) Notice of Box Rent Due.
- (1509) Books—Letter Carriers' Daily Reports.
- (1510) Report of Lost Letters.
- (1511) Detailed Statement of Stamps and Envelopes.
- (1512) Canada Mail Bills.
- (1513) Notice of a Package too large to be delivered by the Carrier.
- (1514) Books, Letters Returned by Carriers.
- (1515) Circular for tracing Lost Stamps.
- (1516) Circular to Postmaster concerning Lost Letter.
- (1517) Circular Reply of Postmaster to same.
- (1518) Circular Reply to Person inquiring for Lost Letter.
- (1519) Affidavit in reference to Lost Letter.
- (1520) Reply to request to forward Letters.
- (1521) Application to Third Assistant Postmaster-General for Dead Letter.
- (1522) List of Unmailable Letters—daily.
- (1522½) List of Unmailable Letters—weekly.
- (1523) Dead-Letter Bill—weekly.
- (1524) Notice to apply for Dead Letter.
- (1525) Notice to apply for Registered Letter.
- (1526) Voucher.
- (1527) Books Letter Carriers' Time of Arrival, &c.

- (1528) Notice to Publisher to discontinue sending Publication.
- (1529) Request to Return Mail Bags.
- (1530) Receipt for Mail Bags.
- (1531) Receipt for Letter returned to Writer.
- (1532) Account of Ship and Steamboat Letters Received.
- (1533) Substitute's Certificate.
- (1534) Card Notice for Re-addressed and Forwarded Matter.
- (1535) Ship-Letter Receipts.
- (1536) Circular for Tracing Lost Registered Packages.
- (1537) Box Accounts.
- (1538) Receipt for Box Rent.
- (1539) Requisitions for Postmarking Stamps, Letter Balances, &c
- (1540) Unclaimed Package Notice.
- (1541) Route Changes, for Letter Carrier Offices, in Tablets.
- (1542) Voucher for Letter-Carrier Offices.
- (1543) Card Notice—"Held for Postage."
- (1544) Books Postal Clerk Receipts for Registered Letters Delivered.
- (1545) Sheets Postal Account (Presidential.)
- (1546) Pay-Rolls for Railway Postal Clerks.
- (1547) Books Registered Letters Received and Delivered.
- (1548) Registered Return Receipt Cards. "Melon."
- (1549) Books Receipts for Registered Letters Despatched.
- (1550) Registered Letter Card Bills. "Grey."
- (1551) Signature Registered Letter Bills, in sheets.
- (1553) Books Registered Matter in Transit.
- (1554) Labels for Presidential Quarterly Returns.
- (1556) Card Receipts for Registered Packages. "Yellow."
- (1557) Abstracts of Payments, &c.
- (1559) Detailed Statement of Vouchers accompanying Quarterly Return.
- (1560) Letter Carrier's Receipt Books for Registered Letters Delivered.
- (1561) Dead-Letter Bills for Letter-Carrier Offices.
- (1563) Railway Postal Clerk Receipts for Service Performed.
- (1564) Route Books for Letter-Carrier Office.
- (1565) Weekly Transcripts of Deposits Received.
- (1566) Books, Certificates of Deposit.
- (1568) Notice to Publisher to change Address of Publication.
- (3044 a) For Transmittal of Deposits—monthly.
- (3201) Order to the Department for Postage Stamps.
- (3202) Order to the Department for Request Envelopes.
- (3203) Requisition for Newspaper Stamps.
- (3235) Quarterly Statement of Postage collected on Newspapers, &c.
- (3240) Report of Stamps Sold.
- (3282) Requisition for Free Post-Office Envelopes.
- (3285) Requisition for Unpaid Postage-Due Stamps.
- (3343) Requisition for Newspaper and Periodical Stub Books.
- (3354) Requisition for 2-cent Letter-sheet Envelopes.
- (3356) Report of 2-cent Letter-sheet Envelopes sold, etc.
- (3848) Quarterly Report of Registered Letters Transmitted.
- (3856) Registry Circular of Inquiry.
- (3950) Messengers' Pay Rolls—Special Delivery.

- (3951) Messengers' Delivery Books—Special Delivery.
- (3952) Postmasters' Report of Special Delivery—quarterly.
- (3953) Record of Mail Matter for Special Delivery—bound.
- (3953 a) Record of Mail Matter for Special Delivery—sheet form.
- (3954) Receipt for Special-Delivery Matter Delivered.

LIST OF BLANKS USED AT FOURTH-CLASS OFFICES.

- (1507) Notices of Box Rent Due.
- (1516) Circular to Postmaster concerning Lost Letter.
- (1517) Circular Reply of Postmaster to same.
- (1518) Circular Reply to Person inquiring for Lost Letter.
- (1519) Affidavit in reference to Lost Letter.
- (1520) Reply to request to forward Letters.
- (1521) Application to Superintendent Dead-Letter Office for Dead Letter.
- (1522½) List of Unmailable Letters.
- (1523) Dead-Letter Bill—monthly.
- (1525) Notice to apply for Registered Letter.
- (1526) Voucher.
- (1528) Notice to Publisher to discontinue sending Publication.
- (1536) Circular for Tracing Lost Registered Packages.
- (1538) Box Rent Receipts.
- (1539) Requisitions for Postmarking Stamps, Letter Balances, &c.
- (1543) Card Notice—"Held for Postage."
- (1567) Requisition for Blanks.
- (3044) For Transmittal of Deposits.
- (3201) Order to the Department for Postage Stamps.
- (3202) Order to the Department for Request Envelopes.
- (3203) Requisition for Newspaper Stamps.
- (3235) Quarterly Statement of Postage collected on Newspapers, &c.
- (3848) Quarterly Report of Registered Letters Transmitted.
- (3282) Requisition for Free Post-Office and Registered Package Envelopes.
- (3285) Requisition for Postage-Due Stamps.
- (3856) Registry Circular of Inquiry.
- (1558) Sheets Accounts-Current and Transcript Combined.
- (1547) Books Registered Letters Received and Delivered.
- (1548) Registered Return Receipt Cards. "Melon."
- (1549) Books Receipts for Registered Letters Dispatched.
- (1550) Registered Letter Card Bills. "Groy."
- (1553) Books Registered Matter in Transit.
- (1556) Card Receipts for Registered Packages. "Yellow."
- (3953a) Record of Mail Matter for Special Delivery. (Sheet form.)
- (3954) Receipt for Special-Delivery Matter Delivered.