

5. Postmasters will make up and receive Mails for other Offices as the Postmaster General may direct; such Offices are termed Corresponding Offices, and Letters and Papers addressed to those places, (or places within their delivery) are to be mailed direct upon them.

6. All Letters and Papers going beyond the delivery of either of the Corresponding Offices, are to be forwarded to the Corresponding Office nearest to the destination of such Letters and Papers.

7. In making up a Mail, the Postmaster should be particular in clearing the receiving Boxes of all Letters posted in time for such Mail, and sort the Letters in separate parcels, viz :—

- 1st. Unpaid Letters and other Mail matter for delivery at the Corresponding Office.
- 2nd. Letters, &c. on which the Postage has been prepaid in money at the Despatching Office, or which may have been prepaid at a Way Office subordinate thereto.
- 3rd. Stamped Letters, Letters prepaid at other Post Offices, and *Forward Letters*.

These divisions are not to include Registered Letters, which are to be tied up in the Letter Bill, on which the number and address of each Registered Letter must be copied.

8. The Letter Bill is then to be filled up with the date of despatch, the name of Despatching and Corresponding Offices, the amount of unpaid Postage charged on the "Corresponding" Office, and paid Postage charged on the "Despatching" Office, the address of Registered Letters, and the signature of the Postmaster or Assistant despatching the Mail. The amounts on the Letter Bill are then to be copied into the Book of "Mails Sent," and afterwards carried to the "Sent" side of the Monthly Sheet, under the heading of the place to which the Mail is to be despatched, and on the line corresponding to the date of despatch. Care must be taken in dating the Letter Bills, and entering the amounts in the "Sent" Book and Monthly Sheet.

9. The Letter Bill and Registered Letters are then to be tied up with the other Letters, and placed with the Newspapers in the Mail Bag, which must be securely sealed with the Office Seal, and labelled with the name of the Corresponding Office.

10. The Time Bill shewing the time of despatch from the Post Office is to be delivered to the Courier with the Bag.

11. When receiving a Mail the Postmaster should first examine the Time Bill, and satisfy himself that he has received the proper Bags, and fill in the date and hour of arrival on the Time Bill. He should next examine the state of the Bags and Seals thereon, and then open all the Bags addressed to his Office, and carefully turn them inside out, to prevent the possibility of any thing remaining therein.

12. The amount of "Unpaid" Letters for delivery, and Letters "Paid" at the Corresponding Office, should be compared with the Letter Bill, and if there should be a difference in the amounts, the computations are to be checked, or the Postmaster should go over the calculations a second time, and then enter in the "Received" Side columns his statement of the true amount, writing the words "Twice counted," and his initials, on the Bill.