

which you correspond, you will receive Forward Letters for the delivery of such Offices; and such Letters are to be included in the Mails for the said Offices, and the amount of Postage on *Unpaid* Letters is to be charged against your Corresponding Postmasters in the Letter Bills in the same manner as if the Letters had *originated* at your own Office.

13.—*Pre-paid Forward* Letters after being checked by the Forward Office are to be sent *forward* to their destination without being *again* entered in a Letter Bill, or *charged in any way*. **Prepaid Letters received as "Forward."**

14.—The Letter Bill has two columns, entitled "*Amount sent*," and "*Amount received*." The Amount sent *Unpaid* is the Amount of Postage charged by the *sending* Postmaster on the *receiving* Postmaster, for *unpaid* Letters for *the delivery of his Office*; and the Amount sent *paid* is the Amount of *pre-paid* Postage to be accounted for by the *sending* Postmaster. **Form of Letter Bill.**

15.—Very great care must be taken in telling up the Amounts of Postage for entry in the Letter Bill, those Amounts must be copied into your *Book of Mails sent*, and subsequently on the *sent side* of the *monthly sheet* under the name of the Town to which the Letter Bill has been dispatched. **Book of Mails sent.**

16.—Letters of all classes, whether *paid* or *unpaid*, whether sent to Corresponding Offices for *delivery*, or sent as *Forward*, are to be rated with the full postage to the *place of destination*. **Letters to be rated to place of destination.**

17.—On the receipt of a Mail, the entries in the Letter Bill are carefully to be checked. The column **On receipt of Mails, Letter-Bills to be checked**