

This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + Refrain from automated querying Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at http://books.google.com/







10920 4 25



The SUN behold, an Emblem of Good Senfe, Pegafus's Speed, Mercury of Eloquence; Integrity declar'd is by the Dove, Which underneath Sound Judgment doth App ove.



To my most Worthy Friend, J. HILL, upon the Perusal of his BOOK, Intituded The Young Secretary's Guide.

SIR. Aving View'd Your BOOK, I therein plainly f In laying down to many Precedents Of various Use, and different Contents; Such as th' Unlearned highly ought to Prize; Such as the Learned ought not to Delpife; For from't to either, may Advantage rife; Here, he who knows not how to move his Quill In Pleasing Strains, may choose out what he will: Fitted to all Affairs, he here may see, What Thought can form, or he could wish to be. The Scholar may learn curiously to Indite; The Tradesman to his Correspondent Write; And the plain Countryman his Sense Recite. To All Degrees you have your Style Addrest, As if the Words of All you had Expreit, As they themselves had form'd 'em in their Breast. The mighty Hinge of Business you have mov'd, In fuch a Manner, as must be Approvid; You'll be Encourag'd, tho' pale Ency load The rifing Palm with Black Ingratitude. Though, Those for whom it chiefly was Defign'd, Cavil at Faults perhaps they cannot find; Or they to whom it may give some Offence, In Light'ning those they'd keep in Ignorance, Should tax it with Deficiency of Sense. Nay, should Detractors their Worst Spleen engage, Ridicule it; or all their Stock of Rage To Blast it in its Infancy, let loose; They cannot Damn a BOOK of so much U/e. No: It shall Live to After-times, and See Many Good Days; Take that, Dear Friend, from Me.

THE

Young Secretary's Guide

Speedy Help to Learning,

In Writing of LETTERS, Sc.

In Two PARTS.

I. Containing the True Method of Writing Letters upon any Subject; whether concerning Bulinels, or otherwise: Fitted to all Capacities, in the most frootb and obliging style; with about Two Ht n dred Examples never before Published. As also Infirst ens how preperty to Intitle, Subfir be or Direct

a Letter to any Person of what Quality soever. With full Directions for True Pointing, &c.

II. Containing an exact Collection of Acquirtances. Bills, Bonds, Wills. Indentures, Deeds of Gifts Letters of Attorney, Aftignments, Releases Warrants of Astorrey. Bills of Sale, Counter-Securities: With Notes of Directions relating to what is most D. ficult to be Understood in the most Legal, Sense, worm, and co Manner.

The True Method every Honest Dealer should take (according to Law) to get in what is owing to him, either by Shuffling Tradefuen in the City, or Distoneft Correspondents in the Country. With Methods for Compounding of Debts , and what ought to be observed therein, &c.

To which is Added. A TABLE Directing how to Buy and Sell by the Hundred. And how to Call up Expences by the Dr. Werk, Mouth, and Tear.

Bv 7. HILL. I've seven and Twentieth Edition, with Additions.

LUNDUN: Printed for, and sold by A WILD'S in Aldersgate Street : Sold also by the Booksellers in Town and Country. 1764.

ಶ**ಿ** ಚಿತ್ರದೇ ಬೆಟ್ಟರ್ ಚಿತ್ರದೇ ಬೆಟ್ಟರ್ ಚಿತ್ರದೇ ಬೆಟ್ಟರ್ ್

MATTERS relating to TRADE, very Necessary for all Persons to Know.

TREAT, or Long Hundred, 112 fbs. A Gross, or 12 Dozen, 144. Weigh of Cheefe, 256 ths. Feet in a Rod, 272. Dicker of Hides, or Skins, 10. Load of Timber, 50 Solid Feet. Hogshead of Wine, 63 Gallons. Barrel of Beer, 36 Gallons. Barrel of Ale, 32 Gallons. Roll of Vellum, or Parchment, 60 Skins. Bale of Paper, 10 Reams. Ream of Paper, 20 Quires, or 480 Sheets. Tun of Wine, 252 Gallons. Acre of Land, 160 Perches. Rod of Land, 40 Perches. Pole, or Perch Square of Land, 272 Feet 1. Pipe, or Butt, of Wine, 120 Gallons. Last of Corn, 10 Quarter, or 60 Bushels. Ton of Iron, 20 Hund. Weight, or 2240 tbs. Fodder of Lead, 19 Hundred, or 2184168. Tod of Wooll, 28 tts. ——— 364 tbs. ——— 4368 tbs. _aft ___

Veeks in a Year, 52.

Days in a Year, 365.

Hours in a Day, 24.

Hours in a Year, 8760.

EPISTLE



EPISTLE

TO THE

READER.

Kind READER,

AVING well weighed and confidered,
That a BOOK of this Kind. , might not only furnish the Younger Sort of either Sex with many Things Necessary to be known by them; but indifferently Administer something worthy of Notice and Regard to those of Elder Years, I verily concluded it worth my Labour, to enter upon a Treatise that might prove a General Good, and have used such Diligence to accomplish it, that I hope it will answer the End for which it was Written, and prove, in some Kind, Serviceable, even to the Learned, who may without any Prejudice to their Knowledge and Understanding of higher Matters, gather from the fundry Choice Flowers scattered in this Garden of Profitable Recreation, some Honey of Improvement, to add to their larger Store. However, I dare foretell, It will fland those in much Stead who want those large Endowments, when in so many

To the READER.

