Form No. 1558½

OFFICIAL

Postmasters' Account and Record Book,

4th CLASS;

For Postoffice at Copeland

State of North Carolina

☞This book is intended to last three years, and a new one must not be started until this is filled up.

☞THIS BOOK MUST BE PRESERVED AS PART OF THE PERMANENT RECORDS OF THE OFFICE, AND MUST BE DELIVERED BY A RETIRING POSTMASTER TO HIS SUCCESSOR.

COMPENSATION OF FOURTH-CLASS POSTMASTERS.

The compensation of fourth-class postmasters is fixed on the following basis: (See Section 413, page 180 of Postal Laws and Regulations of 1893.)

1st.—Total amount of box rents collected.

2nd.—Commissions on postage stamps canceled upon matter actually mailed at their offices (including the stamps on stamped envelopes, newspaper wrappers and postal cards, **but not including special-delivery stamps,**) on postage-due stamps canceled on insufficiently paid matter, and on amounts received for sale of waste paper, dead newspapers, printed matter and twine, and on amounts collected on 2nd class matter from publishers and news agents, at the following rates:

(Do not include amounts collected on 2nd class matter in your daily record of stamps canceled. The total of such collections should be charged in the quarterly Postal Account in Art. 2, and also reported in Art. 12.)

On the first $ 50.00 or less per quarter, 100 percentum.
On the next 100.00 or less per quarter, 60 "
On the next 200.00 or less per quarter, 50 "
On all the balance, - - - - - - - - 40 "

The amount of compensation is limited to $250.00 per quarter.

ILLUSTRATION.

								Postmaster will Use this Column Only.
11. By amount due postmaster, being corrections of former accounts as per Auditor's card dated 190								
12. By amount of compensation computed as follows:								
Stamps canceled	$ 307	10						
Second-class postage collected	7	60						
Waste paper, etc., sold		40						
Total	315	10						
Commissions allowed on the above total are—								
100 per cent of $ 50.00 (First $50 or less.)	equals.	$ 50	00					
60 per cent of $ 100.00 (Next $100 or less.)	equals.	60	00					
50 per cent of $ 165.10 (Next $200 or less.)	equals.	82	55					
40 per cent of $ (All over $350.)	equals.							
Box rents collected		32	70					
Total compensation (Limited to $250 per quarter)				2	2	5	2	5

Fiscal Year Ends June 30.

SPECIAL NOTICE.

The special attention of postmasters is directed to the *Official Instructions* signed by Hon. Perry S. Heath, *First Assistant Postmaster-General*, printed on the third page of this book relative to postmarking and backstamping letters, also in ordering supplies. Every line of it should be carefully read, as a strict compliance with all its provisions is imperatively demanded.

☞ **Postmasters should carefully examine stated account on fourth page, from which they will be guided in keeping Quarterly Stamp Account in this book, also read carefully General Instructions from the Auditor for the P. O. Department on page 1.**

FIFTH REVISED EDITION.

NOV. 1 1900.

MILLER'S

OFFICIAL

Postmasters' Account and Record Book,

(4TH CLASS.)

Entered According to Act of Congress in the year 1895, by CHAS. W. MILLER, Washington, D. C., in the office of the Librarian of Congress at Washington.

☞ALL INFRINGEMENTS WILL BE PROSECUTED.☜

Box Record

Quarterly Stamp Account

General Instructions from Auditor for the P. O. Department.

1. RENDERING ACCOUNTS. Every postmaster must render a postal account promptly at the end of each quarter, and forward it by ordinary mail to the

Auditor for the Postoffice Department, Washington, D. C.

Use No. 3-G envelope, marking thereon, "Quarterly Postal Account." Order these envelopes on requisition blank No. 3282 from the Third Assistant Postmaster General, Stamp Division. If no stamps have been sold or canceled, forward an account properly filled out and signed, with the words, "No Business" written across its face. This applies particularly to summer and winter resort offices, which are closed during part of the year. FILL IN ALL THE HEADINGS OF THE ACCOUNT, ENTER THE VARIOUS ITEMS IN THE POSTMASTERS' COLUMN, AND SIGN THE ACCOUNT AT THE BOTTOM OF PAGE 3. If the postmaster is necessarily absent or ill, the account may be signed at the bottom of page 3 thus,

_____P. M.,

per_____Asst. P. M.

2. CHANGE OF POSTMASTERS. The new postmaster can not take possession of the office prior to the date of his commission. The retiring postmaster must render an account to and including the day on which he turns the office over to his successor. The new postmaster must render an account from the next day after taking possession of the office to the end of the quarter. The retiring postmaster must deposit all funds due the United States—never transfer any postal funds to the new postmaster. He should also deliver stamps, etc., on hand to his successor; take duplicate receipts and send the "original" to the Auditor with his final account.

3. DECEASED POSTMASTERS. When a postmaster dies, the sureties should take charge of the office and designate some suitable person to act as postmaster until a regular postmaster is appointed. Also immediately notify the Fourth Assistant Postmaster General, giving the date of death. The sureties and acting postmaster will then be furnished with proper blanks, which must be promptly executed and returned to the Department. Separate accounts must be rendered; the first in the name of the deceased postmaster to and including the date of death; the other from the next day to the end of the quarter, or until a duly qualified successor takes charge of the office. Each of the accounts must be signed at the bottom of page 3 thus,

_____Acting P. M.

For surities of_____Deceased P. M.

4. QUARTERS. The several quarters are as follows:
First Quarter from January 1st to March 31st, both dates inclusive.
Second Quarter from April 1st to June 30th, both dates inclusive.
Third Quarter from July 1st to September 30th, both dates inclusive.
Fourth Quarter form October 1st to December 31st, both dates inclusive.

5. USE INK. Prepare accounts and sign them in ink. Do not make entries in the "Column for Auditor."

6. DAMAGED STAMPS. Damaged stamps, stamp envelopes and postal cards returned for credit must be sent to the Third Assistant Postmaster General, Redemption Division. NEVER FORWARD THEM WITH YOUR POSTAL ACCOUNT TO THE AUDITOR.

7. CANCELLATIONS. ON THE TRANSCRIPT ENTER THE FACE VALUE OF ALL STAMPS CANCELED EACH DAY (special delivery stamps excepted.) MAKE PLAIN FIGURES AND BE SURE EACH COLUMN IS CORRECTLY ADDED. NEVER INCLUDE "SALES," "COLLECTIONS OF SECOND-CLASS POSTAGE" OR "SPECIAL DELIVERY STAMPS" IN THIS TRANSCRIPT.

8. VOUCHERS. Properly receipted vouchers for special delivery articles delivered, and for all authorized expenditures must accompany the postal account. (Special delivery vouchers should be on form No. 3954; clerk hire vouchers on form No. 1526–A; vouchers for exchange paid on drafts for remitting M. O. funds on form 6241.

9. DEPOSITS. Immediately after the close of each quarter deposit all postal funds due the United States without waiting for a notice from the Auditor. Forward the money to your designated depository accompanied by a letter of transmittal on form No. 3044. NEVER SEND MONEY TO THE AUDITOR, IF THIS RULE IS DISREGARDED, NO CLAIM FOR LOSS WILL BE CONSIDERED BY THE DEPARTMENT.

10. SUPPLIES. Order supplies of blanks from the First Assistant Postmaster General, Supply Division. Order official and registered envelopes from the Third Assistant Postmaster General, Stamp Division.

Instructions for Preparing the Quarterly Postal Account.

DEBIT SIDE.

The special attention of Postmasters is directed to the following instructions, and a strict compliance with the same will be required:

ARTICLE A.—Enter the exact *face value* of all postage stamps, postage-due stamps, special-delivery stamps and postal cards, and the value, *at the price charged by the Government*, of all stamped envelopes and newspaper wrappers on hand at the close of the preceding quarter.

Where a change of postmasters occurs, the value of stamps, postal cards, envelopes, etc., received from the outgoing postmaster should be entered in this Article.

ARTICLE B.—Enter the exact *face value* of all postage stamps, postage-due stamps, special-delivery stamps and postal cards, and the value, *at the price charged by the Government*, of all stamped envelopes, and newspaper wrappers received from the Department during the quarter. Then add together Articles "A" and "B," placing their sum directly underneath the line opposite the words "Total to be accounted for."

ARTICLE C.—Enter the exact *face value* of all postage stamps, postage-due stamps, special-delivery stamps and postal cards, and the value, *at the price charged by the Government*, of all stamped envelopes and newspaper wrappers that remained on hand at the close of business on the last day of the quarter for which this account is rendered, and deduct this amount from the "Total to be accounted for."

ARTICLE D.—Deduct authorized credits for damaged stamps returned to the Department and authorized credits for stamps affixed to matter sent to the dead letter office. The remainder will be the amount of stamps sold.

Note:—Credits for damaged stamps returned to the Department should be claimed in the postal account for the quarter in which the credit notice issued by the Third Assistant Postmaster General is dated.

ARTICLE 1.—Enter the total amount of postage stamped paper sold during the quarter as ascertained by following the above instructions.

ARTICLE 2.—Enter amount of postage collected on second-class matter mailed by publishers and news agents.

ARTICLE 3.—Enter the amount received for waste paper, twine, etc., sold during the quarter.

ARTICLE 4.—Enter the amount of box rents collected during the quarter. Postmasters are prohibited from collecting or receiving the rent of boxes for more than one quarter in advance.

ARTICLE 5.—Enter all drafts for collection received during the quarter, also enter amount of such drafts on hand uncollected at close of last quarter.

ARTICLE 6.—Enter all transfers from Money-Order to Postal Account. See Section 1396, Postal Laws and Regulations, 1893.

ARTICLE 7.—When the Auditor's correction of a prior quarter's account shows a balance due the United States, enter this balance in column for postmaster in Article 7; but if the correction shows a balance due the postmaster, it should be taken up as a credit in Article 11.

CREDIT SIDE.

ARTICLE 12.—Compute and enter the commissions on the aggregate amount of canceled stamps shown by the transcript, the amount collected on 2nd-class matter and the amount received from sale of waste paper, &c., at the rates provided by law and as set forth on the inside cover of this book. Credit should also be taken under this article for the whole amount of box rents charged under Article 4. See Section 445, Postal Laws and Regulations, Edition of 1893.

Postmasters at offices of the fourth class are reminded that their compensation consists mainly of commissions on the *cancellation*, not on the *sales* of stamps, etc., and that consequently, in order to make honest returns of business to the Auditor, every such postmaster should keep—upon the blank Transcript which forms part of his account—a daily account of the stamps canceled upon matter *actually mailed* from his office.

In no case should the *sales* of stamps, stamped envelopes, etc., be taken as a basis for computing the commissions of postmasters at fourth-class offices.

ARTICLE 13.—Take credit for 8 cents for every special-delivery letter or parcel delivered, for which receipts are sent as vouchers. Use blank Form 3954, See Instruction thereon.

ARTICLE 14.—Enter the number of ship and steamboat letters received and paid for during the quarter, taking credit for the amount paid.

ARTICLE 15.—Enter amount paid for clerk hire under allowances made by the Department. Take receipts on Form 1526–A. No credit can be given for clerk hire unless authorized by the Department.

ARTICLE 16.—Enter amount paid for stationery, ink, exchange on drafts or other miscellaneous items for Money Order services authorized by the First Assistant Postmaster General (Superintendent of Money Order Service.) On the face of the vouchers, quote your authority for the expenditure; give date, division and initials. No credit can be given for such expenditures unless they were duly authorized by the Department.

ARTICLE 17.—Enter amount paid for repairs to mail bags. See Section 448, Postal Laws and Regulations, Edition of 1893.

ARTICLE 18.—Enter amount paid to Railway Post Office Clerks and amount paid for incidental expenses for Railway Mail Service when previously authorized by the Second Assistant Postmaster General.

ARTICLE 19.—Enter amount transferred from Postal to Money-Order Account. Transfers should only be made when actually necessary. Credit must be claimed only for transfers made and dated in the quarter for which the account is rendered. See Sections 1395 and 1396, Postal Laws and Regulations, Edition of 1893.

ARTICLE 20.—Enter amount of drafts returned to the department during the quarter that have not been collected.

ARTICLE 21.—Enter amount of drafts on hand at the end of the quarter that have not been collected.

ARTICLE 22.—Enter amount paid late postmaster, (no payment can be made unless first authorized by the Auditor.)

ARTICLE 23.—Enter amount deposited to close account for the quarter. No balance must appear as due on the account, as the postmaster is required to deposit all postal funds in his hands at the end of each quarter.

The amount entered as the total of the debits must be exactly the same as the total of the credits.

☞ The Quarterly Postal Account so entered on this book must be a true DUPLICATE of the Original Quarterly Postal Account sent to the Auditor for the Post Office Department, and thus satisfy the requirements of Section 199 of the Postal Laws and Regulations that a duplicate be retained.

Official Instructions in Relation to Ordering Supplies, and Postmarking and Backstamping.

Read Carefully the following Sections from U. S. Postal Guide of January, 1900

Office of First Assistant Postmaster General, Washington, D. C., May 1st, 1900.

Proper Form Must be Used in Ordering Blanks.

SEC. 117. Postmasters will take notice that in sending orders to the Department for blanks, the proper requisition forms (Card No. 1567) must be used; otherwise their orders are liable to be lost or overlooked. Nothing must be ordered on these forms but the blanks enumerated therein. If in doubt as to the proper number of a blank, address a communication to the First Assistant Postmaster General, Division of Post Office Supplies, sending a sample of the form wanted.

If no requisition forms are on hand, application should be made without delay to the Division of Post Office Supplies for a number thereof.

When Postmasters ignore the instructions of the Department in these respects, failure to receive the necessary supplies is due to their own neglect.

Blanks to be Supplied Once a Year to Fourth-Class Postmasters.

SEC. 118. Whenever it becomes necessary for fourth-class postmasters to order blanks of any nature from the Division of Post Office Supplies, such postmaster will take an inventory of all blanks in use at his office and order a sufficient supply of each form to last for one year, and mark his requisition as follows: "Estimate for one year," using Card No. 1567 for that purpose.

If a postmaster orders on any Department requisition blank any article not enumerated thereon, no attention will be given to his request.

(This notice does not apply to money-order blanks, requisition for which should be addressed "First Assistant Postmaster General, Money-Order System.")

Instructions in Relation to Postmarking and Backstamping.

SEC. 122. Legible postmarking of mail matter is of the greatest importance to the public as evidence before the courts, in business transactions conducted through the mails, and in fixing the responsibility when mail matter has been improperly handled by postmasters and other postal employes. The frequency of complaints in regard to defective postmarking makes it necessary for the Department to adopt severe measures to remedy the trouble. Illegible postmarking is generally due either to carelessness in the method of handling the stamp, failure to keep the stamp clean, improper adjustment of type in stamp, improper condition of inking pad, or failure to place letters on rubber pad or some elastic surface when postmarking them. Much of the postmarking, especially that at the smaller offices, is a reflection upon the postal service. The Department considers failure of duty in this respect a serious matter, which must be remedied at once.

Attention is called to Sections 422, 473, 474, 475 and 509, Postal Laws and Regulations, 1893.

Postmarking Stamps.

SEC. 123. The impression of every official stamp should be perfect; so made that each letter and figure of the stamp may be distinct. To effect this the stamp must be kept clean, which may be done by brushing it with a stiff brush, slightly wetted and dipped in powdered Potash or Soda. Alcohol, Ether, or Coal (kerosene) oil may also be used for this purpose. The type after use must be cleaned before being replaced in the box.

Rubber, brass and other postmarking or receiving stamps, not furnished by this Department, are positively prohibited, and wherever in use must be discontinued at once.

Adjustment of Type in Postmarking Stamp.

SEC. 124. Postmasters frequently complain to this office that the type furnished is not the proper length for their stamps. This is often due to the fact that the stamp has been heated, and the lead filling in the mortise of the stamp has been melted, making it deeper or of an irregular depth. The trouble, however, can be easily overcome by proper adjustment.

When dates are changed in postmarking stamps, tighten set screw lightly, then place stamp face down on an even surface, loosen set screw, and lightly knock upon handle of stamp until face of all type becomes adjusted to the lettering of stamp; then tighten set screw gradually.

A clear and clean impression of postmarking or receiving stamp cannot be made unless the face of the type in the stamp is exactly even with the lettering on the face of the stamp. Where the mortise is too deep the difficulty can be overcome by adjustment, but where the mortise is too shallow, making one or more of the type appear to be too long, the stamp should be sent to this office, Division of Post Office Supplies, for repairs, with a statement of the defect. Postmasters should be careful, however, to see that the defect is in the stamp, for in many cases where complaints of this character have been made it has been found that one or more lead type have been used in stamps for which steel type are intended, the latter being shorter. All steel type furnished third and fourth class offices should be exactly the same length and wherever from the impression of the stamp they appear to be of different lengths, that effect is probably caused by the irregular depth of the mortise of the stamp.

