

Crawford 2703 (4)

(3244.)

REGULATIONS RESPECTING SPECIAL-REQUEST ENVELOPES.

1. **ADVANCE PAYMENT FORMS.**—No order is to be taken on credit unless at the postmaster's own risk, and in no case for less than 500 of any specified designation and denomination bearing the same printing.

Receipt blanks, Form 3202-a, for payments in advance, are furnished by the Division of Supplies—First Assistant's Bureau. These payments constitute a bargain but are not conclusive of a sale, and, while the money is to be held with the same care as the ordinary receipts of the office, it should not go formally into the hands of a depository, and beyond the control of the postmaster, until the envelopes are delivered to him. No money is to be sent direct to the Department—See Sections 98 and 139, of the Regulations. Special-Request envelopes must in all instances be ordered on the blank form furnished by the Department (Form No. 8202), AND THAT FORM MUST NOT BE USED FOR ORDERING ANY OTHER ENVELOPES.

2. **PLACE OF PURCHASE.**—Unless the purchaser has more than one post-office address and resides or does business where the envelopes are ordered—this being satisfactorily explained by the postmaster on his requisition—the name of the post office as written at the head of the requisition must be that given at the bottom as a part of the desired card, following the style and orthography of the official establishment, by the Fourth Assistant Postmaster General, published in the Postal Guide.

3. The Department will not print a return card with an ALTERNATIVE or LOCAL name in addition to that of the post office.

4. **COMPLETE COPY.**—All the matter allowable and desired printed must be plainly written in the space provided therefor, and a printed card should, when obtainable, be pinned or otherwise slightly attached to the order to insure accuracy.

5. **THE ACT OF MARCH 3, 1873.**—Section 1, page 567, of the 17th Statutes says, "that no envelopes, AS FURNISHED BY THE GOVERNMENT, shall contain any lithographing or engraving, and no printing except a printed request to return the letter to the writer."

6. **MEANING OF THE STATUTE.**—The prohibitions in the above cited law exclude mention of the vocation of the purchaser, the name of the original addressee, any special device, border, or advertisement, and limit the printing that may be supplied by the Department to the following matter, or so much thereof as may be desired, as a special request to return, to wit:

7. **WHAT MAY BE PRINTED.**—First: The name of the writer, whether individual, firm, company, or corporation. Second: The post-office address, including number and name of street, name of post office, county, and State. Third: A request to return if not delivered within a given or blank number of days, as "Return to Jacob Wilson, Providence, R. I., if not delivered within 10 days," or "Return to Washington Line and Cement Co., Washington, Ohio, if not delivered within 5 days," or "Return to Treasurer's Office, Erie Canal Co., Rochester, N. Y., if not delivered within ---- days."

8. **EVASIONS BY BLENDING NAME AND BUSINESS.**—The corporate or firm name may be printed as the name of the writer; but the name of an individual or individuals will not be printed apart from, and in addition to, such recognized appellation, mentioned in Section 7. The Department must also exclude such names as "Law Office of John Brown," "Henry Smith's Store," etc. No requisition will be filled that may, in this manner, attempt to secure envelopes with return request cards containing the occupation or business of those for whom they are ordered.

9. It must be understood that the provision of law quoted RESTRICTS THE ACTION OF THE DEPARTMENT ONLY, and does not, of course, prevent persons from having embossed stamped envelopes or others purchased by them, printed in any manner they may desire, at their own expense.

10. **UNIFORMITY.**—No variation will be made in the location of the card on the upper left-hand corner of the envelope, style or sizes of type, color of ink, or the form of request adopted by the Department. The larger sized type will be used on all envelopes larger than 11, except when the writer's address is so long as to require the smaller type which are used on the 1, 2, 10, and 11 sizes. The style of card and sizes of type are shown as follows:

Return to J. H. CONNOR,
No. 95 Walnut St., MONTCLAIR, N. Y.,
If not delivered within 10 days.

Return to
SOUTH SEA TRANSPORTATION LINE,
Pier 7 North River, NEW YORK, N. Y.,
If not delivered within 5 days.

11. **PERMISSIBLE OMISSIONS.**—Should it be desired to leave in blank the name of the post office to which the envelopes are to be returnable, or if the name and post-office address only are desired, without a request to return the postmaster must so state explicitly.

12. **LIMIT OF TIME, RESTRICTED, OMITTED, ETC.**—By law all letters bearing the name and residence of the writer on the envelopes with no "to be held" limit of time expressed thereon, are required to be returned if not delivered within 30 days. Requests for the return of letters in less than 3 days will not be printed or regarded by postmasters. See Section 550 of the Regulations.