Cases relating to Business and Important Affairs, they may find Forms and Precedents ready drawn up to their Hands, and save themselves the Charge, if not (as in Country Towns and Villages it often bappens) thetedious, fruitless Search of a Secretary or Scrivener, that is not well vers'd in these Matters: For, give me Leave to be confident, (without the Imputation of Boasting,) That Few are to be found Abroad, (especially in Times of Emergency,) that are so Accomplish'd, but that, through over-haftiness in Dispatch, they are apt to mistake in Manner, Form, and Subflance, especially in what relates to the SCOND PART of this BOOK: Nor is it at all Times so convenient to make so great a Discovery of Affairs, that may by this Means he kept more private.

BUT no longer to detain you with a PREFACE, I fubmit what I have written to the Consure of the Judicious, and am,

READER,

Your very humble Servant,

To oblige you in what I may,

J. HILL.

TABLE

T A R I. F.

PARTL

T SEFUL Infructions, necessary to be observe	ed by
fuch as undertake to write Letters, &c.	4.
Choice Letters on fundry Occasions	14
Letter of Intreaty from a Son to a Father	15
Another of Intreaty from a Daughter	ibid
Letter of Intreaty to continue Abroad	16
of Thanks for a Kindness received	17
Another Letter of Thanks	ibid
Letter returning Thanks to a Mother	18
of Thanks for a proffer'd Kindness	i bid
of Thanks in Answer to a Letter Congratulate	y 19
- of Thanks to a Parent for good Education	ibid
of Advice to a Friend	20
Another on the same Subject	ibîd
Letter of Advice relating to Law Business	21
- of Request or Recommendation to entertain a Frie	nd ib.
Anfwer thereto	22.
Letter of Thanks for the Advancement of a Friend	ibid!
Letter of Thanks from a Scholar to his Master	ibid
- of Acknowledgment to a Person of Note, for	a Be-
nefit received	23
Letter of Congratulation	24
Answer thereto	ibid.
Letter of Congratulation from a Son to a Father, as	on bis
Resovery from Sickness	25
Letter from a Young Gentlewoman at School,	to ber.
Mother; or, a Letter of Intreaty	26
The Mother's Anfwer	ibid
Letter from an Apprentice to bis Father	27
to ask Pardon for a Fault, &c.	ibid
The Answer	28
Letter of Consolation to a Friend, &c.	ibid
- of Consolation to a Mother upon the Loss of her	on so
Letter to Gentleman upon the Death of his Wife	30
frem one Friend to another, to claim a Promise	ibid
from a Wife to ber absent Husband	_ 3
C. I	Lett.

	•
Letter of Advice from a Wife	ibio
of Advice from a Factor to a Merchant,	
respondent	32
from an Apprentice to his absent Master	ibid
of Thanks	
	33
The Answer	ibid
Letter of Complaint	ibid
The Anjaver	34
Letter to a Friend with a Present	ibid
of Consolation to a sick Person.	ibid
of Consolation to a Sister upon the Loss of a Bro	other 3 ş
The Answer	30
Lester of proffer'd Kindness -	·ibid
from a Father to a Son, commanding him t	a keep at
School, and improve his Learning.	37
The Answer of Excuse -	ibid
Letter of Counsel to a Friend in a doubtful Matter	38
The Answer	ibid
Letter complaining of Neglett	vibid
The Answer	39
Letter of Repress from an Uncle to a Nephew	ibid
The Answer of Excuse	40
Letter Confolatory to a Gentlewoman, upon the I	
ber Husband	ibid
to a Young Man upon the Death of his Old,	
to a Wife upon the Death of a bad Husband	43
of Congratulation to a Person upon his Marris	
of Advice from a Young Gentlewoman or	Maid
Servant, to acquaint ber Friends in the County	Ation
ber Martiage	
	44
from a Young Man to bis Mother upon	bidi
Occasion	tee long
Absence	45
The Answer of Excuse for Delay.	ibid
The Master's Commendatory Letter to a Father, and	
balf of bis Scholar	40
Letter from a Young Gentlewoman to ber Parents	, 10 cm-
quire of their Welfare	- 47
Letter from a Son to his Father, to acknowledge his	
and beg Pardon for offending, &c.	ibid
he Father's Answer	8
Digitized by Google	

Letter from a Youth to bis Sister, &c.	ibid
The Anfaver	49
A Daughter's Return of Thanks for her Education	ibid
Letter from a Youth by Way of Essay, to a Person	
Honour, from whom he received some Benefit.	50
Steer from a Youth to his Grandfather,	ibid
from a Young Scholar to bis Father	51
from a Youth to his Father, who is defirous bound Apprentise	ibid
letter from one Friend to another, to perfuade bim to	
his Children good Education	52
Letter of Advice from a Father to a Son	53
be Son's Answer	ibid
Inter from a Scholar, inviting bis Coulin to betake	bim-
felf to Learning	54-
The Answer	ibid
Letter of Friendship from one Brother, to anothe	r, to
defire his Return	55
The Answer of Excuse	ibid
Lutter from a Serving-Man to his Master	- 56
- of Congratulation from a Youth to a Sister upo	n her
Marriage	ibid
The Answer	57
Litter from one Young Man to another, to request a Ki	
May 1	ibid
The Answer	58
Litter from one Scholar to another, upon the Death	
Father	ibid
A Servant Maid's Letter to her Friends	. 59
Letter from a Nephew to an Uncle, to excuse Absence	ibid .
from a Young Gentlewoman to ber Cousin, in	reat-
ing her Company	ibid
Letter from a Husband to bis Wife and Children	:P:3
be Wife's Answer	ibid
Letter of Excuse from an Apprentice to his Master Letter in Recommendation of a Friend	ibid
Latter in Recommendation of a Iriena	62
- of Excuse to a Landbord from his Tenant from one Friend to another tareprove him for Slan	
The Answer	63
Letter of Counsel from an Aunt to her Niece	64
from a Husband at Sea, to bis Wife	i bid
of Consolation to a Wife, who supposes ber Hu	
side dead he reason of his long Absence	6:
0000	1.0