When new stamps are furnished, postmasters should retain the old ones and keep them in such condition as to be ready for use in case of accident or immergency.

Postmasters should not order new stamps, unless the rim or the lettering on the face of stamps become damaged. When handles or set-screws are broken, threads worn, etc., the stamps must be sent to this office for repairs. When type becomes unfit for use they will be replaced, either singly or in sets by this Department at the request of postmasters. When ordering new type, postmasters will state whether lead or steel type are required.

Hereafter no order for a new stamp will be honored unless accompanied by an impression of the stamp in use and a statement giving satisfactory reason why a new stamp should be furnished.

In ordering postmarking stamps or other supplies, give the name of the office, County and State in full, also the gross receipts for the last preceding quarter, and the compensation of the postmaster for the preceding year. To prevent delays address First Assistant Postmaster General, Division of Post Office Supplies, and use the proper blank.

How to Use Postmarking Stamp.

SEC. 125.—*When postmarking, place letter on rubber pad, blotting paper pad, or some elastic surface.* A good impression cannot be obtained when letters are postmarked upon an unelastic surface, and the stamp and type soon become battered, worn, and unfit for use. The stamp should be held firmly in the hand and struck upon the letter with a light, sharp blow, care being taken not to let the stamp fall upon the impression made at another post office, or upon any portion of the address.

Impression of Postmarking Stamp Must be Kept.

SEC. 126.—The figures of the stamp must be carefully adjusted at the beginning of each day; and then a clear impression must be made in a book specially kept for the purpose, so as to afford evidence of the daily discharge of this important duty. Such a book is provided for first, second and third-class offices, offices of the fourth-class must supply this record book for themselves; but they are authorized to use blank facing slips furnished by the Department to make records for that purpose.

If the stamp is fitted with letters and figures indicating the hour at which any letter arrives or is dispatched, care must be taken to change them punctually at the appointed periods. If this duty be neglected the postmaster is liable to be charged with a delay which, in fact, has not occurred at his office. An impression must be made in the book provided of every change made throughout the day, and each impression should be taken immediately after change is made, either in the date or hour. This book or record must be kept two years after the last impression of the stamp is made in it, after which period it may be disposed of as waste paper.

Canceling Ink and Ink Pads.

SEC. 127.—*The ink furnished to postmasters by this Department must be used with the regulation postmarking and receiving stamps. The use of other ink for this purpose is positively prohibited.*

Before using ink see that pad is free from dust and dirt and that no ink is caked or hardened on the surface of the pad. Every letter and figure of the postmark should not only be clear and distinct but the postmark should be clean, and so made as not to smear or deface the envelope with ink. This can only be accomplished by keeping the stamp and pad in perfect condition.

CHANGES OF TEMPERATURE FREQUENTLY CAUSE THE INK TO FORM A HARD SURFACE ON THE INKING PAD, WHICH GUMS THE STAMP. WHEN THIS OCCURS, A FEW DROPS OF OIL, BENZINE, COAL OIL, ETHER, OR ALCOHOL IS RUBBED IN WITH A CLOTH WILL SOFTEN THE FELT, AFTER WHICH A SMALL QUANTITY OF INK MAY BE APPLIED.

Ink should be applied to the pad at the close of business hours so that it will become well absorbed by the felt before morning use. If ink and pad do not work well after observing previous instructions, and stamp becomes choked with ink or felt from the pad, place a thin piece of cloth (muslin preferred), over the pad, after it is inked. A fresh piece of cloth can be used as often as required.

When the composition forming the base of the inking pad becomes hard and brittle and loses its elacticity or the felt is worn down to the composition base, the pad is useless and a new one should be obtained.

Should the canceling ink furnished become thick, thin it out with coal oil or benzine. Put pads when not in use in the box made for them, where dust and dirt cannot get on same; pads when not in use should be laid face down; wash off surface of pads at least once a month with benzine, or coal oil, using just enough of either of these liquids to clean the surface of pads without saturating the felt; apply with cloth or stiff brush; if the felt on pad becomes so hard and gummed with ink that it cannot be readily cleaned with these liquids, prepare a strong solution of concentrated lye in a plate and place pad, felt side down, in same, using just enough of the solution to cover the felt without reaching the composition base of the pad. Allow the felt to soak an hour or more in this solution, then wash in water until all the ink is removed from same, then dry it thoroughly, care being taken not to expose the pad to a temperature sufficiently great to melt the composition base. After cleaning and drying the pad, apply some coal oil on the felt to neutralize the solution. *Do not use more ink than is necessary to make a legible post mark; the ink will not work well when more of it is put on the pad than the felt of the pad will absorb.* When fresh ink is applied, it should be well rubbed in with a cloth, and if any of the ink has not been taken up by the felt, it should be thoroughly scraped off before using the pad. Observe instructions on label of can; always keep cans well corked, and shake before using contents. When new pads are received, singe the surface of the felt over a light blaze before inking. This will remove the long fibre which often clogs the stamp.

General Instructions.

SEC. 128.—This Department is determined to secure a radical reform in the method of postmarking, and post office inspectors will be required to give special attention to the matter when they visit post offices, and to report fully any failure of duty on the part of postmasters in this respect. All postmasters will be expected to get their postmarking outfits in perfect order at once, and if for any reason they are unable to get perfect impressions of their stamps, after observing the foregoing instructions, they should communicate with this office (the Division of Post Office Supplies), furnishing impressions of their stamps with a specific statement of their difficulties in the matter.

Postmasters are requested to secure from the patrons of their several offices envelopes showing illegible or unsatisfactory postmarking or backstamping, and forward the same to this office, (Division of Post Office Supplies), with a statement showing the name of the office where the unsatisfactory postmarking or backstamping was done, and the name of the writer, if possible.

Broken Scales to be Returned to Department.

132. Postmasters are requested to forward by ordinary mail to the First Assistant Postmaster-General, Division of Post Office Supplies, all broken scales in their possession, or any scales which are no longer in use.

Postal Account Books.

133. The attention of postmasters is called to the fact that the postal account books furnished them contain sufficient space to keep the records of their offices for a period of three years.

Newly appointed postmasters are not required to begin new account books if the old ones are but partly used; they should continue to use the old books until filled.

Requisitions should not be made for new books until they are actually needed.

(SIGNED) W. M. Johnson. FIRST ASSISTANT POSTMASTER GENERAL.

Instructions to Postmasters as to the Manner of Keeping the Accounts in this book.

INVENTORY OF PROPERTY.

1st.—The record of Government property must be entered under proper headings as shown in the "Inventory," and if any article is returned to the department make corresponding entry in the proper quarter as shown in the blank. (See Section 192—P. L. and Regulations of 1893.)

DEBIT SIDE OF STAMP ACCOUNT.

2d.—Enter all Stamps, Postal Cards, etc., upon the stamp account as soon as received. Be careful to fill the columns (as shown in copy of stated account.) First, the date of stamps, etc., are received; Second, the number of registered package in which they are received. (This entry of registered package is not designed to supercede the regular entry in registered book of registered matter received, furnished for this purpose, but is an additional entry;) Third, the number of invoice which you will observe on the corner of the receipt you sign and return to the Department; Fourth, the number of stamps, cards, etc., you do receive. This account being only a stamp account, debit and credit, you must not place any item upon it other than that which pertains to the stamp account.

3rd.—Where a change of Postmaster occurs, the incoming Postmaster must enter the date, and number, and value of all stamps, card, etc., received from the out-going Postmaster, in the same manner he would, if he received them from the Department. (See "Illustration" on page 5.)

CREDIT SIDE OF STAMP ACCOUNT.

At the close of the quarter, carefully count each denomination of all kinds of stamps, cards, etc., on hand, and enter the number and exact face value of same, as shown in stated account 5th page of this book. Stamped Envelopes, Newspaper Wrappers, and Circulars, must all be entered according to size and the value, *at the price charged by the Government*, placed in columns dollars and cents; and after taking credit for such stamps, cards, etc., on hand at the close of the quarter, and damaged stamps and stamped envelopes returned to the Department, and also the amount of postage stamps, stamped envelopes, postal cards, etc., etc., sold during the quarter; if the account is correct, the debit and credit sides will be the same. (See "Illustration" on page 5.)

CANCELLATION AND SALE OF STAMPS.

Postmasters must keep an accurate account daily of all sales of stamps, cards, etc., and also of cancellations of same daily, *on matter actually mailed at their offices;* and enter at close of business the aggregate amounts in their respective columns upon the daily Transcript. Sales of *Special Delivery Stamps* must be entered under *stamps sold*, but they must not be entered as *stamps canceled;* no commission is allowed upon the cancellation of special delivery stamps. A false entry and return made by postmasters is punishable by fine and imprisonment. (See Section 211, Postal Laws and Regulations of 1893.)

SPECIAL DELIVERY BUSINESS.

Special delivery business must be entered in this book at close of quarter. It is an exact copy of the report you make to the Department on the Postal Account. Also keep daily record of special delivery business received, forwarded and delivered as shown in blank, and at close of each month carry out *totals* in their respective columns. The number delivered and forwarded to addressee should agree with the number received and recorded.

BOX ACCOUNT.

Enter names of all box-renters in alphabetical order in compliance with Section 448, Postal Laws and Regulations of 1893, and Section 570 &c., U. S. Postal Guide of January, 1900, posting book of payments each day and the amount paid, from the stubs furnished by the Department. Box rents must be collected in advance, and accounted for in the quarter for which they are collected. The summary of Box Rents must be made up from the Box Account and carried to Postal Account.

UNMAILABLE LETTERS.

Enter all unmailable letters on the unmailable list in this book. Read carefully special instructions on first leaf of Unmailable Letters.

UNCLAIMED LETTERS.

Postmasters must enter at the end of each month all unclaimed matter upon this register, and make return to Dead Letter Office. If there be no unclaimed matter on hand, fill up the blank with day and date and write under "Addressee" *No Unclaimed Matter on Hand.* Do not fail to do this at the end of each month. Read carefully Special Instructions on first leaf of Unclaimed Letter list.

☞ **Promptly deposit the balance due the United States without waiting for a notice from the Auditor.**

☞ **Immediately after the close of each quarter prepare and forward your Quarterly Postal Account to the Auditor for the Post Office Department, Washington, D. C., without waiting for instructions from him.**

☞ **Study and follow the instructions on pages 1, 2, 3 and 4.**

ILLUSTRATION FOR KEEPING

JOHN P. JONES, Postmaster at

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, Etc., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	250	00
April 10,	10600	610	2000	1 Cent Ordinary Stamps received this quarter,	20	00
"	"	"	4000	2 " " " " " "	80	00
"	"	"	3000	3 " " " " " "	90	00
"	"	"	500	4 " " " " " "	20	00
"	"	"	300	5 " " " " " "	15	00
"	"	"	300	6 " " " " " "	18	00
"	"	"	100	8 " " " " " "	8	00
"	"	"	100	10 " " " " " "	10	00
"	"	"	25	15 " " " " " "	3	75
				" " " " " "		
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				" " " " " "		
16	6300	750	30	1 " Postage-due Stamps received this quarter,		30
"	"	"	150	2 " " " " " " "	3	00
				" " " " " " "		
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				" " " " " " "		
19	60000	900	20	10 " Special-Delivery Stamps received this quarter,	2	00
20	50806	1100	250	1 Cent Postal Cards received this quarter,	2	50
"	"	"	50	2 " " " " " "	1	00
"	70900	600	500	2 " No. 1 Stamped Envelopes rec'd this quar.	10	68
"	"	"	500	2 " " 2 " " " " "	10	78
"	"	"	100	4 " " 7 " " " " "	4	26
"	"	"	500	1 " " 2 Circulars, " " "	5	50
"	"	"	500	1 " " 2 Newspap'r Wrappers " " "	5	50
25	72300	500	500	2 " " 2 Spe'l Request Envelopes rec'd this qr.	10	78
				Grand Total, $	571	05

☞Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞Read carefully General Instructions on page 1.

THE STAMP ACCOUNT.

WOODLAWN, State of WISCONSIN,

APRIL 1ST, 190 0 and ending JUNE 30TH, 190 0 Cr.

This is a stated Stamp Account for your guidance.

	STAMPS, CARDS, ETC., ON HAND.	Dollars.	Cents.
By 1700	1 Cent Ordinary Stamps on hand at close of this quarter,	17	00
" 1500	2 " " " " " " " " " " "	30	00
" 1500	3 " " " " " " " " " " "	45	00
" 100	4 " " " " " " " " " " "	4	00
" 100	5 " " " " " " " " " " "	5	00
" 100	6 " " " " " " " " " " "	6	00
" 20	8 " " " " " " " " " " "	1	60
" 30	10 " " " " " " " " " " "	3	00
" 10	15 " " " " " " " " " " "	1	50
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		10
" 10	1 " Postage-due Stamps on hand at close of this quarter,		60
" 30	2 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
" 15	10 " Special-Delivery Stamps on hand at close of this quarter,	1	50
" 75	1 " Postal Cards " " " " " " " "		75
" 100	2 " Postal Cards " " " " " " " "	2	00
" 100	2 " No. 1 Stamped Envelopes on hand at close of this quarter,	2	12
" 100	2 " " 2 " " " " " " " " "	2	14
"	2 " " " " " " " " " " "		
"	2 " " " " " " " " " " "		
" 100	1 " " 2 Newspaper Wrappers on hand at close this quarter,	1	10
" 100	1 " " 2 Circulars " " " " " "	1	10

Date returned to Department.

June 5
" 10

Total on hand to be carried to next quarter and "Article C" of Postal Account, $		124	51
By Damaged Stamps returned to Department, - - -	$ 2.00		
" " Envelopes " " " - - - -	$ 4.24		
Total to be carried to "Article D" of Postal Account, - - - - $		6	24
By Stamps, etc., sold during the quarter,		440	30
Grand Total, - $		571	05

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record
Quarterly Stamp Account

INVENTORY—Fourth Class Office.

RECORD OF PROPERTY belonging to the United States, on hand in the Post Office at Copeland, County of Surry, State of North Carolina July 1st, 1901, and also received, and returned to the Post Office Department during the fiscal year ending June 30, 190

ARTICLES.	REMARKS OR CONDITION.	On Hand. 1903	1st Quarter 190__		2nd Quarter 190__		3rd Quarter 190__		4th Quarter 190__		Total on Hand at end of Fiscal Year.
			Received	Returned to Dept.	Received	Returned to Dept.	Received	Returned to Dept.	Received	Returned to Dept.	
Official Acct. and Record Book, form 1558½,											
Postal Guides,											
Postal Laws and Reg'ns,											
Letter Scales, 1 Rr.	Good	July 1 17									
1 pr.	Good										
Postmarking Stamps 1	Good										
Receiving Stamps, 1	"										
Rating Stamps,											
Ink, 2 Bot.	"										
Pads, 1	"										
Desk,											
Tables,											
Cases,											
Safes,											
Record Books,											
Mail Key No. 46688	"										
" "											
" "											
" "											
" "											
" "											

RECEIVED this ____ day of ____ 190__

from ____ late P. M., the following named articles, in the Post Office at ____, County of ____ State of ____ belonging to the United States, viz:

____ Postal Guides, ____ Tables, ____ Other Property, ____

____ Books of Postal Laws and Regulations, ____ Cases ____

____ Letter Scales, ____ Safes ____

____ Postmarking Stamps, ____ Record Books, ____

____ Receiving Stamps, ____ Mail Keys, Nos. ____

____ Rating Stamps, ____ " " " ____

____ Ink ____ " " " ____

____ Pads, ____ " " " ____

____ Desks ____ " " " ____ *Postmaster.*

When a change of P. M. occurs the new P. M. must fill in the above receipt with the date, name of late P. M., Office, County and State, and number of articles received from his predecessor, giving at the same time a duplicate of this receipt. The number of each article should be written in full.

Box Record

Quarterly Stamp Account

INVENTORY—Fourth Class Office.

