

REGULATIONS RESPECTING SPECIAL-REQUEST ENVELOPES.

1. No order is to be taken on credit except at the Postmaster's own risk, and in no case for less than 500 of any specified denomination bearing the same printing.

SPECIAL-REQUEST Envelopes must in all instances be ordered on the blank form furnished by the Department (Form No. 3202), AND THAT FORM MUST NOT BE USED FOR ORDERING ANY OTHER ENVELOPES.

2. *Special devices* and the *address of correspondents* will not be printed under any circumstances whatever, and no envelopes will be ruled or black-lined.

3. The printing of cards and requests *across the end* has been discontinued. In future they will be printed on the *upper left-hand corner* only.

4. Business vocations or employments will be excluded from cards and requests. The name of the writer only should be given, without any reference to his occupation.

5. Should it be desired to leave in blank the post-office address of the party to whom the envelopes are to be made returnable, it must be so stated.

6. When the name and post-office address only are desired, without a request to return, the order must so specify. By law all letters bearing the name and address of the writer on the envelopes are required to be returned if not delivered within thirty days.

7. The name of the *post office* ordering, as written at the head of the requisition, must agree with that given at the bottom, for printing the return-request card, except in cases under Sec. 13, and follow in full the style and orthography of the official establishment as determined by the First Assistant Postmaster General and published in the Postal Guide; that officer has exclusive control of that detail, and any attempt to abbreviate or change the method of spelling the name of an office on a requisition will insure its return or correction.

8. No variations will be made in the *style of type*, the *color of ink*, or the *form of request* adopted by the Department; neither will cards or requests be surrounded by borders of any kind.

The matter desired to be printed must be plainly written in the space provided therefor, and a printed label, when obtainable, also accompany the order to avoid mistakes.

Envelopes that may be refused on account of a misprint that has occurred through no fault of the purchaser will, if returned, be treated as spoiled in directing, and only the value of the postage on the envelope will be credited to the credit of the Postmaster by whom they were ordered.

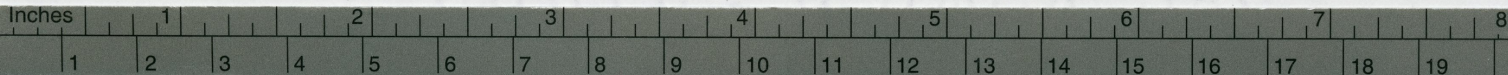
Envelopes of the size, and M and N, small and large baronial, will be furnished in first quality white paper. Envelopes of the size, and M and N, small and large baronial, will be furnished in three qualities and the second and third qualities in equal parts as described, unless otherwise requested by the postmaster. The first quality, except L, M, and N, if so directed,—as indicated by note on the reverse side—be supplied all or part amber; in the case of such instructions they will be all white.

Cards or requests will *not* be printed on *newspaper wrappers, envelopes for covering circulars, or letter-sheet wrappers.*

13. If, for the reason that the purchaser has more than one post-office address, the postmaster intentionally directs that the name of another post office than his own be printed in the return-request card, it will be necessary that he state the fact that the purchaser resides, or is engaged in business, within the delivery of his office; unless clearly within this provision, the purchaser should be referred to the postmaster at the office named in the return-request card.

A. D. HAZEN,
Third Assistant Postmaster General.

POST OFFICE DEPARTMENT,
OFFICE OF THE THIRD ASSISTANT POSTMASTER GENERAL,
Washington, February 10, 1891.



PRICES OF STAMPED ENVELOPES AND NEWSPAPER WRAPPERS.

OCTOBER 1, 1890.

THIS SCHEDULE SUPERSEDES ALL PREVIOUS ONES.