1 nc1 77 m 72.	
Letter from one Sifter to another, to enquire of her Hea	leb 66
The Answer	ibid
Letter to a Father; complaining of his Son	ibid
The Answer	67
Letter from one Gentlewoman to another, recomm	
a Maid-Servant to her	ibid
The Answer	67
Letter requiring Payment, which may flund good in	
as a Receipt	68
Letter to require a Guardianship	ibid
Letter from a Son at School, to his Mother	69
of Trade and Commerce	ibid
of Acknowledgment	4 . *
of affired Friendship	70 ibid
	ibid
of Confolation to one in Prison to congratulate a Party upon bis overcomin	-
	g any
Danger, or being freed from Trouble	
Letter from a Wife to ber Husband, accusing him of De The Answer	-
Letter of Compliment from one Gendewoman or a	72
in exculing a Vifit	72
The Answer	73
Letter of Infruction to a Young Gentlewoman	ibid
to reclaim youthful Extravagancies in a Son	74
Letter of I hanks for an Advancement	ibid
The Answer	Z 25
Letter to congratulate à Person upon his Return out	
reign Parts, or from any long Journey	ibid
Letter to congratulate one recover d from Sickn fs, &co	
of Intreats to ask a Favour, &c.	ibid
of Thanks for a Prefent received	, , , , , , ,
Stiles and Titles of Honour for Superscriptions, and	
scriptions of Letters, Outside and Inside	ibid
Subscriptions, &c. as also Instructions for Pointing	81
والمناف	

PART II.

JSEFUL and Advantageous Instructions for making all fuch Legal Writings as are commonly in Use 85 Acquittance for Moncy paid in part of a Bond 86 Receipt or Acquittunce to be given by an Apprentice, Clerk, or merial Servant, on Behalf of his Matter, &c. ibid

Acquit cance for Monies in the Way of Trade, or	Lent.
without any Obligation	87
Acquittance in full for Rent	ibid
Another Acquittance for Rent	ibid
A plain, short and ordinary Acquittance, which ma	y ferme
on any Occasion	88
Acquittance proper to be given by a Brewer's Clerk	ibid
Acquittance in full on the like Account	ibid
The Form of a General Release	. 89
The Form of a Release wherein more than one is inclu	
Exact Copy of a Letter of License, usually granti	ne and
allowing Time of Safe Conduct to a Debter incap	able of
making present Payment	91
Form of a Letter of Attorney, to imposwer one to r	eceine.
or sue for Debt, and may serve in General, wi	
little Variation, &c.	93
How to Revoke a Letter of Attorney	94
Form of an Indenture for an Apprentice	95
Form of a Will	96
Rules worthy of Observation, in Matters relating to	Wills
and Testaments	98
Form of a Deed of Gift	99
Things to be confidered relating thereto	100
A fort English Bill for Money	101
Form an Inland Bill of Exchange	" ibid
- of a Bond for Money	102
Condition of the Obligation	103
A Single Bill for Money without Penalty	ibld
Form of a Single Bill for Money, with Penalty	104
The Nature and true Meaning of Bills, Bonds, &c.	ibid
The true Form of Bonds, Bills, Counter-Bonds, Inde	
Letters of Attorney, and License, Deed of Gift, &	6.105
The Condition of a Counter-Bond one to another, &c.	106
An Obligation of an Award with an Umpire	ibid
Form of a Bill of Sale	107
Form of a Bill of Sale of Goods, with Defign of Re	demp-
tion	108
Short Release from one Party to another, in General	. 100
General Release	110
Discharge to be given upon the Receipt of a Legacy	111
Release to be given by a Ward to bis Guardian w	ben be
comes of Age, &c.	ibid
	_