13. **EXCEPTED FROM REQUEST CARDS.**—Cards or requests will not be printed on newspaper wrappers (12), postal cards, letter sheets, nor envelopes (6) for covering circulars; nor will envelopes be face ruled or black lined.

14. **COLORS OF PAPER.**—Since the 1st of January, 1891, the following rule has been observed: The No. 1, small note size, and 10 and 11, small and large Baronial, will be furnished in first quality white only; others of the second and third qualities will be furnished in two colors, and those of the first quality, except as above, will be made part or all amber if the postmaster indicates the purchaser's wishes in this respect; otherwise, they will be supplied all white.

15. **REFUSED BY PURCHASER—REDEMPTION.**—Envelopes that may be refused on account of a misprint that has occurred through no fault of the Department will, if returned, be treated as spoiled in directing, and only the value of the postage on the same be placed to the credit of the postmaster by whom they were ordered. (For information as to the redemption of any stamped paper see Form 3309.)

16. **DISREGARD OF RULES.**—Any requisition in conflict with these regulations that may be received at the Department will be returned unfilled.

POST OFFICE DEPARTMENT,
OFFICE OF THE THIRD ASST. POSTMASTER GENERAL,
Washington, January 1, 1895.

KERR CRAIG,
Third Assistant Postmaster General.

PRICES OF STAMPED ENVELOPES AND NEWSPAPER WRAPPERS,

JANUARY 1, 1895.

THIS SCHEDULE SUPERSEDES ALL PREVIOUS ONES.

SIZE.	DENOMINATION.	QUALITY.	COLOR.	1,000	500	250	100	50	25	10	9	8	7	6	5	4	3	2	1
No. 1. 2 1/4 x 5 1/4 inches.	2-cent	First	White, only	\$21.36	\$10.68	\$5.34	\$2.14	\$1.07	\$.54	\$.22	\$.20	\$.18	\$.15	\$.13	\$.11	\$.09	\$.07	\$.05	\$.03
		1 "	First	White	11.56	5.78	2.89	1.16	.58	.29	.12	.11	.10	.09	.07	.06	.05	.04	.03
No. 2. 3 1/4 x 5 1/2 inches.	2 "	First	White	21.56	10.78	5.39	2.16	1.08	.54	.22	.20	.18	.16	.13	.11	.09	.07	.05	.03
		2 "	Second	Buff or blue	21.20	10.60	5.30	2.12	1.06	.53	.22	.20	.17	.15	.13	.11	.09	.07	.05
	1 "	Third	Manila or amber	21.00	10.50	5.25	2.10	1.05	.53	.21	.19	.17	.15	.13	.11	.09	.07	.05	.03
		1 "	First	White	11.60	5.80	2.90	1.16	.58	.29	.12	.11	.10	.09	.07	.06	.05	.04	.03
No. 3. 3 3/8 x 5 3/4 inches.	2 "	First	White	21.60	10.80	5.40	2.16	1.08	.54	.22	.20	.18	.16	.13	.11	.09	.07	.05	.03
		2 "	Second	Buff or blue	21.36	10.68	5.34	2.14	1.07	.54	.22	.20	.18	.15	.13	.11	.09	.07	.05
	2 "	Third	Manila or amber	21.00	10.50	5.25	2.10	1.05	.53	.21	.19	.17	.15	.13	.11	.09	.07	.05	.03
		5 "	First	White	51.60	25.80	12.90	5.16	2.58	1.29	.52	.47	.42	.37	.31	.26	.21	.16	.11
	No. 4. 3 3/8 x 5 3/4 inches.	2 "	First	White	21.72	10.86	5.43	2.18	1.09	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05
1 "			First	White	11.80	5.90	2.95	1.18	.59	.30	.12	.11	.10	.09	.08	.06	.05	.04	.03
No. 5. 3 1/2 x 6 1/8 inches.	2 "	First	White	21.80	10.90	5.45	2.18	1.09	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05	.03
		2 "	Second	Buff or blue	21.56	10.78	5.39	2.16	1.08	.54	.22	.20	.18	.16	.13	.11	.09	.07	.05
	2 "	Third	Manila or amber	21.20	10.60	5.30	2.12	1.06	.53	.22	.20	.17	.15	.13	.11	.09	.07	.05	.03
		5 "	First	White	51.80	25.90	12.95	5.18	2.59	1.30	.52	.47	.42	.37	.32	.26	.21	.16	.11
No. 6. 3 1/2 x 6 1/8 inches Un gummed.	2 "	Manila	Manila	11.08	5.54	2.77	1.11	.56	.28	.12	.10	.09	.08	.07	.06	.05	.04	.03	.02
		First	White	22.52	11.26	5.63	2.26	1.13	.57	.23	.21	.19	.16	.14	.12	.09	.07	.05	.03
No. 7. 3 7/8 x 8 1/8 inches.	2 "	Second	Buff or blue	22.16	11.08	5.54	2.22	1.11	.56	.23	.20	.18	.16	.14	.12	.09	.07	.05	.03
		4 "	First	White	42.52	21.26	10.63	4.26	2.13	1.07	.43	.39	.35	.30	.26	.22	.17	.13	.09
No. 8. 4 1/4 x 9 1/4 inches.	2 "	First	White	23.00	11.50	5.75	2.30	1.15	.58	.23	.21	.19	.17	.14	.12	.10	.07	.05	.03
		4 "	First	White	43.00	21.50	10.75	4.30	2.15	1.08	.43	.39	.35	.31	.26	.22	.18	.13	.09
No. 9. 4 3/8 x 10 1/4 inches.	2 "	First	White	23.20	11.60	5.80	2.32	1.16	.58	.24	.21	.19	.17	.14	.12	.10	.07	.05	.03
		4 "	First	White	43.20	21.60	10.80	4.32	2.16	1.08	.44	.39	.35	.31	.26	.22	.18	.13	.09
No. 10. 3 2/3 x 4 3/4 inches.	2 "	First	White, only	21.80	10.90	5.45	2.18	1.09	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05	.03
		No. 11. 4 1/4 x 5 1/4 inches.	1 "	First	White, only	12.00	6.00	3.00	1.20	.60	.30	.12	.11	.10	.09	.08	.06	.05	.04
2 "	First		White, only	22.00	11.00	5.50	2.20	1.10	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05	.03
No. 12. 5 1/2 x 10 1/2 inches. Newspaper Wrappers.	2 "	Manila	Manila	11.00	5.50	2.75	1.10	.55	.28	.11	.10	.09	.08	.07	.06	.05	.04	.03	.02
		Manila	Manila	21.00	10.50	5.25	2.10	1.05	.53	.21	.19	.17	.15	.13	.11	.09	.07	.05	.03
No. 13. 3 3/4 x 6 3/4 inches.	2 "	First	White	22.16	11.08	5.54	2.22	1.11	.56	.23	.20	.18	.16	.14	.12	.09	.07	.05	.03
		2 "	Second	Buff or blue	21.80	10.90	5.45	2.18	1.09	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05
No. 14. 3 3/4 x 6 3/8 inches.	2 "	First	White	22.00	11.00	5.50	2.20	1.10	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05	.03