SIZE AND DESIGNATION.	Denomination.	QUALITY OF PAPER.	COLOR. See Sec. 11 on back.	1000.	500.	250.	100.	50.	25.	10.	9.	8.	7.	6.	5.	4.	3.	2.	1.		
Full Letter Size, 3 1/2 x 5 1/2 inches.	A.	1 cent.	First	White	\$11.60	\$5.80	\$2.90	\$1.16	\$0.58	\$0.29	\$0.12	\$0.11	\$0.10	\$0.09	\$0.07	\$0.06	\$0.05	\$0.04	\$0.03	\$0.02	
	A.	2 cents.	First	White	21.00	10.80	5.40	2.16	1.08	.54	.22	.20	.18	.16	.13	.11	.09	.07	.05	.03	
	Aa.	2 cents.	Second	Buff or Blue	21.20	10.60	5.30	2.12	1.06	.53	.22	.20	.17	.15	.13	.11	.09	.07	.05	.03	
Un gummed, for Circulars, 3 1/2 x 5 1/2 inches.	B.	1 cent.	Manila	Manila	11.00	5.50	2.75	1.10	.55	.28	.11	.10	.09	.08	.07	.06	.05	.04	.03	.02	
		C.	1 cent.	First	White	11.80	5.90	2.95	1.18	.59	.30	.12	.11	.10	.09	.08	.06	.05	.04	.03	.02
		C.	2 cents.	First	White	21.80	10.90	5.45	2.18	1.09	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05	.03
Commercial Size, 3 1/2 x 5 1/2 inches.	C.	5 cents.	First	White	51.80	25.90	12.95	5.18	2.59	1.30	.52	.47	.42	.37	.32	.26	.21	.16	.11	.06	
		Cc.	2 cents.	Second	Buff or Blue	21.40	10.70	5.35	2.14	1.07	.54	.22	.20	.18	.15	.13	.11	.09	.07	.05	.03
		Ccc.	1 cent.	Third, Manila	Manila or Amber	11.00	5.50	2.75	1.10	.55	.28	.11	.10	.09	.08	.07	.06	.05	.04	.03	.02
Extra Letter Size, 3 1/2 x 6 1/2 inches.	D.	1 cent.	First	White	12.00	6.00	3.00	1.20	.60	.30	.12	.11	.10	.09	.08	.06	.05	.04	.03	.02	
		D.	2 cents.	First	White	22.00	11.00	5.50	2.20	1.10	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05	.03
		Dd.	2 cents.	Second	Buff or Blue	21.60	10.80	5.40	2.16	1.08	.54	.22	.20	.18	.16	.13	.11	.09	.07	.05	.03
Extra Letter Size, un gummed, for Circulars, 3 1/2 x 6 1/2 inches.	E.	1 cent.	Manila	Manila	11.20	5.60	2.80	1.12	.56	.28	.12	.11	.09	.08	.07	.06	.05	.04	.03	.02	
		F.	2 cents.	First	White	22.20	11.10	5.55	2.22	1.11	.56	.24	.20	.18	.16	.14	.12	.09	.07	.05	.03
		Ff.	2 cents.	Second	Buff or Blue	21.80	10.90	5.45	2.18	1.09	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05	.03
Legal Size, 3 1/2 x 9 1/2 inches.	F.	2 cents.	First	White	21.40	10.70	5.35	2.14	1.07	.54	.22	.20	.18	.15	.13	.11	.09	.07	.05	.03	
		G.	2 cents.	First	White	23.00	11.50	5.75	2.30	1.15	.58	.23	.21	.19	.17	.14	.12	.10	.07	.05	.03
		Gg.	2 cents.	Second	Buff or Blue	22.60	11.30	5.65	2.26	1.13	.57	.23	.21	.19	.16	.14	.12	.10	.07	.05	.03
Official Size, 3 1/2 x 8 1/2 inches.	G.	2 cents.	First	White	21.60	10.80	5.40	2.16	1.08	.54	.22	.20	.18	.16	.13	.11	.09	.07	.05	.03	
		Gg.	4 cents.	First	White	43.00	21.50	10.75	4.30	2.15	1.08	.43	.39	.35	.31	.26	.22	.18	.13	.09	.05
		Ggg.	2 cents.	Second	Buff or Blue	22.40	11.20	5.60	2.22	1.11	.57	.23	.21	.19	.16	.14	.12	.10	.07	.05	.03