oigitized by Google

or Dishonest Correspondents in the Country Methods for Compounding Debts, &c. Bills of Exchange, and their Forms, English, Dutch Spanish, Italian, and French, &c. Form of an Outlandish Bill of Exchange in English ibin Form of a Bill of Exchange in Dutch, &c. A Bill of Exchange in Spanish in Italian Iz Assignment on the Backside Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the product Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny-Post	Letter of Attorney from a Husband to a Wife,	wb
of Common-Pleas, or Common Bench Condition to perform Covenants in Articles, &c. The true Method for every Honest Dealer to get in what owing to him from Shuffling Tradesmen in the City or Dishonest Correspondents in the Country Methods for Compounding Debts, &c. Bills of Exchange, and their Forms, English, Dutch Spanish, Italian, and French, &c. Form of an Outlandish Bill of Exchange in English ibit Form of a Bill of Exchange in Dutch, &c. A Bill of Exchange in Spanish Assignment on the Backside ibit Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the prudent Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen		_1,1
of Common-Pleas, or Common Bench Condition to perform Covenants in Articles, &c. The true Method for every Honest Dealer to get in subset owing to him from Shuffling Tradesmen in the City or Dishonest Correspondents in the Country Methods for Compounding Debts, &c. Bills of Exchange, and their Forms, English, Dutch Spanish, Italian, and French, &c. 11: Form of an Outlandish Bill of Exchange in English Form of a Bill of Exchange in Dutch, &c. 12: A Bill of Exchange in Spanish Assignment on the Backside Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the product Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. 13: An Account of the Rates of Carmen and Watermen Of the Penny Post	Warrant of Attorney, to confess a Judgment in the	Cou
The true Method for every Honest Dealer to get in what owing to him from Shuffling Tradesmen in the City or Dishonest Correspondents in the Country 11. Methods for Compounding Debts, &c. 12. Bills of Exchange, and their Forms, English, Dutch Spanish, Italian, and French, &c. 11. Form of an Outlandish Bill of Exchange in English 11. Form of a Bill of Exchange in Dutch, &c. 12. A Bill of Exchange in Spanish 12. Assignment on the Backside 12. Assignment on the Backside 13. Form of a Bill of Exchange in French 13. Several very Necessary and Useful Observations to have Regard to in the product Management of Bills of Exchange, with Special Cautions 12. Form of a Protest for Non-payment of a Bill of Exchange, &c. 12. Letters of Credit, their Force and Validity, &c. 12. Form of a Special Letter of Credit 12. Of Factors and Factorage, &c. 13. An Account of the Rates of Carmen and Watermen 13. Of the Penny Post	of Common-Pleas, or Common Bench	1 1
owing to him from Shuffling Tradesmen in the City or Dishonest Correspondents in the Country Methods for Compounding Debts, &c. 118 Bills of Exchange, and their Forms, English, Dutch Spanish, Italian, and French, &c. 110 Form of an Outlandish Bill of Exchange in English ibit. A Bill of Exchange in Spanish ibit. A Bill of Exchange in Spanish ibit. in Italian 12 Assignment on the Backside ibit. Form of a Bill of Exchange in French ibit. Several very Necessary and Useful Observations to have Regard to in the product Management of Bills of Exchange, with Special Cautions 12. Form of a Protest for Non-payment of a Bill of Exchange, &c. 12. Letters of Credit, their Force and Validity, &c. 12. Form of a Special Letter of Credit 12. Of Factors and Factorage, &c. 12. An Account of the Rates of Carmen and Watermen 13. Of the Penny Post	Condition to perform Covenants in Articles, &c.	11
or Dishonest Correspondents in the Country Methods for Compounding Debts, &c. Bills of Exchange, and their Forms, English, Dutch Spanish, Italian, and French, &c. Form of an Outlandish Bill of Exchange in English ibin Form of a Bill of Exchange in Dutch, &c. A Bill of Exchange in Spanish in Italian Iz Assignment on the Backside Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the product Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny-Post	The true Method for every Honest Dealer to get in well	at
or Dishonest Correspondents in the Country Methods for Compounding Debts, &c. Bills of Exchange, and their Forms, English, Dutch Spanish, Italian, and French, &c. Form of an Outlandish Bill of Exchange in English ibin Form of a Bill of Exchange in Dutch, &c. A Bill of Exchange in Spanish in Italian Iz Assignment on the Backside Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the product Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny-Post	owing to him from Shuffling Tradesmen in the	Citj
Methods for Compounding Debts, &c. Bills of Exchange, and their Forms, English, Dutch Spanish, Italian, and French, &c. Form of an Outlandsh Bill of Exchange in English ibit Form of a Bill of Exchange in Dutch, &c. A Bill of Exchange in Spanish in Italian Assignment on the Backside Form of a Bill of Exchange in French ibit Several very Necessary and Useful Observations to have Regard to in the prudent Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post	or Dishonest Correspondents in the Country	
Bills of Exchange, and their Forms, English, Dutch Spanish, Italian, and French, &c. 11. Form of an Outlandish Bill of Exchange in English ibic Form of a Bill of Exchange in Dutch, &c. 12. A Bill of Exchange in Spanish ibic Assignment on the Backside ibic Form of a Bill of Exchange in French ibic Several very Necessary and Useful Observations to have Regard to in the prodent Management of Bills of Exchange, with Special Cautions 12. Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. 12. Letters of Credit, their Force and Validity, &c. 12. An Account of the Rates of Carmen and Watermen 13. Of the Penny Post		IĖ
Spanish, Italian, and French, &c. Form of an Outlandish Bill of Exchange in English ibis Form of a Bill of Exchange in Dutch, &c. A Bill of Exchange in Spanish in Italian 12 Assignment on the Backside ibis Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the prudent Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. 13 An Account of the Rates of Carmen and Watermen Of the Penny Post	Bills of Exchange, and their Forms, English, D	utch
Form of an Outlandish Bill of Exchange in English ibit Form of a Bill of Exchange in Dutch, &c. 12. A Bill of Exchange in Spanish ibit in Italian 12. Assignment on the Backside ibit Several very Necessary and Useful Observations to have Regard to in the prudent Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. ibit for Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen 13. Of the Penny Post		11
Form of a Bill of Exchange in Dutch, &c. A Bill of Exchange in Spanish in Italian Assignment on the Backside Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the prodent Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post	Form of an Outlandifb Bill of Exchange in English	ib
A Bill of Exchange in Spanish in Italian Assignment on the Backside Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the prodent Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post	Form of a Bill of Exchange in Dutch, Ge.	12
Assignment on the Backside ibic Form of a Bill of Exchange in French ibic Several very Necessary and Useful Observations to have Regard to in the prodent Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit 12. Of Factors and Factorage, &c. 13. An Account of the Rates of Carmen and Watermen 13. Of the Penny Post	A Bill of Exchange in Spanish	ibi
Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the product Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. 12: Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post	in Italian	12
Form of a Bill of Exchange in French Several very Necessary and Useful Observations to have Regard to in the product Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. 12: Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post	Assignment on the Backside	ibio
Several very Necessary and Useful Observations to have Regard to in the product Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post		ibio
Regard to in the product Management of Bills of Exchange, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post	Several very Necessary and Useful Observations to	bar
change, with Special Cautions Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post 12	Regard to in the prudent Management of Bills of	Ex
Form of a Protest for Non-payment of a Bill of Exchange, &c. Letters of Credit, their Force and Validity, &c. ibid Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post 13		
change, &c. Letters of Credit, their Force and Validity, &c. Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post		Ex
Letters of Credit, their Force and Validity, &c. ibid Form of a Special Letter of Credit 12 Of Factors and Factorage, &c. 13 An Account of the Rates of Carmen and Watermen 13 Of the Penny Post 13	change, පිද.	
Form of a Special Letter of Credit Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post 13		ibio
Of Factors and Factorage, &c. An Account of the Rates of Carmen and Watermen Of the Penny Post 13	Form of a Special Letter of Credit	
An Account of the Rates of Carmen and Watermen 133	Of Factors and Factorage, &c.	
Of the Penny-Post		
A Table of the Kings and Queens of England fince th		
	A Table of the Kings and Queens of England fine	e ib

