

*To be cleaned.*

208. The Office Stamps should occasionally be washed with soap and water to keep them clean, otherwise the impression will not be distinct—common writing ink must never be used as a stamping material, for it would corrode the Stamp—the best composition for the purpose is vermilion or lamp black, mixed with boiled oil—printers' ink may also be used—the stamping material when required for use should be rubbed on a pad or cushion made of pieces of cloth or flannel.

*Stamping material.*

*Blank Forms are supplied half-yearly*

209. A supply of Monthly Sheets, Accounts Current, and Official Covers for periodical Returns will be sent half yearly to every Postmaster by the Department, and when a Postmaster requires any other description of Blank Form, he will make his application accordingly to the Department—stating the number and description of Blanks he requires; the application should be sent separately, endorsed "*Requisition for Blanks*," and not form part of any Letter or communication respecting a different matter, and should be made in due season before the stock on hand is exhausted.

*and by special requisition to Department,*

*and to P. O. Inspector, Toronto.*

Postmasters in division of Western Post Office Inspector will address their requisitions to that Officer at Toronto.

*Care to be taken of Newspapers.*

210. Postmasters are strictly forbidden to take themselves or lend to others, for the purpose of reading, any Newspaper lying in their Offices for delivery; a Newspaper is to be kept whilst in an Office and delivered with the same care as a Letter, and it is a misdemeanor punishable by law to detain, delay, or misuse a Newspaper.

*Letters for warm climates.*

211. Postmasters should caution persons posting Letters for the East or West Indies, or other warm