SALES OF IRREGULAR QUANTITIES.

In making sales of envelopes and wrappers in quantities other than as above set forth, it is expected that postmasters will evince a proper spirit of accommodation, but they are not required to lose the fractions of a cent; and if a postmaster can not make change, the purchaser must tender the exact amount for the number required.

When the schedule price of a single envelope is 3 cents and that of a single wrapper is 2 cents, and both are purchased in the same transaction, 4 cents, and not 5 cents, will be required; and the same principle applies to all similar sales of different qualities or denominations. That is, where several envelopes of different styles are sold, the postmaster will retain only the fraction of a cent on the whole purchase, and not on each separate envelope.

STAMPED ENVELOPES AND NEWSPAPER WRAPPERS SPOILED IN DIRECTING.

The postage on stamped envelopes and newspaper wrappers spoiled in directing will be refunded in stamps by a postmaster, if satisfied they have never been sent by mail and that the misdirection actually occurred at the place where the redemption is claimed; also, provided that such envelopes shall be presented in substantially a whole condition. (See section 132, Postal Regulations of 1893.)

SPECIAL-REQUEST ENVELOPES.

When ordered in quantities of five hundred and upward, of any specified denomination, the Department will, if desired, print on the upper left-hand corner of any of the above-described envelopes, except Nos. 6 and 12, (circulars and newspaper wrappers), without additional charge, the NAME (excluding business employment) and POST-OFFICE ADDRESS of purchasers (the post office as officially established and published in the Postal Guide), WITH A REQUEST TO RETURN, if unclaimed within a given time. These are officially designated as Special-Request Envelopes, and individuals must in all cases order them through postmasters, and not by direct application to the Department.

KERR CRAIG,

Third Assistant Postmaster General.