Conquest, to this present Year 1764

139
A Table Directing how to Buy and Sell by the Hundred 140
The Use of the oforesaid Table

The Use of the aforesaid Table

A Table to Cast up Expences by the Day, Week, Month,
and Year

A Table to Cast up Expences by the Year, Month, Week, and Day

A Calculation of Portugal Coin



Introduction

Google



THI

Introduction:

BEING

Exceeding Useful DIRECTIONS for the better Understanding the CONTENTS of this BOOK.

CHAP. I.

EEEE plainly find, That the ART of WRITING in all Ages, has proved a more than common Benefit to Man, by giving him an Infight into Things (perhaps of the greatest Concernment imaginable) which would otherwise, indoubtedly have escaped his Knowledge: For consequently without it, not only the Civil, but Sacred

Transactions of former Times must have been in Chli-As this ART, I say, has been advantageous to many Ways, beyond the Expression even of Man himfelf, in whom it has all along raifed such Wonder and demiration, so more immediately does it shew its Serwiceableness

wiceableness in the Negociating and Managing important Affairs throughout the Habi able World, especigially in all civilized Nations, where Traffick, Trade or Commerce, relating to the Profit, Pleasure, or Welbeing of Human Society take Place, or where the No cellity of conversing with one another, though at the v orestest Distance imaginable, is requisite and conmendable. And, fince this is to be done to the general Satisfaction of Empires, Kingdoms, States and Provinces, by LETTERS, whose Influence effectually create the same Effects, and right Understanding, as if the State, or Wester were present and are agre-upon by all Hands to be the Main ainers of Zor. Amity, Correspondente, and what elle in the like Nature is to be imagined or framed within the Compals of a Reasonable Capacity; I have thought it highly necesfary, not only to give Instructions to those who are not fully qualify'd in this Kind, how readily to understand the fundry Measures taken in Inditing LETTERS. according to the Terms properly given them by the Learned, but likewise a Prospect of above an Hundred Useful LETTERS, written on sundry and various Occasions, adapted to the Affairs, Capacities, and whatfoever of that Kind relates to either Sex, smooth , and easy to be understood; yet in a Stile and Dialect most New and Modish, in a most accomplished Manner, with the most accurate Spelling and elegant Phrafes, Diftances, Familiarities, Condescensions, or Humiliations, according as the LETTERS refer to Superiors Equals. or Inferiors, with Titles, Superferiptive and Sulfeription, relating to the same End, and Purpote: even all which Fancy or Imagination could form, that may add Lustre to Things of this Nature.

But to come nearer to my Purpole;

In the first Place. Those who would arrive at the ready Perfection of Inditing LETTERS, must especially have Regard to the Matter and Form: As for the former of these, it is that which occasions your Writing, being usually called the Substance of the LETTERS, and rewrs to Business, Compliments, and the like

like, and is therefore variable: Nor is the Form any other than the well couching and due placing your Somences, Phrof s; or Words, that they may fall into Method fuitable to the Capacity of the Party you write to, or the Business that occasions your Writing: For, if you write to the Learned, you must raise your Style, yet by all Means avoid Affectation in Words, or Extravagancy in Rhetorical Expressions, which sometimes being duly weighed, prove either Nonsense in themselves, or incoherent with the rest of your Epithe: But if you write to the Unlearned, or those of mean Capacities, then must your Style be plain and easy to be understood; lest your Meaning not being well known, you fail in your Expediations: Ever confidering, that fair Writing, without Blots or unseemly Dolhes, is best acceptable, as giving an Invitation to the Eye, and Delight to the Mind of the Reader: Nor must your Points, of which I shall speak hereaster, be omitted.

