

Postmaster, and as the *Monthly Sheets* kept by one Postmaster of the Postage passing between his Office and his Corresponding Towns will be strictly compared with the *Sheets* kept in like manner at those Towns, the greatest care must be exercised in making the entries in the Letter Bills and Sheets; and it is necessary that the *Letter Bills received* be kept for at least *eighteen* months, to be produced, if called for by the General Post Office.

**Letter-Bills to be kept 18 months.**

27.—*Abstracts* of the *Monthly Sheets* are to be made up at the expiration of each Quarter, shewing the *Totals* of the "*Paid sent*" and of the "*Unpaid received*," according to the entries in the *Monthly Sheets*. Copies of those totals must, therefore, be preserved by Postmasters for this object, when sending their *Monthly Sheets* to the General Post Office.

**Abstracts of Monthly Sheets.**

28.—The Postage which has been charged against a Postmaster on *Re-directed and Mis-sent Letters* is to be claimed with the Postage on *overcharged and refused Letters*, in the manner pointed out in the *Instructions* for the disposal of *Dead, Mis-sent, and Re-directed Letters*, (page, 32).

**Postage on Re-directed and Mis-sent Letters.**

29.—*Way-Letters* are such as are received from, or sent by, the Courier, and which do not come, or go, by what is called a *Mail*;—for example, a Letter is handed to the Courier when he is on his way to your Office; it is your duty to receive and tax it; if the Letter is for your own delivery, and comes from a place not exceeding 60 miles distant, the rate will invariably be  $4\frac{1}{2}d.$  *Currency*, if not exceeding half an ounce in weight, which Amount of Postage you will insert in the *Way-*

**Way-Letters and Way-Letter Accounts.**