

Mess^{rs} Hooper & Baxter

You are to take ^{care} for the future that all Persons, from whom, you receive any Stores, shall sign a duplicate of the receipt you return them; & you are to transmit to this Office, with the rest of your Vouchers & Acco^{ts}. This I am Comanded to acquaint you with, by order of the board dated Jan^r 15th 1719²⁰

Your humble servant
W. Garrison
junior

Office of Ordnance
Jan^r 16th 1719²⁰

Pray send me your last abstract for this year & hasten your Ledger

Mess^{rs} Hooper & Baxter
Purveyors for the Office of
Ordnance at
Portsmouth

Jan 20 1719
Received
1719
Duplicate receipt for 100
Shells

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Jan^{ry} 16th 1719/20 from
W^m Harrison to take
Duplicate receipt for all stores
Delivered

Date stamped 16/JA

to
MeSs^{rs} Hooper & Baxter
Storekeepers for the Office of
Ordnance at
Portsmouth

MeSs^{rs} Hooper & Baxter

^{care}
You are to take ^{care} for the future
that all Persons from whom you receive
any Stores, shall sign a duplicate of the
receipt you return them w^{ch} you are to
transmit to this Office with the rest
of your Vouchers & Acc^{ts} This I am
Commanded to acquaint you with the
order of the board dated said 15th J 1719/20

Your humble serv^t

W Harrison

Junior

Office of Ordnance

Jan^{ry} 16th 1719/20

Pray send me your last abstract for
this year & hasten your Ledger

Editor's note:

This is part of an ongoing issue; see also 17190413 reprimand & 17190424 lost records.