In the Second Place, It is to be confidered, That LETTERS, if we take them in Reference to what they may contain, are as to their Matter, as I have hinted, so various and so many, that I shall refer you for plainer Demonstrations to the following Chapter, and so put a Period to this Introduction, which was chiefly inserted to give an Insight into what I offer more material; as the Sequel will apparently manifest.



CHAP



CHAP. II.

Useful Instructions altogether Necessary to be observed by those who undertake to Pen or Indite Letters, after the Best and Exactest Manner and Method, graunded upon a large Treatise of Letters of Recommendation, Letters of Command, Letters of Exhortation, Letters of Congratulation, Letters of Remonstrance, Letters of Intreaty, Letters of Counsel, Letters of Complaint, Letters of Reproof, Letters of Excuse, Letters of Congratulation and Consolation, Letters of Thanks and Visit, Letters of Assistance, Letters of Merriment, Mixed Letters and Answers, &c. With many other Things of the like Nature.

S I said before, LETTERS, by reason of their different Ends and Designs, not being altogether to be reduced to one common or constant Standard, I shall in the best manner endeavour to satisfy the Reader how, and in what Manner they vary, and chiefly under these Figads or Denominations.

I. LETTERS of Business are numerous, as being the Trustees of all the Trading Part of Mankind, and the filest Messengers of their Affairs; nor are they less useful in Matters of States, as having Reference to War and Peace; with many other Things of high

Concern and Moment.

II. Subsequent to these, I may place those which we call LETTERS of Advice, which we commonly understand by such as are sent to Friends and Corre-

Coogle Spendents

Rules to be observ'd in writing Letters. 5

fondents, to give them Notice of their own Affairs, or of the Affairs of others, wherein they are concorn'd, or of which we think they are defirous to be inform'd. Of which Sort also are those of an indulgent Parent to his Children, as to the good Government of their Lives, and well managing of their Affairs. &c. And, indeed, these kind of LETTERS want but little Flourishes or Preambles to set them off; for the Matter contained therein, ought to be no more than the plain Sense of the Fact, and are often fent by one Friend to another, without being required, in Cale of any Cafualty or Mischance by Water, Sickness, Fire, or the like, when the Party is absent from his Dwelling, or Estate; and are indeed much used among Merchants, to give their Factors or Correspondents in other Countries, an Account of the Prices of Goods. Customs and Exchange, that thereby they may regulate their Affairs accordingly.

III. LETTERS of Recommendation, or LETTERS Recommendatory, are those that one Friends sends to another, to preser any Person or Business; and therein he intimates the Honessy or Ability of the Person, and the Employments he is capable of undertaking, and the Reason why he recommends him, acknowledging what is done to the Party as done to himself. And thus Princes do to their Ambassadors or Ministers of State, when they give them LETTERS Credential, or of Recommendation. But if a Business be recommended to the Care of a Friend, then there needs no Mention to be made of the Messenger that brings the

LETTER. And so in other Cases.

IV. A LETTER Maniatory, or Commanding, is chiefly from a Prince to a Subject, a Mafter to a Servant, or a Father to his Children, and therein must be expressed the Command that is enjoined, and to which Obedience is required without any Complimental Prologue. And this may be done frequently (especially if the Case require it not) without any Reason why those Commands are laid; because it is presumed the Party to whom the LETTER is sent, is obliged B 3

6 Rules to be observed in writing Letters.

to keep those Commands, and ought not to disput them.

V. A LETTER Exhortatory, is intended to give good Advice or Exportation; tending to Virtue or good Life; or to exhort the Party to whom it is feet to refrain from lewd Company, or any dangerous Utdertaking, whether relating to evil Purposes, discommodious Bargains, rosh Attempts in Quarrils, War, or other Mutters of the like Nature. And this may be given by any Person who tenders the Welfare of till Party, whether there be any Obligation incumbent cu him to to do or not. Or, it may be (if no Malice la under specious Pretences) in case a young Gentlement man, or any of the Fimale Sex, be unadvisedly, through Love, or too much Credulity, about to cast herse away, by engaging in an Unequal or Unhappy Marri. And in this Case too, it must be considered as to the Style, in Respect to Distance or Familiarity, according to the Equality or Inequality of the Person to whom the LETTER is directed, &c. as hereafter I shall give Directions.

VI. Alike to these, are I.E.T.T.E.R.S of Remanstrance, wherein we endeavour to show the Person of sending, the Fault he or she has committed; as also, in what they offended; and in this Case, the better to convince the Offender, it will be convenient, in mild Terms, to lay down, and specify the Offence so, that not rassing in the Party, by a rough Reprovement, so much of Anger, as may drown or overwhelm his reasonable Consideration in duly weighing the Truth of just Reprehension, he may be brought to consess his Ingrastrade and Defect in bettraying his Irigi, or not performing his Part, answerable to the Rules of Honesty, Christity, or March Virtue, &c.