Large Official Size, 4 1/2 x 9 1/2 inches.	H.	2 cents.	First	White	23.20	11.60	5.80	2.32	1.16	.58	.24	.21	.19	.17	.14	.12	.10	.07	.05	.03	
		Hh.	2 cents.	First	White	43.20	21.60	10.80	4.32	2.16	1.08	.44	.39	.35	.31	.26	.22	.18	.13	.09	.05
		Hhh.	2 cents.	Second	Buff or Blue	22.70	11.35	5.68	2.27	1.14	.57	.23	.21	.19	.16	.14	.12	.10	.07	.05	.03
Extra Official Size, 4 1/2 x 10 1/2 inches.	I.	2 cents.	First	White	21.70	10.85	5.43	2.17	1.09	.55	.22	.20	.18	.16	.13	.11	.09	.07	.05	.03	
		Ii.	2 cents.	First	White	23.40	11.70	5.85	2.34	1.17	.59	.24	.22	.19	.17	.15	.12	.10	.08	.05	.03
		Iii.	2 cents.	Second	Buff or Blue	22.80	11.40	5.70	2.28	1.14	.57	.23	.21	.19	.16	.14	.12	.10	.07	.05	.03
Newspaper Wrappers, 5 1/2 x 10 1/2 inches.	K.	1 cent.	Manila	Manila	11.00	5.50	2.75	1.10	.55	.28	.11	.10	.09	.08	.07	.06	.05	.04	.03	.02	
		K.	2 cents.	Manila	Manila	21.00	10.50	5.25	2.10	1.05	.53	.21	.19	.17	.15	.13	.11	.09	.07	.05	.03
		K.	2 cents.	Manila	Manila	21.00	10.50	5.25	2.10	1.05	.53	.21	.19	.17	.15	.13	.11	.09	.07	.05	.03
NOTE ENVELOPES.																					
Small Note Size, 2 1/2 x 5 1/2 inches.	L.	2 cents.	First	White	21.40	10.70	5.35	2.14	1.07	.54	.22	.20	.18	.15	.13	.11	.09	.07	.05	.03	
		L.	2 cents.	First	White	21.40	10.70	5.35	2.14	1.07	.54	.22	.20	.18	.15	.13	.11	.09	.07	.05	.03
Small Baronial Size, 3 1/2 x 4 1/2 inches.	M.	2 cents.	First	White	21.80	10.90	5.45	2.18	1.09	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05	.03	
		M.	2 cents.	First	White	21.80	10.90	5.45	2.18	1.09	.55	.22	.20	.18	.16	.14	.11	.09	.07	.05	.03
Large Baronial Size, 4 1/2 x 5 1/2 inches.	N.	1 cent.	First	White	12.00	6.00	3.00	1.20	.60	.30	.12	.11	.10	.09	.08	.06	.05	.04	.03	.02	
		N.	2 cents.	First	White	22.00	11.00	5.50	2.20	1.10	.55	.22	.20	.18	.16	.13	.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 if they are not required to lose the fraction of a cent; and if a postmaster cannot 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 will be required; and the same principle applies to all similar sales of different qualities or denominations. That is, where several envelopes of different style or 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 or printing will be refunded by a postmaster, if satisfied they have not 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 a substantially whole condition. (See section 181, Postal Regulations of 1887.)

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 B, E, and K (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.

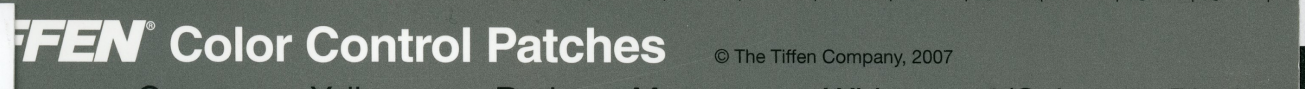
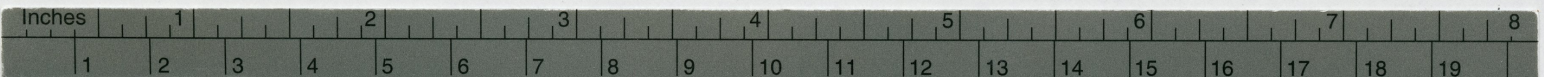
Jno Wanamaker

Postmaster General.

POST OFFICE DEPARTMENT, October 1, 1890.

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