IR: By direction of the POSTMASTER GENERAL, the inclosed contracts for conveying the mail are intrusted to you to be signed by the president, or some other authorized agent of the company therein named, and two sureties.

You are requested to present them to the parties IMMEDIATELY, AND

1st. That the names of the sureties are correctly inserted in the blank space left for the purpose.

2d. That the contracts are signed by each of the parties, the contractor to sign first, using the seal of the company, and the date of signing (day, month, and year) be placed against each signature on the right of the seal.

3d. That the signatures be witnessed, by one or more persons, on the left of the signatures.

4th. After making inquiry as to the sufficiency of the sureties, and satisfying yourself on that point, you will sign the certificate in your official capacity, and as under your oath of office.

5th. You will permit no erasure or alteration whatever on the contracts or schedule, but—

6th. You will correct errors in the names on the contracts, if any.

7th. You will be careful to see that the sureties sign on the same day, or after the contractor; never on a prior day.
Both contracts, with the schedule, are to be returned to this Office without delay; one to be filed in the office of the Auditor, and the other in the Department, agreeably to law. When they are received, executed correctly in every respect, a copy will be sent to the contractor, if one be requested.

As no payments can be made until the two contracts are executed and in possession of the Department, the interests of the contractor, as well as your duty, demand of you careful attention to these requirements.

If the company has no seal, that fact should be stated on the contract. The title of the company should be signed to the contract in such a manner as to hold the company responsible, thus:

"A. and B. R. R. Co.,
By D. C., President."

If the contracts are executed by any other officer than the president, proof of the authority of such officer to contract for the company should be forwarded to the Department with the contracts.

Respectfully, &c., &c.,
Jas. N. Tyner
JOHN L. ROUTT,
Second Assistant Postmaster General.

POSTMASTER at

[NOTE: The final paragraph above was underlined in blue pencil, and Mr. Tyner's signature was written in the same pencil. In addition, the following was blue pencilled along the side of the paper:] Contracts recd by Department, executed by Genl. Manager we require proof of his Authority Under Seal of the Co.