Honefly, Civility, or Moral Virtue, &c.

VII. Now there are LETTERS somewhet different from those I have mentioned, which are properly LETTERS of Intreaty; and the Intent of these is, To, request some more than ordinary Fabour from a Friend, Parent, or Superior, and ought not much to differ, though they may be compiled in a more family.

liar

Rules to be observ'd in writing Letters. 7.

liar Style from a Petition, or LETTER Petitionary, and yet may indeed be directed as well on the Bel alk of your Friend as yourfelf, in requesting any Thing that is bonest or reasonable, but must be Benn'd in plain and obliging Language; and though in an humble Strain, yet not forgetting to extol the Bounty, Good-Nature, and Commiscration of the Party to whom you write; and moreover to urge the Necessity of your Request, and the Advantage you or your Friend are, in all Probability, like to gain by it. if granted, &c.

all Probability, like to gain by it. if granted, &c. VIII. LETTERS of Counfel, which indeed are, in Effect, the same with those of Advice, are either given by Way of Advice to such as defire them, or fent to those that have not required them. As thes is The First may be from a Lawyer to his Client, in Case of important Matters, Controversies, &c. or' from a Divine to any one that is troubled in Mind, by Reason of any Scruple, or Doubt of Conscience, Se. And fo in many the like Cafes: And the Second may be sent from a Father to his Son or Daughter, to Encourage them in, or Diffuade them from such and fuch Undertakings; and may in the like Case be very' fuitable from one Friend to another. But then it is requifite before you proceed to give your Adwire, that 'X you make an Apology to excuse your Insufficiency, for your undertaking to give Counfel undefired; yet wiftiing that what you persuade, being strengthened with Reofons drawn from Experience and found Judgment, may prove successful and advantageous, if allowed and followed; or that, otherwife, you may obtain a Pardon for your Infufficiency or Prefumption

IX LETTERS of Complaint, are useally such as are sent to any that has offinded us, and yet we are willing to forgive, if the Party offending will acknowledge the Offence; as when I come to Examples of this Kind, I shall plainly demonstrate for, they may be sent to a Third Person, as to a Keepers to complain of his Son; or to a Master, to complain of the Injuries his Servant has done. But in all theso, Modesty and Moderation must be used, by which Means you.

B 4

8 Rules to be observ'd in writing Letters.

will sooner mollify the Offender, and gain Satisfaction: But if after this he persists in his Obstinacy, then you may justly send a LETTER of Reprocs, if not altogether break Friendship with him, seeking by no other Means your Satisfaction, if any great Injury or Outrage be done you; but not before you have by all fair Ways requested and demanded Redress from the Party himself, or from those in whose Jurisdiction he is, &c.:

X. A LETTER Reprobatory, for of Reproof, ought to be directed to one who has carried himself ungratefully towards you; notwithstanding your Diligence and Industry to serve and pleasure him as his Occasions required; and in this Case you may with gentle Words first begin your Letter; as, Sir, I wonder you should so forget yourself, as to sully your Reputation with Ingravitude, the very blackest of Crimes: Or so as to injure him who makes it his Study to deserve better at your Hands. Surely, If you can but call to Remembrance your Protoftations of fa-· cred and inviolable Frien flip, and the many Obligations I have laid upon you, cogether with the Zeal with which I still strive to convert you to a better · understanding of yourself, and the Worth of a good Man, you will assume your fading Kintue, and give me Cause by a publick Acknowledgment of your Defeet in this Kind, to think it proceedeth rather from an unwilling Overfight, than from any woluntary Morofiness, or Depravity in Affection towards your

Friends, &c.

XI. LETTERS Excusatory, or of Excuse, are such as are sent to excuse a Fault, Defect, or Neglect, or salfe Accusation, and are generally written in Answer to some LETTER or Charge, wherein the Writer must either acknowledge the Fault, and confess himself forrowful, laying the Stress of the Commission of it, either upon his Imbecility, Natural Weakness, and Depravity or, on some Oversight, &c. Or, denying it, must instinuate the Misunderstanding that created the Accusation, through false Reports, and the like; and that

Rules to be observed in writing Letters. 9

hat he hoped well, that *Credit* would not have been lightly given to malicious and scandalous Fersons, those main Defign is to create Divisions; and separate riends, by undermining their Friendship; but still opes, when Time shall bring forth her Offspring ruth to light, those Calumnies will vanish, and those who gave them Birth, be obliged to confess they proceeded from an evil Will, to which Honesy and Truth to altogether Strangers, &c.

XII. LETTERS of Confolation, are such wherein n express our Joy for the Welfare and bappy Success our Friends and Relations, in what Manner, Kind, r Station foewer'it befalls them, whether in Access to n Effate, Improvement in Trade, Os Adventures, Happy larriage, Birth of Children, Recovery from Sickness, hape from any imminist Danger, Alvancement to lace, Office, or Dignity, and the like; and in this ale we must express a more than common loy at the rosperity of our Friends : As thus ; 'Dear Sir, (or, Sweet Madam, if to a Woman) The welcome News of your good Luck, or Advancement, had no sooner reached my Ears, but my Heart was filledwith Joy, expressing the real Satisfaction it conceived thereat, to a Degree that could not be furpassed had my Lot sallen into so fair a Land; for, let me tell you, where True Friendship abounds, it so firmly unites the Souls of Men in the Band of reciprocal Amity, that whatever the One possessin Reality, the Other no less participates in Imagination and real Content; and the Honour due to the One redounds to the Other, &c. Having uttered thefe, the like Expressions, it will be highly convenient to eak fomething in Commendation of what principally ccasions your Writing, commenting upon it as it will ear, according to the Greatness or Smallness of its roperty and Perfection, &c.