RECORD OF PROPERTY belonging to the United States, on hand in the Post Office at Copeland, County of Surry, State of N.C. July 1st, 190/, and also received, and returned to the Post Office Department during the fiscal year ending June 30, 190

ARTICLES.	REMARKS OR CONDITION.	On Hand. 190__	1st Quarter 190__		2nd Quarter 190__		3rd Quarter 190__		4th Quarter 190__		Total on Hand at end of Fiscal Year.
			Received	Returned to Dept.	Received	Returned to Dept.	Received	Returned to Dept.	Received	Returned to Dept.	
Official Acct. and Record Book, form 1558½,											
Postal Guides,											
Postal Laws and Reg'ns,											
Letter Scales,											
Postmarking Stamps											
Receiving Stamps,											
Rating Stamps,											
Ink,											
Pads,											
Desk,											
Tables,											
Cases,											
Safes,											
Record Books,											
Mail Key No.											
" "											
" "											
" "											
" "											
" "											

RECEIVED this _____ day of _____ 190__

from _____ late P. M., the following named articles, in the Post Office at _____, County of _____ State of _____ belonging to the United States, viz:

_____ Postal Guides, _____ Tables, _____ Other Property, _____

_____ Books of Postal Laws and Regulations, _____ Cases _____

_____ Letter Scales, _____ Safes _____

_____ Postmarking Stamps, _____ Record Books, _____

_____ Receiving Stamps, _____ Mail Keys, Nos. _____

_____ Rating Stamps, _____ " " " _____

_____ Ink _____ " " " _____

_____ Pads, _____ " " " _____

_____ Desks _____ " " " _____ *Postmaster.*

When a change of P. M. occurs the new P. M. must fill in the above receipt with the date, name of late P. M., Office, County and State, and number of articles received from his predecessor, giving at the same time a duplicate of this receipt. The number of each article should be written in full.

INVENTORY—Fourth Class Office.

RECORD OF PROPERTY belonging to the United States, on hand in the Post Office at Cohelan, County of Surry, State of N.C. July 1st, 1901, and also received, and returned to the Post Office Department during the fiscal year ending June 30, 190

ARTICLES.	REMARKS OR CONDITION.	ON HAND. 190	1st Quarter 190		2nd Quarter 190		3rd Quarter 190		4th Quarter 190		Total on Hand at end of Fiscal Year.
			Received	Returned to Dept.	Received	Returned to Dept.	Received	Returned to Dept.	Received	Returned to Dept.	
Official Acct. and Record Book, form 1558½,											
Postal Guides,											
Postal Laws and Reg'ns,											
Letter Scales,											
Postmarking Stamps											
Receiving Stamps,											
Rating Stamps,											
Ink,											
Pads,											
Desk,											
Tables,											
Cases,											
Safes,											
Record Books,											
Mail Key No.											
" "											
" "											
" "											
" "											
" "											

RECEIVED this ____ day of ____ 190__

from ____ late P. M., the following named articles, in the Post Office

at ____, County of ____ State of ____

belonging to the United States, viz: ____

____ Postal Guides, ____ Tables, ____ Other Property, ____

____ Books of Postal Laws and Regulations, ____ Cases ____

____ Letter Scales, ____ Safes ____

____ Postmarking Stamps, ____ Record Books, ____

____ Receiving Stamps, ____ Mail Keys, Nos. ____

____ Rating Stamps, ____ " " " ____

____ Ink ____ " " " ____

____ Pads, ____ " " " ____

____ Desks ____ " " " ____ *Postmaster.*

When a change of P. M. occurs the new P. M. must fill in the above receipt with the date, name of late P. M., Office, County and State, and number of articles received from his predecessor, giving at the same time a duplicate of this receipt. The number of each article should be written in full.

Box Record

Quarterly Stamp Account

STAMP

W. B. Dass Postmaster at

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, Etc., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	16	93
July 12	7364	8	500	1 Cent Ordinary Stamps received this quarter,	5	00
" "	"	"	2000	2 " " " " " " "	40	00
" "	"	"	200	4 " " " " " " "	8	00
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Postage-due Stamps received this quarter,		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
				" " " " " " " "		
" "	"	"	30	10 " Special-Delivery Stamps received this quarter,	3	00
				Cent Postal Cards received this quarter,		
				" " " " " " "		
19	28836	8		" No. 250 Stamped Envelopes rec'd this quar.	5	25
				" " ____ " " " " "		
				" " ____ " " " " "		
				" " ____ Circulars, " " "		
				" " ____ Newspap'r Wrappers " " "		
				" " ____ Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $		

☞Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞Read carefully General Instructions on page 1.

ACCOUNT.

Copeland, State of N. C.

July 1st 1901 and ending Sept. 30th 1901. Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By 136 1 Cent Ordinary Stamps on hand at close of this quarter,	1	36
" 340 2 " " " " " " " " " " "	6	80
" 3 " " " " " " " " " " "		
" 91 4 " " " " " " " " " " "	3	64
" 5 " " " " " " " " " " "		
" 6 " " " " " " " " " " "		
" 8 " " " " " " " " " " "		
" 10 " " " " " " " " " " "		
" 15 " " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" 1 " Postage-due Stamps on hand at close of this quarter,		
" 2 " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" 28 10 " Special-Delivery Stamps on hand at close of this quarter,	2	80
" 60 1 " Postal Cards " " " " " " "		60
" 2 " Postal Cards " " " " " " "		
" 103 2 " No. Stamped Envelopes on hand at close of this quarter,	2	16
" 2 " " " " " " " " " " "		
" 2 " " " " " " " " " " "		
" 2 " " " " " " " " " " "		
" 1 " " Newspaper Wrappers on hand at close this quarter,		
" 1 " " Circulars " " " " " "		
Total on hand to be carried to next quarter and "Article C" of Postal Account, $	17	36
By Damaged Stamps returned to Department, - - - $		
" " Envelopes " " " - - - - $		
Total to be carried to "Article D" of Postal Account, - - - - $		
By Stamps, etc., sold during the quarter,		
Grand Total, - $		

Date returned to Department.

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Sales 60.82

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending Sept 30 1901

☞ Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS.

☞ **Not Including Special Delivery Stamps.**

Day of Month.	MONTH July 190		MONTH August 190		MONTH Sept. 190	
1	$	44	$	99	$	
2		81		64		42
3		74		37		61
4		83				83
5		96	1	19		46
6		47		44		28
7				83		47
8	1	02		96		
9		93		91	1	02
10		84		92		83
11		78				91
12		82	1	16		92
13		91		48	1	18
14				99		17
15		66		41		
16		68		96		98
17		71		87		72
18		46				43
19	1	13	1	03		87
20		42		86		99
21				47		61
22		61		91		
23		66		89		48
24		69		49		57
25		11				98
26		94		85		74
27		43		47		63
28			1	01	1	43
29		14		50		
30		94		46		37
31		46		34		
Total,	18	58	20	22	18	10

SALES.

Including Special Delivery Stamps.

Day of Month.	MONTH July 190		MONTH August 190		MONTH Sept. 190	
1	$	04	$	08	$	
2	2	10	1	42	1	16
3		42		83		63
4		61		[illegible]		84
5		00		67		96
6	1	61		81	1	01
7			1	21		41
8		90		16		
9		87		47		88
10	1	41		83		91
11		16				16
12		18		19	1	16
13	1	43	1	42		83
14				18		41
15		87		93		
16	1	71		47		19
17		99		83	1	47
18		46				68
19	1	60		41		91
20		12		64		72
21				81		83
22		15		72		
23		16		73		47
24	1	21		46		84
25		49				91
26		18		91	1	17
27	1	04		17		84
28				46		96
29		42	1	01		
30		62		18		47
31		83		02		57
Total,	23	42	17	02	20	38

Total amount of Stamps, etc., canceled during quarter - - - - $ 56.90

Total amount of Stamps, etc., sold during the quarter - - - - - $ 60.82

1. Enter the total value of each day's cancellations.
2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.
3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞ False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	2	-	60
Amount received from the department during this quarter,	30	3	00
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,	2		20
Leaving Special-Delivery Stamps on hand close of this quarter,	28	2	80

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

_____ 190

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

_____

Postmaster.

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M W R Doss Postmaster at Copeland County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	169 3	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**	61 25	
Total to be accounted for	78 18	
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**		17 36
D. Deduct credit authorized ____ 190__ for damaged stamps and stamped envelopes, etc., **returned to Department**		
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**		60 82
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)

5. To (Enter seperately each draft receiv'd this quarter.)
   - Amount of drafts on hand at end of last quarter, uncollected - $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100

   Enter total of drafts in column for postmaster.

6. To (Enter only transfers made and dated in this qr.)
   - Transfer from Money-Order account as follows:
   - Date, ____ $ ____ 100
   - Date, ____ $ ____ 100

   Enter total of transfers in column for postmaster.

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated Aug. 27th 1901 — 05

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

Total — 78 18

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

Surry State of N. C. in account with the United States for the July 1st to Sept 30th 1901, both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated ____ 190__		
12. By amount of compensation computed as follows:		
Stamds canceled, - $		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, -		
Commissions allowed on the above total are:		
100 per cent. of $50 (First $50 or less.) equals $ 50 00		
60 " " " $6.90 (Next $100 or less.) equals 4 14		
50 " " " $ (Next $200 or less.) equals		
40 " " " $ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	54 14	
13. By amount of fees on ____ (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By ____ (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar. Date ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100 Enter total amount of transfers for the quarter in column for postmaster.		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Winston Salem N.C. to balance this account,	67 3	
TOTAL, - - - - - -		

I, W R Dass Postmaster of Lapeyance N.C.

do swear that the accounts which I have rendered to the Post Office Department for the quarter ending Sept 30th 1901, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps*. Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ W R Dass. Postmaster.

SWORN to and subscribed before the undersigned, a Justice of the Peace for the county of Surry State of N.C. this 7th day of Oct A. D. 1901.

W R Dass J.P.

Box Record

STAMP

W R Dass Postmaster at

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, Etc., ON HAND AND REC'D.	Dollars.	Cents.
1901				**Stamps, Cards, Envelopes, etc, on hand at close last quar.**	17	36
Oct. 19	12778	J	500	1 Cent Ordinary Stamps received this quarter,	5	00
"	"	"	2000	2 " " " " " "	40	00
			1	1 " " " " " "	1	00
			3	2 " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Postage-due Stamps received this quarter,		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Special-Delivery Stamps ~~received~~ on hand this quarter,		
				Cent Postal Cards received this quarter,		
				" " " " " " "		
				" No. Stamped Envelopes rec'd this quar.		
				" " " " " " " "		
				" " " " " " " "		
				" " Circulars, " " "		
				" " Newspap'r Wrappers " " "		
				" " Spe'l Request Envelopes rec'd this qr.		

Grand Total, $ 62 36

☞ Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞ Read carefully General Instructions on page 1.

ACCOUNT.

Copeland State of N. C.

Oct. 1st 1901 and ending Dec. 31st 1902 Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

	STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By 194	1 Cent Ordinary Stamps on hand at close of this quarter,	1	94
" 386	2 " " " " " " " " " " "	7	72
" 34	4 " " " " " " " " " " "	1	36
"	4 " " " " " " " " " " "		
"	5 " " " " " " " " " " "		
"	6 " " " " " " " " " " "		
"	8 " " " " " " " " " " "		
"	10 " " " " " " " " " " "		
"	15 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
" 1	" Postage-due Stamps on hand at close of this quarter,		
" 2	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
" 28 10	" Special-Delivery Stamps on hand at close of this quarter,	2	80
" 32 1	" Postal Cards " " " " " " " "		32
" 2	" Postal Cards " " " " " " " "		
" 61 2	" No. Stamped Envelopes on hand at close of this quarter,	1	28
" 2	" " " " " " " " " " " "		
" 2	" " " " " " " " " " " "		
" 2	" " " " " " " " " " " "		
" 1	" " " Newspaper Wrappers on hand at close this quarter,		
" 1	" " " Circulars " " " " " "		

Date returned to Department.

Total on hand to be carried to next quarter and "Article C" of Postal Account, $	15	42
By Damaged Stamps returned to Department, - - - $		
" " Envelopes " " " - - - - $		
Total to be carried to "Article D" of Postal Account, - - - - $		
By Stamps, etc., sold during the quarter,	4	94
Grand Total, - $	62	36

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations, and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending Dec 1901

☞ Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS.
☞ **Not Including Special Delivery Stamps.**

Day of Month.	MONTH Oct. 190		MONTH Nov. 190		MONTH Dec. 190	
1	$	42	$	23	$	
2	1	18	1	22		42
3		19				41
4		34		34		96
5		62		22		47
6				43		92
7		43		16		31
8		91		27		
9		17		24		42
10		30				18
11		96		24		23
12		81		17		46
13				46		17
14		92		19		83
15		66		18		
16		91		42		41
17		37				19
18		16		16		24
19		49		89		24
20				54		26
21		44		43		41
22		46		28		
23		54		30		26
24		82				19
25		91		11		27
26		16		29		28
27				49		74
28		94		56		88
29		32		37		
30		41		60		88
31		27				84
Total,	15	11	9	29	11	22

SALES.
Including Special Delivery Stamps.

Day of Month.	MONTH Oct. 190		MONTH Nov. 190		MONTH Dec. 190	
1	$	21	$	41	$	
2		18		96	1	50
3	2	60				61
4		41	1	42		17
5		19		49		96
6			1	18	1	10
7		83		42		47
8		47		83		
9	1	16		17		94
10		81				23
11		17	1	00		00
12		49		91	1	16
13				78		48
14		81		61		91
15		91		39		
16		82		48		17
17		41				94
18		97		43		83
19		84		56		44
20		-		72		92
21		71		00		31
22		48	1	10		
23		72		41		46
24		16				93
25		00		27		74
26		04		52		92
27				63		18
28		82		00		00
29		41		41		
30		19		33	1	16
31		48				09
	15	69	15	88	15	87

Total amount of Stamps, etc., canceled during quarter - - - - $ 35.62

Total amount of Stamps, etc., sold during the quarter - - - - - $ 46.94

1. Enter the total value of each day's cancellations.
2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.
3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞ False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	28	2	80
Amount received from the department during this quarter,			—
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,			
Leaving Special-Delivery Stamps on hand close of this quarter,	28	2	80

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

Jan. 1 190 2

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

W. R. Davis

Postmaster.

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M. W. Doss Postmaster at Copeland County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	17 36	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**	45 00	
Total to be accounted for	62 36	
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	15 42	
D. Deduct credit authorized 190 for damaged stamps and stamped envelopes, etc., **returned to Department**	1 70	
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**	46 94	
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)			
5. Enter seperately each draft received this quarter. To: Amount of drafts on hand at end of last quarter, uncollected	$ ___ 100		
To: Draft on ___ L. P. M.,	$ ___ 100		
To: Draft on ___ L. P. M.,	$ ___ 100	Enter total of drafts in column for postmaster.	
6. Enter only transfers made and dated in this qr. To: Transfer from Money-Order account as follows:			
To: Date,	$ ___ 100		
To: Date,	$ ___ 100	Enter total of transfers in column for postmaster.	
7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated 190			
Total		46 94	

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

Surry State of N.C. in account with the United States for the

to 190, both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated 190		
12. By amount of compensation computed as follows:		
Stamds canceled, - $35 67		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, -		
Commissions allowed on the above total are:		
100 per cent. of $35.67 (First $50 or less.) equals $35 67		
60 " " " $ (Next $100 or less.) equals		
50 " " " $ (Next $200 or less.) equals		
40 " " " $ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	35 67	
13. By amount of fees on (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar.		
Date $ 100		
" $ 100		
" $ 100		
" $ 100 Enter total amount of transfers for the quarter in column for postmaster.		
" $ 100		
" $ 100		
" $ 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at W. Dillon to balance this account,	1132	1182
TOTAL, - - - - - -	4694	

I, W R Doss Postmaster of Copeland do affirm that the accounts which I have rendered to the Post Office Department for the quarter ending Dec. 31st 190 1, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps*. Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ W R Doss Postmaster.

Sworn to and subscribed before the undersigned, a Justice Peace for the Vicinity of Surry this 16th day of Jan. A. D. 1902

R A Doss J.P.

Box Record

W. R. Doss Postmaster at **STAMP**

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, Etc., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	15	42
			1500	2 Cent Ordinary Stamps received this quarter,	30	00
			500	1 " " " " " "	5	00
			100	8 " " " " " "	8	00
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" Postage-due Stamps received this quarter,		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Special-Delivery Stamps received this quarter,		
			500	1 Cent Postal Cards received this quarter,	5	00
				" " " " " "		
				2 " No. 210 Stamped Envelopes rec'd this quar.	5	45
				" " " " " " "		
				" " " " " " "		
				" " Circulars, " " "		
				" " Newspap'r Wrappers " " "		
				" " Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $	68	87

☞ Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞ Read carefully General Instructions on page 1.

ACCOUNT.

Copeland State of NC.

