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You should issue receipts for all moneys received and forward same to the Department.

A copy of your cash-book should be forwarded to the Department every month.

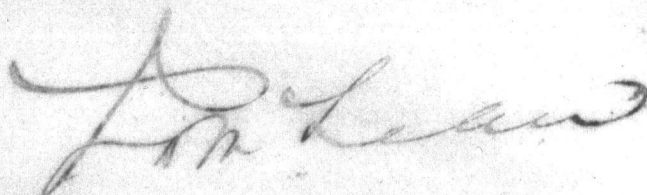
It is important that you should familiarize yourself with the provisions of the Indian Act and any circulars, &c., sent you by the Department.

Be good enough to confine yourself to one subject in each letter and to quote the Department's file number and date of letter when replying to its communications.

Stationery for official use will be supplied you on application to the Department.

Letters to the Department should be addressed as follows, and no postage is required thereon,-
The Asst. Deputy and Secretary, Dept. of Indian Affairs
Ottawa.

Your obedient servant,



Asst. Deputy and Secretary.

Thos. A. Stout, Esq.,
Port Elgin,
Ont.

Dept. of Indian & Northern Affairs, Letterbook,
7 February 1913 - 20 February 1913, (R.G. 10, Volume 5444)

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