



## **INSTRUCTIONS**

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To be forwarded monthly in DUPLICATE.

"Remittance herewith," not including R. P. receipts, must agree with amount actually forwarded as noted in certificate.

"Collections for previous months" cover amounts collected on messages previously reported on which no charge or a short-charge was made.

"Refunds" cover amounts previously forwarded which have been returned in part or wholly to senders of messages because of overcharge.

Money should be forwarded by Treasury check whenever possible.

Money orders should be drawn on Postmaster, Washington, D. C.

All checks and money orders should be made payable to **NAVAL COMMUNICATION SERVICE**.