Jan 1st 1902 and ending March 31st 1902 Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

	STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By 747	1 Cent Ordinary Stamps on hand at close of this quarter, 500	2	47
" 343	2 " " " " " " " " " " " 30	6	86
"	3 " " " " " " " " " " "		
"	4 " " " " " " " " " " " 4.		
"	5 " " " " " " " " " " "		
"	6 " " " " " " " " " " "		
"	8 " " " " " " " " " " "		
"	10 " " " " " " " " " " " 10		
"	15 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	1 " Postage-due Stamps on hand at close of this quarter,		
"	2 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
" 26	10 " Special-Delivery Stamps on hand at close of this quarter,	2	60
" 311	1 " Postal Cards " " " " " " " "	3	11
"	2 " Postal Cards " " " " " " " "	3	10
" 142	2 " No. U/2 Stamped Envelopes on hand at close of this quarter,		
"	2 " " " " " " " " " " " "		
"	2 " " " " " " " " " " " "		
"	2 " " " " " " " " " " " "		
"	1 " " Newspaper Wrappers on hand at close this quarter,		
"	1 " " Circulars " " " " "		

Date returned to Department.

	$	
Total on hand to be carried to next quarter and "Article C" of Postal Account, $	18	09
By Damaged Stamps returned to Department, - - - $		
" " Envelopes " " " - - - - $		
Total to be carried to "Article D" of Postal Account, - - - - - $		
By Stamps, etc., sold during the quarter,	50	78
Grand Total, - $	68	87

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending March 31st 1902

☞ Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS. ☞ Not Including Special Delivery Stamps.						SALES. Including Special Delivery Stamps.					
Day of Month.	MONTH Jan. 190		MONTH Feb. 190		MONTH Mch. 190	Day of Month.	MONTH Jan. 190		MONTH Feb. 190		MONTH Mch. 190	
1	$	46	$ 1	16	$	47	1	$	53	$	00	$ 1 16
2		54					2	1	60			
3		81		89		83	3		81		97	42
4		36	1	11		70	4		00	1	12	91
5				40	1	30	5				19	00
6		20		49		98	6		00		24	1 17
7		37		47		47	7		49	1	72	1 03
8		20		38		48	8		93		47	41
9		48					9		16			
10		83	1	16		17	10	1	16		93	72
11		57		28		20	11		47		82	83
12				16		31	12		72	2	16	97
13		57		84		48	13		84		72	00
14		44		97		64	14		97		33	1 16
15		52		83		71	15		83		41	74
16		30					16					
17		88		96		47	17	1	16		72	91
18		67	1	20		94	18		41		43	1 16
19				42	1	22	19				86	46
20		83		23		52	20		93		74	10
21		53		90		48	21		00		93	42
22		58		47		20	22		10		50	90
23		67					23		42			
24		93		87		57	24		05		00	00
25		41		93		42	25	1	10	2	16	17
26				94		83	26				41	91
27		83		43		47	27		74		87	18
28		36		57		61	28		83		44	1 16
29		85			1	00	29		50			42
30		21					30		49			
31		23				70	31		34			60
Total,	14	03	17	06	16	17		15	84	18	34	16 56

Total amount of Stamps, etc., canceled during quarter - - - - - $ 47 26

Total amount of Stamps, etc., sold during the quarter - - - - - $ 50 78

1. Enter the total value of each day's cancellations.
2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.
3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞ False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	28	2	80
Amount received from the department during this quarter,			
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,	2		20
Leaving Special-Delivery Stamps on hand close of this quarter,	26	2	60

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

March 3rd 190 2

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

W. B. Dass

Postmaster.

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M W. P. Davis Postmaster at Copeland County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	1542	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**	5345	
Total to be accounted for	6887	
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	1809	
D. Deduct credit authorized ____ 190 ____ for damaged stamps and stamped envelopes, etc., **returned to Department**	5078	
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**		
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)

5. To (Enter seperately each draft rec'd this quarter.)
   - Amount of drafts on hand at end of last quarter, uncollected $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100

   Enter total of drafts in column for postmaster.

6. To (Enter only transfers made and dated in this qr.)
   - Transfer from Money-Order account as follows:
   - Date, ____ $ ____ 100
   - Date, ____ $ ____ 100

   Enter total of transfers in column for postmaster.

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated ____ 190 ____

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

Total	5078	

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M W. P. Davis Postmaster at Copeland County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	1542	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**	5345	
Total to be accounted for	6887	
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	1809	
D. Deduct credit authorized ____ 190 ____ for damaged stamps and stamped envelopes, etc., **returned to Department**	5078	
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**		
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)

5. To (Enter seperately each draft receiv'd this quarter.)
   - Amount of drafts on hand at end of last quarter, uncollected $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100

   Enter total of drafts in column for postmaster.

6. To (Enter only transfers made and dated in this qr.)
   - Transfer from Money-Order account as follows:
   - Date, ____ $ ____ 100
   - Date, ____ $ ____ 100

   Enter total of transfers in column for postmaster.

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated ____ 190 ____

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

Total	5078	

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

Surry State of N C. in account with the United States for the
Jan. 1st to Mch. 31st 1902, both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated ____ 190____		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 47 26		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, - 47 26		
Commissions allowed on the above total are:		
100 per cent. of $ 47.26 (First $50 or less.) equals $ 47 26		
60 " " " $ (Next $100 or less.) equals		
50 " " " $ (Next $200 or less.) equals		
40 " " " $ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	47 26	
13. By amount of fees on ____ (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By ____ (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar. Date ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100 Enter total amount of transfers for the quarter in column for postmaster.		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Winston-Salem to balance this account,	3 52	
TOTAL, - - - - - -	50 78	

I, W. R. Dorr Postmaster of Copeland do affirm that the accounts which I have rendered to the Post Office Department for the quarter ending Mch. 31st 1902 exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps*. Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ ____ *Postmaster.*

SWORN to and subscribed before the undersigned, a Justice Peace for the County of Surry this 4 day of Mch. A. D. 1902.

R. A. Dorr J. P.

Box Record

W. R. Dass Postmaster at **STAMP**

Dr. , In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, ETC., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	18	09
4/14/02	7789	234	500	1 Cent Ordinary Stamps received this quarter,	5	00
"	"	"	1500	2 " " " " " "	30	00
"	"	"	100	4 " " " " " "	4	00
"	"	"	100	10 " " " " " "	10	00
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
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				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" Postage-due Stamps received this quarter,		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Special-Delivery Stamps received this quarter,		
				Cent Postal Cards received this quarter,		
				" " " " " "		
				" No. Stamped Envelopes rec'd this quar.		
				" " " " " " "		
				" " " " " " "		
				" " Circulars, " " "		
				" " Newspap'r Wrappers " " "		
				" " Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $	67	09

☞Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞Read carefully General Instructions on page 1.

ACCOUNT.

Copeland State of N C.

April 1st 1902 and ending June 30th 1902 Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

	STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By 244	1 Cent Ordinary Stamps on hand at close of this quarter,	2	44
" 241	2 " " " " " " " " " "	4	82
"	3 " " " " " " " " " "		
" 45	4 " " " " " " " " " "	1	80
"	5 " " " " " " " " " "		
"	6 " " " " " " " " " "		
"	8 " " " " " " " " " "		
" V	10 " " " " " " " " " "		20
"	15 " " " " " " " " " "		
"	" " " " " " " " " "		
"	" " " " " " " " " "		
"	" " " " " " " " " "		
"	" " " " " " " " " "		
"	" " " " " " " " " "		
"	1 " Postage-due Stamps on hand at close of this quarter,		
"	2 " " " " " " " " " "		
"	" " " " " " " " " "		
"	" " " " " " " " " "		
"	" " " " " " " " " "		
"	" " " " " " " " " "		
"	" " " " " " " " " "		
"	" " " " " " " " " "		
" 25	10 " Special-Delivery Stamps on hand at close of this quarter,	2	50
" 199	1 " Postal Cards " " " " " " "	1	99
"	2 " Postal Cards " " " " " " "		
" 136	2 " No. 10 V Stamped Envelopes on hand at close of this quarter,	2	93
"	2 " " " " " " " " " " "		
"	2 " " " " " " " " " " "		
"	2 " " " " " " " " " " "		
"	1 " " Newspaper Wrappers on hand at close this quarter,		
"	1 " " Circulars " " " " " "		
	Total on hand to be carried to next quarter and "Article C" of Postal Account, $	16	68
	By Damaged Stamps returned to Department, - - - $		
	" " Envelopes " " " - - - - $		
	Total to be carried to "Article D" of Postal Account, - - - - $		
	By Stamps, etc., sold during the quarter,	50	41
	Grand Total, - $	67	09

Date returned to Department.

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending June 30th 1902

☞Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

Day of Month.	CANCELLATIONS. ☞Not Including Special Delivery Stamps. MONTH April 190	MONTH May 190	MONTH June 190	SALES. Including Special Delivery Stamps. MONTH 190	MONTH 190	MONTH 190
1	$ 71	$ 16	$	$ 48	$ 72	$
2	36	72	62	62	1 61	1 19
3	48	48	24	1 72	1 80	74
4	31		32	96		00
5	28	71	32	27	96	61
6	[illegible]	83	27		86	41
7	26	61	42	2 42	92	00
8	37	72		81	1 47	
9	31	42	29	00	00	1 17
10	25	37	52	91	81	96
11	29		24	93		88
12	21	42	26	41	19	1 14
13		46	41		1 16	00
14	26	19	52	17	82	17
15	35 [illegible]	27		1 41	41	
16	16	71	08	83	16	21
17	48	63	93	42	99	26
18	74		53	00		20
19	16	44	42	24	13	41
20		56	27		00	17
21	16	72	42	2 81	3 10	21
22	30	83		42	11	
23	21	73	28	83	14	44
24	27	12	49	96	15	63
25	36		42	00		19
26	41	28	47	90	93	00
27		31	62		13	22
28	81	44	18	82	19	91
29	17	28		96	31	
30	46	25	19	81	17	12
31		82			09	
Total,	9 09	12 99	9 73	20 97	18 31	11 19

Total amount of Stamps, etc., canceled during quarter - - - - - $ 31.81

Total amount of Stamps, etc., sold during the quarter - - - - - $ 30.41

1. Enter the total value of each day's cancellations.

2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.

3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	26	2	60
Amount received from the department during this quarter,			
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,	1		10
Leaving Special-Delivery Stamps on hand close of this quarter,	25	2.	50

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - 1

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - 10

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of June Rec'd and Recorded,											1																					
Delivered, -											0																					
Re-for'd to addressee																																
Month of Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

July 2 and 1902

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

W R Dass

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M. _____ Postmaster at _____ County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	1809	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**	4900	
Total to be accounted for	6709	
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	1668	
D. Deduct credit authorized ____ 190 ____ for damaged stamps and stamped envelopes, etc., **returned to Department**	3041	
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**	3041	
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS.	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)		
5. Enter seperately each draft receiv'd this quarter. To: Amount of drafts on hand at end of last quarter, uncollected $ ____ 100; Draft on ____ L. P. M., $ ____ 100; Draft on ____ L. P. M., $ ____ 100	Enter total of drafts in column for postmaster.	
6. Enter only transfers made and dated in this qr. To: Transfer from Money-Order account as follows: Date, ____ $ ____ 100; Date, ____ $ ____ 100	Enter total of transfers in column for postmaster.	
7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated May 15th 1902		85
Total		3126

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

..... State of ..... in account with the United States for the

..... to ..... 190..., both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated ..... 190...		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 31 81		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, -		
Commissions allowed on the above total are:		
100 per cent. of $ 31 81 (First $50 or less.) equals $ 31 81		
60 " " " $ ..... (Next $100 or less.) equals		
50 " " " $ ..... (Next $200 or less.) equals		
40 " " " $ ..... (All over $350.) equals		
Box rents collected, - - - -	31 81	
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	31 81	
13. By amount of fees on 1 (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -	8	
14. By ..... (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar. Date ..... $ 100		
" ..... $ 100		
" ..... $ 100		
" ..... $ ..... 100 Enter total amount of transfers for the quarter in column for postmaster.		
" ..... $ 100		
" ..... $ 100		
" ..... $ 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Wilson N C to balance this account,	1 9 3 7	
TOTAL, - - - - - -	5 10 6	

I, W R. Doss Postmaster of Copeland, N C, do affirm that the accounts which I have rendered to the Post Office Department for the quarter ending June 30th 190 7, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps.* Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ W R. Doss *Postmaster.*

SWORN to and subscribed before the undersigned, a J. P. for the County of Duvy this ..... day of ..... A. D. 190....

R. A. Doss J. P.

Box Record

STAMP

W. R. Dass Postmaster at

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, Etc., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	16	68
July 15	8835	9	500	1 Cent Ordinary Stamps received this quarter,	5	00
" "	"	"	2000	2 " " " " " "	40	00
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" Postage-due Stamps received this quarter,		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Special-Delivery Stamps received this quarter,		
				Cent Postal Cards received this quarter,		
				" " " " " "		
				" No. Stamped Envelopes rec'd this quar.		
				" " " " " " "		
				" " " " " " "		
				" " Circulars, " " "		
				" " Newspap'r Wrappers " " "		
				" " Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $	61	68

☞ Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞ Read carefully General Instructions on page 1.

ACCOUNT.

Copeland State of N. D.

July 1st 1902 and ending Sept. 30th 1902 Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By 232 1 Cent Ordinary Stamps on hand at close of this quarter,	2	32
" 1372 2 " " " " " " " " " " "		
" 3 " " " " " " " " " " "	23	44
" 37 4 " " " " " " " " " " "	1	48
" 5 " " " " " " " " " " "		
" 6 " " " " " " " " " " "		
" 8 " " " " " " " " " " "		
" 10 " " " " " " " " " " "		
" 15 " " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" 1 " Postage-due Stamps on hand at close of this quarter,		
" 2 " " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" 75 10 " Special-Delivery Stamps on hand at close of this quarter,	2	50
" 155 1 " Postal Cards " " " " " " " "	1	55
" 2 " Postal Cards " " " " " " " "		
" 110 2 " No. 10 Stamped Envelopes on hand at close of this quarter,	2	57
" 2 " " " " " " " " " " " "		
" 2 " " " " " " " " " " " "		
" 2 " " " " " " " " " " " "		
" 1 " " Newspaper Wrappers on hand at close this quarter,		
" 1 " " Circulars " " " " " "		
Total on hand to be carried to next quarter and "Article C" of Postal Account, $	35	86
By Damaged Stamps returned to Department, - - - $		
" " Envelopes " " " - - - - $		
Total to be carried to "Article D" of Postal Account, - - - - $		
By Stamps, etc., sold during the quarter,	25	82
Grand Total, - $	61	68

Date returned to Department.

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending _____ 190____

☞Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS.

☞**Not Including Special Delivery Stamps.**

Day of Month.	MONTH July, 190	MONTH Aug, 190	MONTH Sept. 190
1	$ 21	$ 18	$ 38
2	17	22	46
3	20	•	26
4	26	16	19
5	16	25	10
6	—	87	25
7	1 07	16	
8	07	27	20
9	13	22	27
10	22	•	42
11	19	19	54
12	14	16	24
13	—	22	48
14	32	41	
15	06	17	32
16	12	19	27
17	19	•	33
18	47	19	46
19	13	17	34
20		68	22
21	04	14	19
22	56	13	79
23	40	59	18
24	43	•	46
25	15	48	27
26	22	22	29
27		11	46
28	19	31	
29	07	19	28
30	20	26	39
31	11		
Total,	6.48	7.14	8.85

SALES.

Including Special Delivery Stamps.

Day of Month.	MONTH 190	MONTH 190	MONTH 190
1	$ 08	$ 16	$ 82
2	03		12
3	05	•	4
4	18	95	
5	06	17	6
6	—	232	11
7	19	16	•
8	02	16	18
9	07	12	21
10	06	•	1 12
11	17	46	24
12	10	14	90
13	—		
14	28		•
15	06		•
16	10		
17	19	•	29
18	02	18	96
19	08	10	
20		72	
21	04	7	•
22	54	12	• 17
23	07	11	
24	13	•	
25	15		
26	18	14	
27		72	
28	09	27	•
29	09	17	•
30	11	21	
31	07	12	

Total amount of Stamps, etc., canceled during quarter - - - - $ 22.47

Total amount of Stamps, etc., sold during the quarter - - - - - $ _____

1. Enter the total value of each day's cancellations.

2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.

