

From the Board 13 Apr 1719
About Artificers
bill & Estimates

Date stamped 15/AP

To
Mess^{rs} Hooper & Baxter belonging
to the Office of His Majesty's Ordn^{ce}
at Portsmouth

Office of Ordnance
April 13th 1719

Mess^{rs} Hooper & Baxter

In the general instructions for engineers and the 5th Section / which was ordered to be given to the Several storekeepers and Overseers / there is a method prescribed for keeping the Accounts of all work and Repairs whether by Contract or Daywork and of all moneys rec^d and paid thereupon, distinctly, by Posting into a Leidger each Article in the Estimate under the Proper heads on one side, and on the other side all the Payments made thereon either on Contract or Daywork, that so it may appear, how much each Article doth amount unto.

But observing that this method is not complied with and that on the Contrary most of the Bills that are brought in intermix the Works one with the other, so confusedly, that it's impossible to find out the charge of any particular heads in the Estimated. We therefore direct you to pursue the said Method for the Future, and that all Bills that now remain or hereafter are to be brought in, be so made, otherwise they shall not be allowed,

This is the more necessary because there have been frequent complaints that notwithstanding the Artificers have been obliged by Contracts to compleat the Buildings, yet when any Alterations are to be made Through their faults, Daylaboures have been employed to make good the same att the Office charge, You are to communicate these orders to all Persons concerned and to deliver them copies thereof and of the said Instructions.

M Richards

J Wheate

J White

Tho frankland

Editor's note:

This is part of an ongoing issue; see also 17200115 duplicate receipts & 17190424 lost records