

d. Be equally particular in describing the size and kind of PAPER required, ruled or plain, cut or uncut.

e. ENVELOPES.—Size, kind and quantity in hundreds or parts of hundreds.

f. LEAD PENCILS.—Maker's name and grade No. or letter; all size and colour of leads for automatic pencils.

g. The same care must be taken in describing all other articles asked for.

h. Requisitions lacking in any of the necessary details will be returned for correction, and in this case *the same requisition* must be returned corrected, unless a duplicate is asked for.

i. Requisitions are liable to rejection for excessive quantities, too frequent demands, fancy or costly items.

j. It should be borne in mind that the Stationery Office is closed during the last ten days of the months of June and December in each year.

The service of which forms are required should be distinctly stated on the requisition.

The requisitions must be numbered consecutively, not in duplicate.

Sec. 135. Let-passes, and all books and forms requiring to be made to order, should be asked for at least one month before they are needed. With the exception of Let-passes all requisitions for such forms should be accompanied by sample sheets of the forms required, and, in case of books, an impression of the lettering required on the back or side should be sent.

Sec. 136. Receipts for supplies must be promptly returned to the Department as soon as the full contents of them can be acknowledged; but in case of delay or non-receipt of any article, the Department should be notified by memo., and the receipt should not be signed till the full acknowledgment can be given, when the date of receipt of delayed articles should be stated. In acknowledging numbered forms the numbers should be quoted. All consecutively numbered forms must be used in sequence, and *every number* must be accounted for. Spoiled copies must be returned to the Department.

Sec. 137. Collectors will consult their own interests by taking care to enter the titles of all new forms that may be issued from time to time on the blank pages provided for that purpose in the List of Forms as soon as the forms are received.

Sec. 138. When a requisition is returned for correction or for further information, the same requisition should be returned corrected. Duplicate copies are not required, unless asked for.