3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	25	2	50
Amount received from the department during this quarter,			
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,			
Leaving Special-Delivery Stamps on hand close of this quarter,	25	2.	50

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of ____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of ____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of ____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

_____ 190

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

_____

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M_____ Postmaster at _____ County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	16,68	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**	4500	
Total to be accounted for	6168	
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	3586	
	2582	
D. Deduct credit authorized _____ 190__ for damaged stamps and stamped envelopes, etc., **returned to Department**		
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**	2582	
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS.	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)

5. Enter seperately each draft received this quarter. To
- Amount of drafts on hand at end of last quarter, uncollected $_____ 100
- Draft on _____ L. P. M., $_____ 100
- Draft on _____ L. P. M., $_____ 100

Enter total of drafts in column for postmaster.

6. Enter only transfers made and dated in this qr. To
- Transfer from Money-Order account as follows:
- Date, _____ $_____ 100
- Date, _____ $_____ 100

Enter total of transfers in column for postmaster.

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated _____ 190__

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

Total	2582	

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

.....State of.....in account with the United States for the

.....to.....190....., both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated.....190....		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 22 47		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, - 22 47		
Commissions allowed on the above total are:		
100 per cent. of $ 22.47 (First $50 or less.) equals $ 22 47		
60 " " " $ (Next $100 or less.) equals		
50 " " " $ (Next $200 or less.) equals		
40 " " " $ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	22 47	
13. By amount of fees on.....(Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By.....(Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar. Date.....$.....100		
" .....$.....100		
" .....$.....100		
" .....$.....100 Enter total amount of transfers for the quarter in column for postmaster.		
" .....$.....100		
" .....$.....100		
" .....$.....100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Winston-Salem, N.C. to balance this account,	3 35	
TOTAL, - - - - - -	25 82	

I, W R Doss Postmaster of Copeland N C. do affirm that the accounts which I have rendered to the Post Office Department for the quarter ending Sept 30th 190 2, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps*. Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ W R Doss Postmaster.

SWORN to and subscribed before the undersigned, a Justice Peace for the County of Surry this 2nd day of Oct A. D. 190 2.

R A Dodd J. P.

Box Record

STAMP

W. R. Doss Postmaster at

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, Etc., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	35	86
				Cent Ordinary Stamps received this quarter,		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" Postage-due Stamps received this quarter,		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Special-Delivery Stamps received this quarter,		
				Cent Postal Cards received this quarter,		
				" " " " " "		
				" No. Stamped Envelopes rec'd this quar.		
				" " " " " " "		
				" " " " " " "		
				" " Circulars, " " "		
				" " Newspap'r Wrappers " " "		
				" " Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $	35	86

☞ Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞ Read carefully General Instructions on page 1.

ACCOUNT.

Copeland State of N. C.

Oct. 1st 1902 and ending Dec. 31 1902 Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

	STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By 88	1 Cent Ordinary Stamps on hand at close of this quarter,		88
" 282	2 " " " " " " " " " " "	5	64
"	3 " " " " " " " " " " "		
"	4 " " " " " " " " " " "		
"	5 " " " " " " " " " " "		
"	6 " " " " " " " " " " "		
"	8 " " " " " " " " " " "		
"	10 " " " " " " " " " " "		
"	15 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	1 " Postage-due Stamps on hand at close of this quarter,		
"	2 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
" 20	10 " Special-Delivery Stamps on hand at close of this quarter,	2	00
" 77	1 " Postal Cards " " " " " " " "		77
"	2 " Postal Cards " " " " " " " "		
" 99	2 " No. 6 02 Stamped Envelopes on hand at close of this quarter,	2	08
"	2 " " " " " " " " " " " "		
"	2 " " " " " " " " " " " "		
"	2 " " " " " " " " " " " "		
"	1 " " Newspaper Wrappers on hand at close this quarter,		
"	1 " " Circulars " " " " " "		
	Total on hand to be carried to next quarter and "Article C" of Postal Account, $	11	37
	By Damaged Stamps returned to Department, - - - $		
	" " Envelopes " " " - - - - $		
	Total to be carried to "Article D" of Postal Account, - - - - $		
	By Stamps, etc., sold during the quarter,	24	49
	Grand Total, - $	35	86

Date returned to Department.

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending _____ 190____

☞Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

Day of Month.	CANCELLATIONS. ☞Not Including Special Delivery Stamps. MONTH Oct 190	MONTH Nov 190	MONTH Dec 190	Day of Month.	SALES. Including Special Delivery Stamps. MONTH Oct 190	MONTH Nov 190	MONTH Dec 190
1	$ 37	$ 46	$ 34	1	$ 34	$ 1 17	$ 34
2	16		22	2	27		20
3	1 13	57	13	3	1 13	38	13
4	57	38	18	4	56	15	20
5		43	4	5		20	4
6	67	11	10	6	30	27	10
7	42	20		7	41	20	
8	20	46	11	8	29	36	6
9	21		29	9	46		18
10	22	24	3	10	20	14	5
11	67	14	29	11	42	12	16
12		8	14	12		8	36
13	50	9	20	13	52	2 87	23
14	23	38		14	36	36	
15	41	6	32	15	41	2	36
16	18		35	16	17		33
17	27	4	18	17	00	4	1 21
18	36	16	13	18	67	12	17
19		27	20	19		23	16
20	21	9	21	20	42	13	30
21	29	11		21	36	6	
22	27	7	28	22	19	9	25
23	36		52	23	18		57
24	32	9	20	24	06	18	4
25	40	26	00	25	07	22	00
26		23	4	26	21	1 47	2
27	31	75	14	27	21	69	12
28	34	30	12	28	47	30	
29	29	14	5	29	91	16	21
30	86		9	30	07		12
31	19		12	31	06		6
Total,	9 69	6 06	4 90		8 36	10 21	5 92

Total amount of Stamps, etc., canceled during quarter - - - - $ 2064

Total amount of Stamps, etc., sold during the quarter - - - - - $ 24,49

1. Enter the total value of each day's cancellations.
2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.
3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	25	2	50
Amount received from the department during this quarter,			
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,	5		50
Leaving Special-Delivery Stamps on hand close of this quarter,	20	2	00

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

Dec. 31 1902

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

W R Dass

_____ Postmaster.

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M. W. R. Dass Postmaster at Copeland County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	3586	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**		
Total to be accounted for		
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	1137	
D. Deduct credit authorized ____ 190 ____ for damaged stamps and stamped envelopes, etc., **returned to Department**		
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**	2449	
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)

5. To (Enter seperately each draft receiv'd this quarter.)
   - Amount of drafts on hand at end of last quarter, uncollected - $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100

   Enter total of drafts in column for postmaster.

6. To (Enter only transfers made and dated in this qr.)
   - Transfer from Money-Order account as follows:
   - Date, ____ $ ____ 100
   - Date, ____ $ ____ 100

   Enter total of transfers in column for postmaster.

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated ____ 190 ____

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

Total 2449

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.)

☞ Sign at Bottom of this Page.

Surry State of N. C. in account with the United States for the

Oct 1st to Dec 31 1902, both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated ____ 190__		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 20 64		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, -		
Commissions allowed on the above total are:		
100 per cent. of $ 20 64 (First $50 or less.) equals $ 20 64		
60 " " " $ ____ (Next $100 or less.) equals		
50 " " " $ ____ (Next $200 or less.) equals		
40 " " " $ ____ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	26 64	
13. By amount of fees on ____ (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By ____ (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar.		
Date ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
Enter total amount of transfers for the quarter in column for postmaster.		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Winston-Salem to balance this account,	3 8 5	
TOTAL, - - - - - -	24 49	

I, W. R. Doss, Postmaster of Copeland, N. C.

do affirm that the accounts which I have rendered to the Post Office Department for the quarter ending Dec. 31st 1902, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps.* Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ W. R. Doss Postmaster.

SWORN to and subscribed before the undersigned, a J. P. for the County of Surry this 1st day of Jan. A. D. 1903.

R. C. Davenport J. P.

Box Record

STAMP

Postmaster at

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, Etc., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	11.	37
				Cent Ordinary Stamps received this quarter,		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" Postage-due Stamps received this quarter,		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Special-Delivery Stamps received this quarter,		
				Cent Postal Cards received this quarter,		
				" " " " " "		
				" No. Stamped Envelopes rec'd this quar.		
				" " " " " " "		
				" " " " " " "		
				" " Circulars, " " "		
				" " Newspap'r Wrappers " " "		
				" " Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $	11.	37

☞ Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞ Read carefully General Instructions on page 1.

ACCOUNT.

Copeland State of N C

Jan 1st 1903 and ending 10 days until 1902 day Jan. Cr.

	STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
	By 88 1 Cent Ordinary Stamps on hand at close of this quarter,		88
	" 147 2 " " " " " " " " " " "	7	84
	" 3 " " " " " " " " " " "		
Read Carefully	" 4 " " " " " " " " " " "		
the Instructions	" 5 " " " " " " " " " " "		
on the 4th page of	" 6 " " " " " " " " " " "		
this book, and ex-	" 8 " " " " " " " " " " "		
amine stated ac-	" 10 " " " " " " " " " " "		
count on 5th page	" 15 " " " " " " " " " " "		
for your guidance.	" " " " " " " " " " "		
	" " " " " " " " " " "		
	" " " " " " " " " " "		
	" " " " " " " " " " "		
	" " " " " " " " " " "		
	" 1 " Postage-due Stamps on hand at close of this quarter,		
	" 2 " " " " " " " " " "		
	" " " " " " " " " " "		
	" " " " " " " " " " "		
	" " " " " " " " " " "		
	" " " " " " " " " " "		
	" " " " " " " " " " "		
	" " " " " " " " " " "		
	" 20 10 " Special-Delivery Stamps on hand at close of this quarter,	2	00
	" 76 1 " Postal Cards " " " " " " " "		76
	" 2 " Postal Cards " " " " " " " "		
	" 93 2 " No. 3/10 Stamped Envelopes on hand at close of this quarter,	1	46
	" 2 " " " " " " " " " " "		
	" 2 " " " " " " " " " " "		
	" 2 " " " " " " " " " " "		
	" 1 " " Newspaper Wrappers on hand at close this quarter,		
	" 1 " " Circulars " " " " " "		
	Total on hand to be carried to next quarter and "Article C" of Postal Account, $	8	43
Date returned	By Damaged Stamps returned to Department, - - - $		
to Department.	" " Envelopes " " " - - - - $		
	Total to be carried to "Article D" of Postal Account, - - - - $		
	By Stamps, etc., sold during the quarter,	2	94
	Grand Total, - $	11	37

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the 10 days Quarter ending Jan. 12 1903

☞Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS.
☞**Not Including Special Delivery Stamps.**

Day of Month.	MONTH Jan. 190		MONTH 190		MONTH 190	
	$		$		$	
1		12				
2		14				
3		8				
4						
5		15				
6		26				
7		20				
8		20				
9		72				
10		23				
11						
12		39				
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total,	2	49				

SALES.
Including Special Delivery Stamps.

Day of Month.	MONTH Jan 190		MONTH 190		MONTH 190	
	$		$		$	
1		12				
2		13				
3		20				
4						
5		31				
6		20				
7		14				
8		16				
9		77				
10		34				
11						
12		60				
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total,		294				

10 days turned over to New P.M. J. F. Wilcomb

Total amount of Stamps, etc., canceled during ~~quarter~~ - - - $ 2.49

Total amount of Stamps, etc., sold during the ~~quarter~~ - - - - - $ 2.94

1. Enter the total value of each day's cancellations.
2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.
3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	20.	2	00
Amount received from the department during this quarter,			
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,			
Leaving Special-Delivery Stamps on hand close of this quarter,	20.	2.	00

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞ **To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞ Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

Jan 1st 1903

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

100 days

W P Doss

Postmaster.

Box Record

See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M. W. P. Dust Postmaster at Lenny County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	1137	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter** - - - - - - - - - -		
Total to be accounted for - - - - - -	1137	
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count** - - - - - - - - - -	843	
D. Deduct credit authorized ____ 190 ____ for damaged stamps and stamped envelopes, etc., **returned to Department** - - - - - -	294	
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter** -		
2. To amount of postage collected on second-class matter, mailed by publishers and news agents - - - - - - - - - - -		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter - - - - - - - - - -		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below) - - -

5. To (Enter seperately each draft receiv'd this quarter.)
   - Amount of drafts on hand at end of last quarter, uncollected - $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100

   Enter total of drafts in column for postmaster. -

6. To (Enter only transfers made and dated in this qr.)
   - Transfer from Money-Order account as follows:
   - Date, ____ $ ____ 100
   - Date, ____ $ ____ 100

   Enter total of transfers in column for postmaster. -

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated ____ 190 ____ - - - -

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

Total - - - - - - - 294

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

State of N. C., in account with the United States for the Jan 1st to June 30th 1903, both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated ____ 190__		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 2 49		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, - 2 49		
Commissions allowed on the above total are:		
100 per cent. of $ 2.49 (First $50 or less.) equals $ 2 49		
60 " " " $ (Next $100 or less.) equals		
50 " " " $ (Next $200 or less.) equals		
40 " " " $ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	2 49	
13. By amount of fees on (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar.		
Date ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100 Enter total amount of transfers for the quarter in column for postmaster.		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Winston-Salem to balance this account,	4 65	
TOTAL, - - - - - -	7 14	

I, W. R. Dorr, Postmaster of Copeland Va. do affirm that the accounts which I have rendered to the Post Office Department for the quarter ending June 12 1903, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps*. Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ W. R. Dorr *Postmaster.*

SWORN to and subscribed before the undersigned, a J. P. for the County of Surry this ____ day of ____ A. D. 1903.

J. P.

Box Record

STAMP

J. F. Williams Postmaster at Copeland

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.		STAMPS, CARDS, ENVELOPES, ETC., ON HAND AND REC'D.	Dollars.	Cents.
					Stamps, Cards, Envelopes, etc, on hand at close last quar.	18	43
Jan 21	9423	162	500	1	Cent Ordinary Stamps received this quarter,	5	00
" "	"	"	1500	2	" " " " " "	30	00
" "	"	"	100	8	" " " " " "	8	00
" "	"	"	100	10	" " " " " "	10	00
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" " " " " "		
					" Postage-due Stamps received this quarter,		
					" " " " " " "		
					" " " " " " "		
					" " " " " " "		
					" " " " " " "		
					" " " " " " "		
					" " " " " " "		
					" " " " " " "		
					" " " " " " "		
					" " " " " " "		
					" " " " " " "		
					" " " " " " "		
					" Special-Delivery Stamps received this quarter,		
Jan. 21	81149	162	500	1	Cent Postal Cards received this quarter,	5	00
" "	81150	162	250	2	" " " " " "	5	00
" "	41038	162	250	2	" No. 5 Stamped Envelopes rec'd this quar.	5	30
					" " " " " " "		
					" " " " " " "		
					" " Circulars, " " "		
					" " Newspap'r Wrappers " " "		
					" " Spe'l Request Envelopes rec'd this qr.		
					Grand Total, $	76	73

☞ Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—**three pages forward.**

☞ Read carefully General Instructions on page 1.

ACCOUNT.

State of N.C.

Jan 13th to 11 1903 and ending Mar 31 1903 Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By 105 1 Cent Ordinary Stamps on hand at close of this quarter,	1	05
" 1400 2 " " " " " " " " " " "	28	00
" 3 " " " " " " " " " " "		
" 4 " " " " " " " " " " "		
" 5 " " " " " " " " " " "		
" 6 " " " " " " " " " " "		
" 100 8 " " " " " " " " " " "	8	00
" 40 10 " " " " " " " " " " "	4	00
" 15 " " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" 1 " Postage-due Stamps on hand at close of this quarter,		
" 2 " " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" " " " " " " " " " "		
" 19 10 " Special-Delivery Stamps on hand at close of this quarter,	1	90
" 537 1 " Postal Cards " " " " " " " "	5	37
" 250 2 " Postal Cards " " " " " " " "	5	00
" 307 2 " No. 5 Stamped Envelopes on hand at close of this quarter,	6	51
" 2 " " " " " " " " " " " "		
" 2 " " " " " " " " " " " "		
" 2 " " " " " " " " " " " "		
" 1 " " Newspaper Wrappers on hand at close this quarter,		
" 1 " " Circulars " " " " " " "		
Total on hand to be carried to next quarter and "Article C" of Postal Account, $	59	83
By Damaged Stamps returned to Department, - - - $		
" " Envelopes " " " - - - - $		
Total to be carried to "Article D" of Postal Account, - - - - $		
By Stamps, etc., sold during the quarter,	16	90
Grand Total, - $	76	73

Date returned to Department.

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending march 1903

☞ Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS.

☞ **Not Including Special Delivery Stamps.**

Day of Month.	MONTH Jan 1903		MONTH Feb 1903		MONTH mar 1903	
	$		$		$	
1						
2				24		14
3				26		10
4				16		15
5				08		12
6				04		18
7				13		24
8						
9				14		17
10				18		18
11				36		30
12				18		29
13	8	08		10		52
14		07		19		17
15		21				
16		05		23		21
17		22		52		27
18				22		48
19		13		16		22
20		07		12		25
21		24		09		18
22		24				
23		12		21		46
24		13		26		19
25				58		34
26		08		48		19
27		28		35		24
28		20		28		18
29		14				
30		04				27
31		16				19
Total,	2	46	5	56	6	23

SALES.

Including Special Delivery Stamps.

Day of Month.	MONTH Jan. 1903		MONTH Feb 1903		MONTH mar 1903	
	$		$		$	
1						
2			2	02		14
3						08
4				02		10
5				12		06
6				02		17
7				02		24
8						
9			1	74		03
10				04		10
11				12		20
12						18
13		04		10		66
14		12		06		12
15		18				
16		06		15		14
17		22		08		18
18			1	93		40
19		09		05		10
20		07		04		20
21		20		03		08
22		08				
23		08		21	1	32
24		04		45		10
25				24		63
26		08		12		14
27	1	16		23		54
28		04		10		26
29		10				
30		02				10
31		06				11
Total,	2	64	7	89	6	37

Total amount of Stamps, etc., canceled during quarter - - - - $ 14 25

Total amount of Stamps, etc., sold during the quarter - - - - - $ 16 90

1. Enter the total value of each day's cancellations.
2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.
3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞ False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	20	2	00
Amount received from the department during this quarter,			
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,	1		
Leaving Special-Delivery Stamps on hand close of this quarter,	19	1	40

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of ..... Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of ..... Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of ..... Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

_____ 190

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

_____

Box Record

structions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

Williams Postmaster at Copeland Surry Co County of

Service of the Post Office Department, from

POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.

	Postmasters will use this column only.	Column for Auditor.
stage stamps, postage-due stamps, special-delivery stamps, stamped newspaper wrappers, and postal cards **on hand at close of last quarter**	59 83	
tage stamps, postage-due stamps, special-delivery stamps, stamped newspaper wrappers, and postal cards **received from the Department**		
Total to be accounted for		
t of postage stamps, postage-due stamps, special-delivery stamps, velopes, newspaper wrappers, and postal cards **now on hand as shown ount**		
authorized 190 for damaged stamps and velopes, etc., **returned to Department**		
ostage stamps, postage-due stamps, special-delivery stamps, stamped newspaper wrappers, and postal cards **sold during the quarter**		
postage collected on second-class matter, mailed by publishers and s		
eived for waste paper, dead newspapers, printed matter, twine, etc., the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS.	CTS.
ted for **full quarter**				
ted for part quarter				
nted for **full quarter**				
nted for part quarter				
rented for **full quarter**				
rented for part quarter				

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

unt of box rents *collectea* (see instructions below)	
unt of drafts on hand at end of last quarter, uncollected $ ___ 100	Enter total of drafts in column for postmaster.
ft on L. P. M., $ ___ 100	
ft on L. P. M., $ ___ 100	
nsfer from Money-Order account as follows:	
, $ ___ 100	Enter total of transfers in column for postmaster.
, $ ___ 100	
e U. S. being corrections of former accounts as per Auditor's state-	
d 190	
Total	

BOX RENTS.

aster has no right to assign any person a box free of rent.

not rent a box for a longer period than three months.

ents must be paid in advance and accounted for in the quarter for which cted.

ge occurs during the quarter, each postmaster must report and account for s he collects.

ing postmaster must deposit all postal funds due the United States--never such money to new postmaster.

FOURTH-CLASS

Surry

A. Ford

11. By amount due postmas

statement dated

12. By amount of compensa

Stamds canceled,

2nd-class postage colle

Waste paper, etc., sol

Total,

Commissions allowed

100 per cent. of $

60 " " " $

50 " " " $

40 " " " $

Box rents collected,

Total compensation to

13. By amount of fees on

eight cents for every

14. By ship

(Number.)

herewith, at two

15. By amount paid clerks

16. By amount paid for st

17. By amount paid for rep

18. By amount paid Railwa

19. By transfer to Money-O

☞ Enter only transfers made and dated within this Quar.

Date

"

"

"

"

"

"

20. By amount of drafts re

21. By amount of drafts on

22. By amount paid late po ter unless first *auth*

23. By deposit at Wi

I, J. F

do that the a

190

and the entire sum which c claimed in the said account ingly delivered, or permitte such delivery, by affixing more, that the amount of po actually mailed during the matter delivered during th panying this account; and, panying it *does not include* as above stated is accurate, delivered.

Postmaster Sign Here.

SWORN to and sub

Surry

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

Surry State of N. C., in account with the United States for the
N. Jan 1st 03 to Apr. 1st 1903, both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated Apr. 1st 1903		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 14 25		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, - 14 25		
Commissions allowed on the above total are:		
100 per cent. of $ 14.25 (First $50 or less.) equals $ 14 25		
60 " " " $ (Next $100 or less.) equals		
50 " " " $ (Next $200 or less.) equals		
40 " " " $ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	14 25	
13. By amount of fees on (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar. Date $ 100		
" $ 100		
" $ 100		
" $ 100 Enter total amount of transfers for the quarter in column for postmaster.		
" $ 100		
" $ 100		
" $ 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Winston Salem to balance this account,	2 65	
TOTAL, - - - - - -	16 90	

I, J. F. Williams Postmaster of Copeland

do that the accounts which I have rendered to the Post Office Department for the quarter ending

190..., exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps*. Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ J. F. Williams *Postmaster.*

SWORN to and subscribed before the undersigned, a Notary public for the County of Surry this 5th day of Apr. A. D. 190 3.

Jos Dobson

Box Record

STAMP

J. T. Williams Postmaster at

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, Etc., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	59	83
				____ Cent Ordinary Stamps received this quarter,		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" Postage-due Stamps received this quarter,		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Special-Delivery Stamps received this quarter,		
				____ Cent Postal Cards received this quarter, ____		
				" " " " " " ____		
				" No. ____ Stamped Envelopes rec'd this quar.		
				" " ____ " " " " "		
				" " ____ " " " " "		
				" " ____ Circulars, " " "		
				" " ____ Newspap'r Wrappers " " "		
				" " ____ Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $		

☞ Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞ Read carefully General Instructions on page 1.

ACCOUNT.

Copeland State of N. C.

Apr 1st 1903 and ending 190 Cr.

	STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By	1 **Cent Ordinary Stamps on hand at close of this quarter,**		
"	2 " " " " " " " " " " "		
"	3 " " " " " " " " " " "		
"	4 " " " " " " " " " " "		
"	5 " " " " " " " " " " "		
"	6 " " " " " " " " " " "		
"	8 " " " " " " " " " " "		
"	10 " " " " " " " " " " "		
"	15 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	1 " Postage-due Stamps on hand at close of this quarter,		
"	2 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	10 " Special-Delivery Stamps on hand at close of this quarter,		
"	1 " Postal Cards " " " " " " "		
"	2 " Postal Cards " " " " " " "		
"	2 " No. Stamped Envelopes on hand at close of this quarter,		
"	2 " " " " " " " " " " " "		
"	2 " " " " " " " " " " " "		
"	2 " " " " " " " " " " " "		
"	1 " " Newspaper Wrappers on hand at close this quarter,		
"	1 " " Circulars " " " " " "		

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

Date returned to Department.

Total on hand to be carried to next quarter and "Article C" of Postal Account, $		
By Damaged Stamps returned to Department, - - - $		
" " Envelopes " " " - - - - $		
Total to be carried to "Article D" of Postal Account, - - - - $		
By Stamps, etc., sold during the quarter,		
Grand Total, - $		

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending _____ 190__

☞Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS. ☞Not Including Special Delivery Stamps.							SALES. Including Special Delivery Stamps.						
Day of Month.	MONTH apr 1903		MONTH May 1903		MONTH June 1903		Day of Month.	MONTH apr 1903		MONTH May 1903		MONTH June 1903	
1	$0.18		$ 22 44		$ 20		1	$ 15		$ 20		$ 14	
2	24				14		2	20		04		18	
3	23				15		3	04				08	
4	18		22		06		4	07		18		02	
5			23		32		5			08		32	
6	35		04		21		6	22		02	1	15	
7	13		43				7	10		28			
8	29		42		21		8	07		08		60	
9	02		06		10		9	15		00		26	
10	29				20		10	1 20				12	
11	41		28		21		11	17		50		10	
12			25		10		12			23		56	
13	20		16		12		13	16		14		34	
14	37		14				14	12		14			
15	18		24		13		15	30		14		37	
16	24		40		10		16	27		16		10	
17	17				19		17	60				08	
18	42		32		18		18	08		48		15	
19			17		22		19	[illegible]		14		16	
20	32		46		19		20	1 06		04		15	
21	20		14				21	10		12			
22	17		17		18		22	05		12		08	
23	21		21		16		23	06	1	06		02	
24	24		[illegible]		02		24	02				12	
25	14		16		25		25	12		16		44	
26			17		40		26			17		10	
27	14		34		18		27	20 [illegible]		14		10	
28	20		42				28	10		12			
29	31		29		31		29	67		11		20	
30	14		18		18		30	12		18		10	
31							31						
Total,	5	97	6	56	4	78		6	32	5	03	6	04

Total amount of Stamps, etc., canceled during quarter - - - - - $ 17.24

Total amount of Stamps, etc., sold during the quarter - - - - - - $ 17.30

1. Enter the total value of each day's cancellations.

2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.

3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

ped Envelopes,
0
ncluded in **Sales.**

Stamps.

	MONTH June 190 3	
	$	14
		18
		08
		02
		32
	1	15
		60
		26
		12
		10
		56
		34
		37
		10
		08
		15
		16
		15
		08
		02
		12
		44
		10
		10
		20
		10
23	6	04

$ 17.22

$ 17.30-

ULLY ADD EACH
ot on page 4 of the

r the quarter equal
erefor in the space
O. Department.
. See Section 211,

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account
stamps and must also be entered under stamps sold, and also in this special acc

	No. of Stamps.
Amount of Special-Delivery Stamps on hand, close of last quarter,	19
Amount received from the department during this quarter,	
Total amount	
Amount of Special-Delivery Stamps sold during this quarter,	1
Leaving Special-Delivery Stamps on hand close of this quarter,	18

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Audito Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the a delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	2
Month of ---- Rec'd and Recorded,																													
Delivered, -																													
Re-for'd to addressee																													
Month of ---- Rec'd and Recorded,																													
Delivered, -																													
Re-for'd to addressee																													
Month of ---- Rec'd and Recorded,																													
Delivered, -																													
Re-for'd to addressee																													

☞Fill in the month and record under days for each letter received, delivered, etc., placing in der date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and to addressee should agree with number received and recorded.

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhib faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of sta from the P. O. Department or its legal agents, or former postmaster in turning over his accounts successor, during the quarter named, and also exhibits truly every denomination of stamps, stamp etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid th account of special-delivery stamps is true and correct, and that the daily record of special-deliver true as therein stated.

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M. J. H. Williams Postmaster at Copeland County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	59 83	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**	1 2 5 0	5 9 8 3
Total to be accounted for	1 8 3 3	
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	42 58	4 2 5 3
	0 6	
D. Deduct credit authorized ____ 190 ____ for damaged stamps and stamped envelopes, etc., **returned to Department**		
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**	1 7 3 0	1 7 3 0
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS.	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)

5. Enter seperately each draft receiv'd this quarter. To
- Amount of drafts on hand at end of last quarter, uncollected $ ____ 100
- Draft on ____ L. P. M., $ ____ 100
- Draft on ____ L. P. M., $ ____ 100

Enter total of drafts in column for postmaster.

6. Enter only transfers made and dated in this qr. To
- Transfer from Money-Order account as follows:
- Date, ____ $ ____ 100
- Date, ____ $ ____ 100

Enter total of transfers in column for postmaster.

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated ____ 190 ____

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

Total 4 2 5 3

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

Surry State of N.C. in account with the United States for the apr 1st to June 30th 1903, both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated ____ 190__		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 17 24		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, - 17 24		
Commissions allowed on the above total are:		
100 per cent. of $ (First $50 or less.) equals $ 17 24		
60 " " " $ (Next $100 or less.) equals		
50 " " " $ (Next $200 or less.) equals		
40 " " " $ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)		
13. By amount of fees on ____ (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By ____ (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar. Date ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100 Enter total amount of transfers for the quarter in column for postmaster.		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - -		
23. By deposit at Winston Salem, N.C. to balance this account,	0 6	
TOTAL, - - - - - -		

I, J. F. Williams Postmaster of Cokesburg. N.C.

do that the accounts which I have rendered to the Post Office Department for the quarter ending June 30th 1903, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps*. Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ J. F. Williams Postmaster.

SWORN to and subscribed before the undersigned, a N.P. for the Surry of Surry this 1 day of July A. D. 1903.

Jos Dobson N.P.

Box Record

STAMP

J. F. Williams Postmaster at Copeland

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, Etc., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	42	53
				____ Cent Ordinary Stamps received this quarter,		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " " " " " "		
				____ " Postage-due Stamps received this quarter,		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " " " " " " "		
				____ " Special-Delivery Stamps received this quarter,		
				____ Cent Postal Cards received this quarter, ____		
				____ " " " " " " ____		
				____ " No. ____ Stamped Envelopes rec'd this quar.		
				____ " " ____ " " " " "		
				____ " " ____ " " " " "		
				____ " " ____ Circulars, " " "		
				____ " " ____ Newspap'r Wrappers " " "		
				____ " " ____ Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $		

☞Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞Read carefully General Instructions on page 1.

ACCOUNT.

State of N.C.

July 1st 1903 and ending Sept. 31st 1903 Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By 1 **Cent Ordinary Stamps on hand at close of this quarter,**		
" 2 " " " " " " " " " " "		
" 3 " " " " " " " " " " "		
" 4 " " " " " " " " " " "		
" 5 " " " " " " " " " " "		
" 6 " " " " " " " " " " "		
" 8 " " " " " " " " " " "		
" 10 " " " " " " " " " " "		
" 15 " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" 1 " Postage-due Stamps on hand at close of this quarter,		
" 2 " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" 10 " Special-Delivery Stamps on hand at close of this quarter,		
" 1 " Postal Cards " " " " " " " "		
" 2 " Postal Cards " " " " " " " "		
" 2 " No. Stamped Envelopes on hand at close of this quarter,		
" 2 " " " " " " " " " " " "		
" 2 " " " " " " " " " " " "		
" 2 " " " " " " " " " " " "		
" 1 " " " Newspaper Wrappers on hand at close this quarter,		
" 1 " " " Circulars " " " " " "		

Date returned to Department.

Total on hand to be carried to next quarter and "Article C" of Postal Account, $

By Damaged Stamps returned to Department, - - - $

" " Envelopes " " " - - - - $

Total to be carried to "Article D" of Postal Account, - - - - $

By Stamps, etc., sold during the quarter,

Grand Total, - $

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending _____ 190__

☞ Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS.

☞ **Not Including Special Delivery Stamps.**

Day of Month.	MONTH July 190 2		MONTH aug 190 3		MONTH Sept. 190 3	
1	$	14	$	02	$	14
2		25				20
3		18		14		18
4		12		16		04
5				12		16
6		14		50		
7		20		24		18
8		06		20		14
9		20				18
10		02		12		08
11		10		14		30
12				12		10.
13		34		22		
14		26		14		18
15		20		20		13
16		28				04
17		16		15		08
18		06		26		20
19				18		16
20		25		18		
21		14		24		16
22		16		33		12
23		30				20
24		15		24		16
25		18		34		08
26				50		14
27		12		20		
28		22		12		16
29		25		18		29
30		12				14
31		18		20		
Total,	4	78	5	44	3	94

SALES.

Including Special Delivery Stamps.

Day of Month.	MONTH July 190 3		MONTH Aug 190 3		MONTH Sept 190 3	
1	$	6	$	02	$	12
2		25				07
3		14		08		08
4		10		08		02
5				10		02
6		08		46		
7		18		14		04
8		08		75		02
9						18
10		02		12		04
11				16		02
12				16		
13		18		14		
14		22		16		02
15		12		20		05
16		04				04
17	2	14		03		02
18		06		16		16
19				04		60
20		40		08		
21		06		10		14
22		10	1	51		08
23		41				25
24		09		24		05
25		22		61		
26				41		06
27		12		04		
28		16		04		16
29		10		29		19
30		12				18
31		14		18		
Total,	5	59	6	30	2	61

Total amount of Stamps, etc., canceled during quarter - - - - $ 14.16

Total amount of Stamps, etc., sold during the quarter - - - - - $ 14.50

1. Enter the total value of each day's cancellations.

2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.

3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞ False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	19	1	90
Amount received from the department during this quarter,			
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,	2		20
Leaving Special-Delivery Stamps on hand close of this quarter,	17	1	70

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

_____ 190

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

_____

Postmaster.

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M. J. H. Williams Postmaster at Copeland County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	4253	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**		
Total to be accounted for		
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	2803	
D. Deduct credit authorized ____ 190 ____ for damaged stamps and stamped envelopes, etc., **returned to Department**	2	
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**	1450	
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)

5. To (Enter seperately each draft receiv'd this quarter.)
   - Amount of drafts on hand at end of last quarter, uncollected $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100

   Enter total of drafts in column for postmaster.

6. To (Enter only transfers made and dated in this qr.)
   - Transfer from Money-Order account as follows:
   - Date, ____ $ ____ 100
   - Date, ____ $ ____ 100

   Enter total of transfers in column for postmaster.

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated ____ 190 ____

Total

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

Surry State of N.C. in account with the United States for the

July 1st to Sept 1903, both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated ____ 190____		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 14 16		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, -		
Commissions allowed on the above total are:		
100 per cent. of $ 14 16 (First $50 or less.) equals $ 14 16		
60 " " " $ (Next $100 or less.) equals		
50 " " " $ (Next $200 or less.) equals		
40 " " " $ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	14 16	
13. By amount of fees on ____ (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By ____ (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar.		
Date ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100 Enter total amount of transfers for the quarter in column for postmaster.		
" ____ $ ____ 100		
" ____ $ ____ 100		
" ____ $ ____ 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Winston Salem N.C. to balance this account,	2 4	
TOTAL, - - - - - -	14 50	

I, G. F. Williams, Postmaster of Copeland

do affirm that the accounts which I have rendered to the Post Office Department for the quarter ending Sept 30 1903, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps*. Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ G. F. Williams *Postmaster.*

SWORN to and subscribed before the undersigned, a N. C. for the County of Surry this 5th day of Oct A. D. 1903.

Joseph Dobson

Box Record

STAMP

J. F. Williams Postmaster at Copeland

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice. 1903	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, ETC., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	28	03
Dec. 18	57413	12/16	500	1 Cent Ordinary Stamps received this quarter,	5	00
" "	"	" "	1500	2 “ “ “ “ “ “	30	00
" "	"	" "	100	4 “ “ “ “ “ “	4	00
" "	"	" "	100	8 “ “ “ “ “ “	8	00
" "	"	" "	100	10 “ “ “ “ “ “	10	00
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ “ “ “ “ “		
				“ Postage-due Stamps received this quarter,		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ “ “ “ “ “ “		
				“ Special-Delivery Stamps received this quarter,		
				Cent Postal Cards received this quarter,		
				“ “ “ “ “ “		
Dec 28	82771	12/24		“ No. 250 Stamped Envelopes rec'd this quar.	5	30
" "	82772	" "		“ “ 250 “ “ “ “ “	5	30
" "	82773	" "		“ “ 250 “ “ “ “ “	5	50
				“ “ Circulars, “ “ “		
				“ “ Newspap'r Wrappers “ “ “		
				“ “ Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $	101	13

☞ Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞ Read carefully General Instructions on page 1.

ACCOUNT.

State of

190 and ending 190 Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By 1 **Cent Ordinary Stamps on hand at close of this quarter,**		
" 2 " " " " " " " " " " "		
" 3 " " " " " " " " " " "		
" 4 " " " " " " " " " " "		
" 5 " " " " " " " " " " "		
" 6 " " " " " " " " " " "		
" 8 " " " " " " " " " " "		
" 10 " " " " " " " " " " "		
" 15 " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" 1 " Postage-due Stamps on hand at close of this quarter,		
" 2 " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" " " " " " " " " " " "		
" 10 " Special-Delivery Stamps on hand at close of this quarter,		
" 1 " Postal Cards " " " " " " "		
" 2 " Postal Cards " " " " " " "		
" 2 " No. Stamped Envelopes on hand at close of this quarter,		
" 2 " " " " " " " " " " " "		
" 2 " " " " " " " " " " " "		
" 2 " " " " " " " " " " " "		
" 1 " " " Newspaper Wrappers on hand at close this quarter,		
" 1 " " " Circulars " " " " " " "		

Date returned to Department.

Total on hand to be carried to next quarter and "Article C" of Postal Account, $		
By Damaged Stamps returned to Department, - - - $		
" " Envelopes " " " - - - - $		
Total to be carried to "Article D" of Postal Account, - - - - $		
By Stamps, etc., sold during the quarter,		
Grand Total, - $		

☞If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending Dec 31 1903

☞ Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS.
☞ **Not Including Special Delivery Stamps.**

Day of Month.	MONTH Oct 1903		MONTH Nov. 1903		MONTH Dec 1903	
1	$	20	$		$	12
2		10		09		22
3		24		43		19
4				18		12
5		19		10		11
6		18		40		
7		07		12		14
8		20				18
9		17		22		13
10		00		38		28
11				22		24
12		22		26		23
13		27		10		
14		12		08		25
15		21				32
16		17		16		28
17		16		18		21
18				12		12
19		10		13		19
20		20		12		
21		18		08		18
22		13				16
23		16		20		22
24		16		25		18
25				39		20
26		22		32		04
27		14		29		
28		22		16		12
29		15				18
30		04		42		21
31		24				17
Total,	4	44	5	70	5	02

SALES.
Including Special Delivery Stamps.

Day of Month.	MONTH Oct 1903		MONTH Nov. 1903		MONTH Dec 1903	
1	$	10	$		$	15
2		18		50		12
3		18		60		16
4				04		12
5		09		06		08
6		11		36		
7		06		02		08
8	1	20				17
9		14		86		10
10		16		20		28
11				20		66
12		18		22		36
13		22		04		
14		10		04		28
15		09				55
16		14		14		21
17		27		12		15
18				04		10
19		04		08		15
20		12		07		
21		13		05		16
22		10				22
23		14		24		08
24		18		15		09
25				20		10
26		04		30		00
27		18		22		
28		10		05		02
29		07				20
30		52		56		12
31		22				36
	5	06	5	36	5	14

Total amount of Stamps, etc., canceled during quarter - - - - $ 15.16

Total amount of Stamps, etc., sold during the quarter - - - - - $ 15.56

1. Enter the total value of each day's cancellations.
2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.
3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞ False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	17	1	60
Amount received from the department during this quarter,			
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,	1		
Leaving Special-Delivery Stamps on hand close of this quarter,	16	1	60

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

_____ 190

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

_____

Postmaster.

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M. J. F. Williams Postmaster at Copeland County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	2803	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**	7310	
Total to be accounted for	10113	
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	8557	
D. Deduct credit authorized ____ 190 ____ for damaged stamps and stamped envelopes, etc., **returned to Department**		
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**	15556	
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)

5. To (Enter seperately each draft receiv'd this quarter.)
   - Amount of drafts on hand at end of last quarter, uncollected $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100
   - Draft on ____ L. P. M., $ ____ 100

   Enter total of drafts in column for postmaster.

6. To (Enter only transfers made and dated in this qr.)
   - Transfer from Money-Order account as follows:
   - Date, $ ____ 100
   - Date, $ ____ 100

   Enter total of transfers in column for postmaster.

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated ____ 190 ____

Total

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

Surry State of N C in account with the United States for the Oct 1st to Dec 3 190..., both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated ... 190...		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 15 16		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, - 15 16		
Commissions allowed on the above total are:		
100 per cent. of $ ... (First $50 or less.) equals $ 15 16		
60 " " " $ ... (Next $100 or less.) equals		
50 " " " $ ... (Next $200 or less.) equals		
40 " " " $ ... (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	15 16	
13. By amount of fees on ... (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By ... (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar. Date ... $ ... 100		
" ... $ ... 100		
" ... $ ... 100		
" ... $ ... 100 Enter total amount of transfers for the quarter in column for postmaster.		
" ... $ ... 100		
" ... $ ... 100		
" ... $ ... 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Winston-Salem, N.C. to balance this account, Jan. 1st 1904	40	
TOTAL, - - - - - -	15 56	

I, John F. Williams Postmaster of Copeland, Surry Co., N.C. do affirm that the accounts which I have rendered to the Post Office Department for the quarter ending Dec 31st 1903, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps.* Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ John F. Williams Postmaster.

SWORN to and subscribed before the undersigned, a N. P. for the County of Surry this 1st day of January A. D. 1904.

Joseph Dobson N.P.

Box Record

STAMP

J. F. Williams Postmaster at

Dr. In account with the P. O. Department for the Quarter beginning

Date Received.	No. of Reg. Pkg.	No. of Invoice.	No. of Stamps Rec.	STAMPS, CARDS, ENVELOPES, ETC., ON HAND AND REC'D.	Dollars.	Cents.
				Stamps, Cards, Envelopes, etc, on hand at close last quar.	85	57
				Cent Ordinary Stamps received this quarter,		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" " " " " "		
				" Postage-due Stamps received this quarter,		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" " " " " " "		
				" Special-Delivery Stamps received this quarter,		
				Cent Postal Cards received this quarter,		
				" " " " " "		
				" No. Stamped Envelopes rec'd this quar.		
				" " " " " " "		
				" " " " " " "		
				" " Circulars, " " "		
				" " Newspap'r Wrappers " " "		
				" " Spe'l Request Envelopes rec'd this qr.		
				Grand Total, $		

☞Postmasters must not add anything to this account except stamps, stamped envelopes and postal cards and stamped wrappers and circulars. Transfers to the Money-Order Account or from the Money-Order to the Postal Account and payments of every kind authorized must only appear upon the Quarterly Postal Account—three pages forward.

☞Read carefully General Instructions on page 1.

ACCOUNT.

Copeland State of N.C.

Jan 1 1904 and ending Apr 31 1904 Cr.

Read Carefully the Instructions on the 4th page of this book, and examine stated account on 5th page for your guidance.

	STAMPS, CARDS, Etc., ON HAND.	Dollars.	Cents.
By	1 **Cent Ordinary Stamps on hand at close of this quarter,**		
"	2 " " " " " " " " " " "		
"	3 " " " " " " " " " " "		
"	4 " " " " " " " " " " "		
"	5 " " " " " " " " " " "		
"	6 " " " " " " " " " " "		
"	8 " " " " " " " " " " "		
"	10 " " " " " " " " " " "		
"	15 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	1 " Postage-due Stamps on hand at close of this quarter,		
"	2 " " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	" " " " " " " " " " "		
"	10 " Special-Delivery Stamps on hand at close of this quarter,		
"	1 " Postal Cards " " " " " " "		
"	2 " Postal Cards " " " " " " "		
"	2 " No. Stamped Envelopes on hand at close of this quarter,		
"	2 " " " " " " " " " " " "		
"	2 " " " " " " " " " " " "		
"	2 " " " " " " " " " " " "		
"	1 " " " Newspaper Wrappers on hand at close this quarter,		
"	1 " " " Circulars " " " " " "		

Date returned to Department.

Total on hand to be carried to next quarter and "Article C" of Postal Account, $		
By Damaged Stamps returned to Department, - - - $		
" " Envelopes " " " - - - - $		
Total to be carried to "Article D" of Postal Account, - - - - $		
By Stamps, etc., sold during the quarter,		
Grand Total, - $		

☞ If the account is correct the total of the debit and credit sides of Grand Total will be the same.

Box Record

Daily Record of Cancellations and Sales of Postage Stamps, Stamped Envelopes, Postal Cards, etc., during the Quarter ending March 31 1904

☞ Special-Delivery Stamps must not be included in **Cancellations,** but should be included in **Sales.**

CANCELLATIONS.
☞ **Not Including Special Delivery Stamps.**

Day of Month.	MONTH Jan 1904		MONTH Feb 1904		MONTH Mar 1904	
1	$	44	$	24	$	20
2		42		48		48
3				26		39
4		44		89		29
5		56		34		20
6		74		42		
7		36				73
8		42		40		50
9		31		38		38
10				35		18
11		44		24		22
12		49		20		48
13		34		44		
14		24				24
15		31		39		54
16		31		30		22
17				47		20
18		32		36		44
19		30		28		22
20		21		38		
21		29				28
22		26		16		23
23		35		20		38
24				23		22
25		36		38		38
26		64		12		25
27		26		20		
28		28				27
29		13		28		29
30		24				21
31						39
Total,	9	46	8	39	8	81

SALES.
Including Special Delivery Stamps.

Day of Month.	MONTH Jan 1904		MONTH Feb 1904		MONTH Mar 1904	
1	$	04	$	28	$	05
2	1	18		43		40
3				18		18
4	1	22		56		82
5		99		66		16
6		50		58		
7		12				92
8		46		20		56
9		12		34		34
10				28		00
11		40		16		15
12		78		10		58
13		45	1	04		
14		14				30
15		39		35		44
16	1	27		26		16
17			1	72		69
18		40		01	1	54
19		47		25		32
20		11		22		
21		13				12
22		02		10		16
23		35		10	1	93
24				17		15
25		34		38		64
26		81		12		09
27		06		08		
28		22				11
29		06		20		16
30		24				10
31						35
Total,	11	27	8	74	11	50

Total amount of Stamps, etc., canceled during quarter - - - - $ 26 66

Total amount of Stamps, etc., sold during the quarter - - - - - $ 31 51

1. Enter the total value of each day's cancellations.
2. Make distinct figures, and to guard against errors made in copying, CAREFULLY ADD EACH COLUMN after the figures have been transferred from this record book to the transcript on page 4 of the Quarterly Postal Account.
3. If the cancellations on any dates are unusually large, or if the total cancellations for the quarter equal or exceed the amount of Stamps, etc., sold during the quarter, briefly state the reasons therefor in the space provided on page 1 of the Quarterly Postal Account you transmit to the Auditor for the P. O. Department.

☞ False entry and return by postmasters is punishable by fine and imprisonment. See Section 211, Postal Laws and Regulations of 1893.

SPECIAL-DELIVERY STAMP ACCOUNT.

Special-delivery Stamps must be charged in the regular stamp account, as other stamps and must also be entered under stamps sold, and also in this special account.

	No. of Stamps.	Dollars.	Cents.
Amount of Special-Delivery Stamps on hand, close of last quarter,	16	1	60
Amount received from the department during this quarter,			
Total amount			
Amount of Special-Delivery Stamps sold during this quarter,			
Leaving Special-Delivery Stamps on hand close of this quarter,	16	1	60

STATEMENT OF SPECIAL-DELIVERY BUSINESS.

1. Number of articles of mailable matter arriving from other offices for special-delivery, _____

2. Number of articles of mailable matter deposited in postoffice for local special-delivery, _____

Total number of articles for special-delivery, _____

3. Number of articles actually delivered, or delivery attempted, on which fees were paid, and for which credit is claimed in this account under Art. No. 13, - - _____

4. Number disposed of on which no fees were paid or credit claimed in this account - _____

Total, - _____

☞**To obtain credit for special-delivery fees, postmasters must forward to the Auditor with their Quarterly Postal Account vouchers on Form 3954, signed by the persons to whom the articles were delivered.**

DAILY RECORD OF SPECIAL-DELIVERY BUSINESS.

Day of Month.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total.
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																
Month of _____ Rec'd and Recorded,																																
Delivered, -																																
Re-for'd to addressee																																

☞Fill in the month and record under days for each letter received, delivered, etc., placing in columns under date figures, 1, 2. etc., to show number received, delivered, etc. The number delivered and re-forwarded to addressee should agree with number received and recorded.

_____ _____ 190

I certify on my official oath as postmaster, that the preceding quarterly stamp account exhibits truly and faithfully all stamps, stamped envelopes, newspaper wrappers, and all other denominations of stamps received from the P. O. Department or its legal agents, or former postmaster in turning over his accounts to me as his successor, during the quarter named, and also exhibits truly every denomination of stamps, stamped envelopes, etc., on hand at the close of said quarter; and I further certify on my official oath as aforesaid that the above account of special-delivery stamps is true and correct, and that the daily record of special-delivery business is true as therein stated.

_____

Box Record

☞ See General Instructions on Pages 1 and 2.

QUARTERLY POSTAL ACCOUNT

M. J. F. Williams Postmaster at Copeland County of

Dr. Service of the Post Office Department, from

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmasters will use this column only.	Column for Auditor.
A. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **on hand at close of last quarter**	8 5 5 7	
B. Amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **received from the Department this quarter**		
Total to be accounted for		
C. Deduct amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **now on hand as shown by actual count**	5 4 0 6	
D. Deduct credit authorized ____ 190 ____ for damaged stamps and stamped envelopes, etc., **returned to Department**		
1. To amount of postage stamps, postage-due stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards **sold during the quarter**	3 1 5 1	
2. To amount of postage collected on second-class matter, mailed by publishers and news agents		
3. To amount received for waste paper, dead newspapers, printed matter, twine, etc., sold during the quarter		

	NUMBER OF BOXES RENTED	RATE PER QUARTER	DOLLARS.	CTS.
Call boxes rented for **full quarter**				
Call boxes rented for part quarter				
Lock boxes rented for **full quarter**				
Lock boxes rented for part quarter				
Lock drawers rented for **full quarter**				
Lock drawers rented for part quarter				

4. To whole amount of box rents *collectea* (see instructions below)

5. Enter seperately each draft receiv'd this quarter. To
- Amount of drafts on hand at end of last quarter, uncollected $ ____ 100
- Draft on ____ L. P. M., $ ____ 100
- Draft on ____ L. P. M., $ ____ 100

Enter total of drafts in column for postmaster.

6. Enter only transfers made and dated in this qr. To
- Transfer from Money-Order account as follows:
- Date, ____ $ ____ 100
- Date, ____ $ ____ 100

Enter total of transfers in column for postmaster.

7. To amount due U. S. being corrections of former accounts as per Auditor's statement dated ____ 190 ____

Total

(Add together items 1, 2, 3, 4, 5 and 6 to make total for this column.)

BOX RENTS.

A postmaster has no right to assign any person a box free of rent.

He must not rent a box for a longer period than three months.

All box rents must be paid in advance and accounted for in the quarter for which they are collected.

If a change occurs during the quarter, each postmaster must report and account for the Box Rents he collects.

The retiring postmaster must deposit all postal funds due the United States--never transfer any such money to new postmaster.

FOURTH-CLASS OFFICE.—(Form No. 1558.) ☞ Sign at Bottom of this Page.

N.C. State of _____ in account with the United States for the

to apr 1st 1904, both dates inclusive. Cr.

(POSTMASTERS MUST FILL IN ALL THE ABOVE HEADINGS.)

	Postmaster will use this column only.	Column for Auditor.
11. By amount due postmaster, being corrections of former accounts as per Auditor's statement dated _____ 190____		
12. By amount of compensation computed as follows:		
Stamds canceled, - $ 26 66		
2nd-class postage collected,		
Waste paper, etc., sold, -		
Total, - 26 66		
Commissions allowed on the above total are:		
100 per cent. of $ _____ (First $50 or less.) equals $		
60 " " " $ _____ (Next $100 or less.) equals		
50 " " " $ _____ (Next $200 or less.) equals		
40 " " " $ _____ (All over $350.) equals		
Box rents collected, - - - -		
Total compensation to be carried in column for Postmaster (Limited to $250 per quarter)	2 6 6 6	
13. By amount of fees on _____ (Number.) special-delivery letters and parcels delivered at eight cents for every delivery, as per receipts herewith (use form 3954.) -		
14. By _____ (Number.) ship and steamboat letters paid for this quarter, as per receipts herewith, at two cents each, - - - - - - - -		
15. By amount paid clerks in Post Office, as per receipts herewith (use form 1526, A.)		
16. By amount paid for stationery and miscellaneous items for Money-Order service,		
17. By amount paid for repairs to mail bags, as per receipts herewith, - -		
18. By amount paid Railway Post Office clerks, - - - - - -		
19. By transfer to Money-Order Account as follows:		
☞ Enter only transfers made and dated within this Quar.		
Date _____ $ _____ 100		
" _____ $ _____ 100		
" _____ $ _____ 100		
" _____ $ _____ 100 Enter total amount of transfers for the quarter in column for postmaster.		
" _____ $ _____ 100		
" _____ $ _____ 100		
" _____ $ _____ 100		
20. By amount of drafts returned to Department uncollected, - - -		
21. By amount of drafts on hand at end of quarter, uncollected, - - -		
22. By amount paid late postmaster. (No payment can be made to out-going postmaster unless first *authorized by the Auditor.*) - - - - -		
23. By deposit at Winston Salem N.C. to balance this account, apr 1 st 1904	4 8 5	
TOTAL, - - - - - -	3 1 5 1	

I, _____ Postmaster of _____

do _____ that the accounts which I have rendered to the Post Office Department for the quarter ending _____ 190____, exhibit truly and faithfully the entire receipts of my Post Office which have been collected thereat, and the entire sum which could have been by due diligence, collected thereat, during the period above stated, and that the credits claimed in the said accounts are just and true, as I verily believe; and, furthermore, that during the said period I have not knowingly delivered, or permitted to be delivered, to any person any mail matter on which the postage had not been paid at the time of such delivery, by affixing and canceling postage-due stamps, in accordance with section 26, Act of March 3, 1879. And, furthermore, that the amount of postage stamps, stamped envelopes, letter-sheet envelopes and postal cards, canceled as postage on matter actually mailed during the quarter, and of postage-due stamps canceled in payment of undercharged and unpaid postages upon matter delivered during the quarter upon which commission is claimed, is truly and accurately stated in the transcript accompanying this account; and, furthermore, that the amount of cancellations claimed by me on this postal accout and transcript accompanying it *does not include* any cancellations of *Special-Delivery Stamps*. Furthermore, that the delivery of special-delivery matter as above stated is accurate, and that the receipts submitted are genuine receipts, signed by the parties to whom the matter was delivered.

Postmasters Sign Here. ☞ _____ *Postmaster.*

SWORN to and subscribed before the undersigned, a _____ for the _____ of _____ this _____ day of _____ A. D. 190____.

Box Record

Postmaster at _____ State of _____

Enter under each quarter amount authorized by the Post Office Department of box rental.

Enter Amount Paid Under Each Quarter.

IN ACCOUNT FOR BOX RENTS.

Number of Box.	NAME OF BOX RENTER.	Year 190.... RATE OF RENTAL. 1st Qr.	2d Qr.	3d Qr.	4th Qr.	Year 190.... RATE OF RENTAL. 1st Qr.	2d Qr.	3d Qr.	4th Qr.	Year 190.... RATE OF RENTAL. 1st Qr.	2d Qr.	3d Qr.	4th Qr.
		AMOUNT PAID. 1st Qr.	2d Qr.	3d Qr.	4th Qr.	AMOUNT PAID. 1st Qr.	2d Qr.	3d Qr.	4th Qr.	AMOUNT PAID. 1st Qr.	2d Qr.	3d Qr.	4th Qr.
	Record April the 1st 1904												
✓	445 Postal Cards Sets	4	45										
✓	181 Stamps 1 "	1	81										
✓	537 " 2 "	10	74										
903	250 Stamped Env. 2 "	5	30										
" 5	162 " " 2 "	3	24										
" 9	232 " " 2 "	3	04										
	236 Cards Ret 2 "	4	76										
	73 Stamps 4 "	2	92										
✓	88 " 8 "	7	04										
✓	72 " 10 "	7	20										
✓	16 " Delin 10	1	60										

☞ Enter the names of all box renters or users of boxes in alphabetical order, viz: first, All surnames beginning with "A," then "B," "C," etc., leaving several lines between the letters of each alphabet in order to add additional names in case it is needed during the 3 years for which this book runs.

................................Postmaster at................................State of................................

Enter under each quarter amount authorized by the Post Office Department of box rental.		IN ACCOUNT FOR BOX RENTS.											
		Year 190.....				Year 190.....				Year 190.....			
		RATE OF RENTAL.				RATE OF RENTAL.				RATE OF RENTAL.			
		1st Qr.	2d Qr.	3d Qr.	4th Qr.	1st Qr.	2d Qr.	3d Qr.	4th Qr.	1st Qr.	2d Qr.	3d Qr.	4th Qr.
Enter Amount Paid Under Each Quarter.		AMOUNT PAID.				AMOUNT PAID.				AMOUNT PAID.			
Number of Box.	NAME OF BOX RENTER.	1st Qr.	2d Qr.	3d Qr.	4th Qr.	1st Qr.	2d Qr.	3d Qr.	4th Qr.	1st Qr.	2d Qr.	3d Qr.	4th Qr.

☞ Enter the names of all box renters or users of boxes in alphabetical order, viz: first, All surnames beginning with "A," then "B," "C," etc., leaving several lines between the letters of each alphabet in order to add additional names in case it is needed during the 3 years for which this book runs.

Special Instructions for Recording Unmailable Matter in this Book.

☞**Unmailable Matter must be sent Weekly to Dead Letter Office, Washington, D. C. Unmailable Matter must not be Advertised.**

Read Sections 417 to 424 inclusive, U. S. Postal Guide of January, 1900, and Sections 565 and 566 Postal Laws and Regulations of 1893.

Enter all Unmailable Matter sent to the Dead Letter Office on the blank provided for the purpose and also in this book, as follows:

1st. Under date in blank put the *year, and month, and day* you make the return.

2nd. Enter the name of addressee (or person to whom addressed.)

3rd. Enter the address (or place to where addressed.)

4th. Enter the reasons for sending to the Dead Letter Office—the blank is provided for each of these. The *reasons* are variable, such as—"Held for Postage," "Misdirected," "Destructive," "Obscene Matter," "Held for Better Directions, &c." (See pages 1068 to 1070 inclusive, U. S. Postal Guide of January, 1900, for descriptive list of Unmailable Matter.)

Should a change of Postmaster occur before this Uumailable List is fully used up, the incoming Postmaster should write the heading at top of page at the end of last letter sent and fill in the name of new Postmaster. This list is designed to run full 3 years, or to complete balance of book write names on each line

☞If matter is Registered, write the word "Registered" opposite name.

Special Instructions for Recording Unclaimed Matter in this Book.

☞**Unclaimed Matter must be returned to Dead Letter Office Monthly and One Month after Advertisement. Read Section 485 U. S. Postal Guide of 1900, and Sections 562, 563, 564, Postal Laws and Regulations of 1893.**

Arrange all unclaimed Matter in the following order:

1st. Domestic Letters (including drops.)

2nd. Foreign Letters.

3rd. Third Class Matter of value, such as books, pamphlets, &c.,

4th. Fourth Class Matter.

5th. Foreign Printed Matter.

6th. Foreign Postal Cards.

7th. Domestic Postal Cards, (wholly written.)

8th. Refused Matter.

9th. Miscellaneous, including letters sent to writers from Dead Letter Office.

☞Register all valuable letters sent to Dead Letter Office, and write "Registered" opposite name in the list.

Under heading "Description of Matter," use the following Letters and figures to describe the kind of matter sent.

For	1st	in	list	above,	use letters	"D. L."
"	2nd	"	"	"	"	"F. L."
"	3rd	"	"	"	" figure	"3."
"	4th	"	"	"	"	"4."
"	5th	"	"	"	" letters	"F. P. M."
"	6th	"	"	"	"	"F. P. C."
"	7th	"	"	"	"	"D. P. C."
"	8th	"	"	"	"	"R. M."
"	9th	"	"	"	"	"M."

All request cards or official matter of any class returned to sender, or undelivered matter sent to the *Dead Letter Office*, must bear on its face the reason for such return, such as "*Refused*," "*Removed*," "*Present Address Unknown*," "*Deceased*," "*Unclaimed*," "*Cannot be Found*," *etc., etc.* And must also in every instance bear the post-mark of the office from which it is returned. No article of undeliverable matter must be detained at the office to which it is addressed for a longer time than that named in the "return request." See Section 474 U. S. Postal Guide of January, 1900.

Many Postmasters write on the face of letters "Unclaimed," when they are Refused. The Department insists upon Postmasters giving "*Refused*," *when they are refused*, instead of making such letters "*unclaimed*," the actual reason for returning them either to the writer or Dead Letter Office must in every case appear. See Section 475 U. S. Postal Guide of January, 1900, page 1075.

READ CAREFULLY from Section 466 to 489 inclusive, U. S. Postal Guide of January, 1900, for full instructions on the above, and for time of advertisement and what should be advertised, read Sections 545 and 546 Postal Laws and Regulations of 1893

WEEKLY RETURNS of Unmailable Matter, sent to the Dead Letter Office, at Washington, D. C., by

______________________ Postmaster at ______________________

State of ______________________ (See instructions opposite first page of this blank.)

Date sent including year and month.	NAME OF ADDRESSEE.	ADDRESS.	Reason for Sending.

Unclaimed and Unmailable

LIST OF UNCLAIMED MATTER, Advertised by W. R. Dass, Postmaster at Copeland State of N.C. on the 23 day of May 1902 and sent to Dead Letter Office at Washington, D. C., for the Month ending June 30th 1902

Description of Matter.		ADDRESSEE.	Description of Matter.		ADDRESSEE.
D.S.	1	Miss Mattie arnold		6	Mr. Diard Spiery
"	2	Jim Deaton		7	
"	3	Mr. Shade Ellison		8	
"	4	miss Rose E Pps		9	
	5	J. E. Lemar Pps		10	

LIST OF UNCLAIMED MATTER, Advertised by J. F. Williams, Postmaster at Copeland State of N.C. on the 23 day of april 1903 and sent to Dead Letter Office at Washington, D. C., for the month ending april 1903

Description of Matter.		ADDRESSEE.	Description of Matter.		ADDRESSEE.
D.S.	1	Robert Ray	Letter	6	
	2			7	
	3			8	
	4			9	
	5			10	

LIST OF UNCLAIMED MATTER, Advertised by J. F. Williams, Postmaster at Copeland State of N C on the 21 day of May 1903 and sent to Dead Letter Office at Washington, D. C., for the month ending may 1903

Description of Matter.		ADDRESSEE.	Description of Matter.		ADDRESSEE.
D.S.	1	MRS Cary white		6	
	2			7	
	3			8	
	4			9	
	5			10	

LIST OF UNCLAIMED MATTER, Advertised by J. F. Williams, Postmaster at Copeland State of N.C. on the 23 day of July 1903 and sent to Dead Letter Office at Washington, D. C., for the month ending July 31 1903

Description of Matter		ADDRESSEE.	Description of Matter.		ADDRESSEE.
D.S.	1	mr. Henry Holloman		6	
	2			7	
	3			8	
	4			9	
	5			10	

LIST OF UNCLAIMED MATTER, Advertised by J. F. Williams, Postmaster at Copeland State of N. C. on the 19 day of aug 1903 and sent to Dead Letter Office at Washington, D. C., for the month ending aug 31 1903

Description of Matter.		ADDRESSEE.	Description of Matter.		ADDRESSEE.
D.S.	1	Laurance Weaver		6	
	2			7	
	3			8	
	4			9	
	5			10	

Antiphlogistine

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NEW YORK.

NEW YORK, N.Y.
1904

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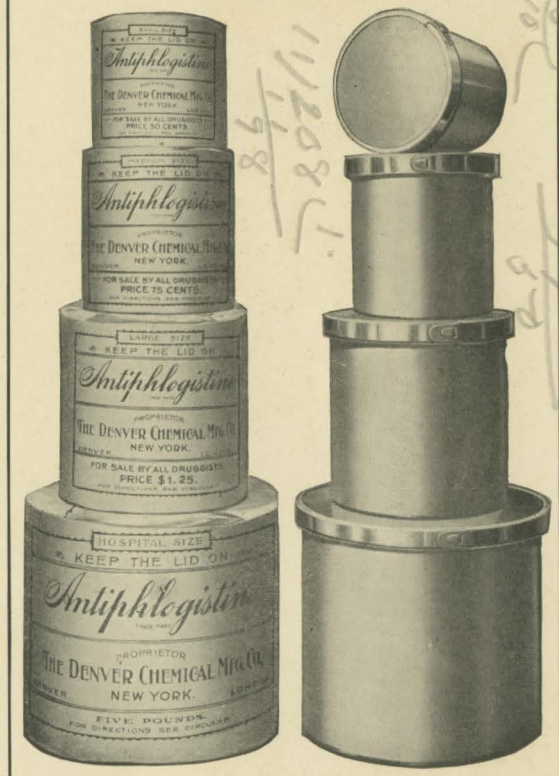
Dr. J. F. Williams
Copeland
Hamptonville
N.C.

Antiphlogistine



A Therapeutic Expedient





To insure patients obtaining Antiphlogistine in perfect condition always prescribe full and original packages—a Small, Medium, Large or Hospital Size.