XIII. On the other Hand, LETTERS of Confition or Comfort, are written to Persons in Distress, raise and revive their drooping Spirits, with wholetime Counsel and Advice, when any Calamity (28), B & grievaux ro Rules to be observed in writing Letters

priewous Sickness, Loss of Friends, Estate, or the befals them. And then the Greatness or Smallning the Less or Affliction ought to be considered, and the Words suited accordingly; for if the Loss be great we must infinuate, That we being touched with great a Calamity, cannot but participate with of Friend therein, by condoling his Mistortune; and we shared in his Joy, so we can do no less in his & row; that fo the mighty Stream being divided in fundry Channels, may flow moderately: For as Friends ought to participate in Joy; for in Sor ought they to be equal Partners. But, if the Cal of Grief be not great, you must by Arguments of Reasons strive to divert it, by laying before his her to whom you write, the Ill-conveniency of the Grief, which by its immoderate Flowing, gaing Ground, must consequently weaken Nature, and if pair the Health. And further, I hat it demont u Weakness of Judgment, and Want of Courage, t. the Spirits fink fo low. And, in Conclusion, 20 al nish your Friend to recollect himself, putting Iza mind of some such Sentence as this, wir. 'Tha · Sorrow is available but Sorrow for Sin; foralmul as any other impairs the natural Health of the Bod and depresses the Mind. But Sorrow for Sin, the it impairs the Body, feeds the Soul with Hopes everlasting Life, &c. XIV. LETTERS of Thanks, are such as are fel

to some Friend for a Kindness received, which marafter some short Compliments, be expressed in the most obliging Manner, the Expression always suited to the Quality of the Person, and Value of the Favour, as the Worth of him that vouchsased it: Promisin That it shall no sooner be in your Power, but you'll, with all Diligence retaliate it, and till then we never suffer the Thoughts of it to slip out of you Mind; which will be a Means farther to endear the

Party to your Interest. You may likewise, if y

.. se objerv a in writing Letters. II

Occasion, use these, or such like Expressions, viz. r, fince it hath pleased you, more out of your own Inclination to do Good, than any Thing that my Deserts dare so much as to pretend to, to confer this Favour on me; what shall I say, but, That the Obligation you have laid or me is so Great, that Thanks is but a poor Return : Wherefore, in some Measure to requite your Kindness, my Endeavours must be turned to your Service in all that may possibly render you Pleasure and Profit; and not only You, but all whom your Good-nature lifts among the Number of your Friends, that so I may at least imagine I pay you the Interest of your Kindness, tho' I acknowledge myself unable to re-

turn you the Principal.

XV. A LETTER of Visit, commonly so called, to no other Purpose, than to excuse our Absence, having been decained through Business, Sickness, xtremity of Weather, cross Winds, or the like: nd then to express some Sense of Sorrow, for abnting ourselves so long, or not having had the Op-ortunity of paying a Visit in Person, (that our good deaning might not be mif construed) we send a Letr, as a true Mcssenger of our entire Affections, Defiring at any rate, to have an Answer; and that on our Part we will be no ways forgetful of Writing, till Heaven favour us with an Opportunity to express our Gratitude by Word of Mouth, which above all Things we defire to do, fo that we may communicate such Things as a Letter, by reason of the many Casualties that may happen, is not worthy to be trusted withal; and that till then, our Recreation. feems to us but as dull and drowfy Phantoms, how pleasant soever they may seem to others, and the Wheel of Time feem scarce to move, each Day feeming a Month, and each Month a Year' And you may go on in other the like Expressions; Exmples of which I shall hereafter lay down.

XVI. LETTERS of Profir d Affifiance, are roperly fent to such Friends as we are conscious stand B 6.

12 Rules to be observ'd in writing Letters.

in need of our Help, yet are either ashamed to n quire it, or doubt whether they should be successful they should; so that to cover or prevent the one these, and resolve him in the other, you may in you LETTER declare how much you find yourself as flicted at his Advertity and Want, yet cannot but in wardly rejoice, that it lies in your Power to relieve and support him; and that, though he may have Friends of larger Ability, yet none shall be reading than yourself to expose your Person and Fortune, it the Recovery of his Welfare; and that he shall fer you a true Friend, and not like some, who imitating the Savallow in the Summer of Profeerity, fing to his Good Fortune, and chant forth their flattering Praise but when the Winter of Adversity comes, take Wing to feek a warmer Sun. And to you may proceed to intreat him that he would instruct you wherein you may ferve him; and then, by your Diligence and fpeedy Compliance, he may judge of your Zeal and

good Wishes towards him, &c. XVII. LETTERS of Merriment, Jocularity or Raillery, are divers, and frequently fuitable to the Humour of the Paity that writes them, or his that is to receive them. and fometimes to both, which give me no certain Ground for any fet Form. Yet this by the Way: It is very unfeemly to fend any fuch to Persons with whom you are not familiar, or of whole good Liking you stand in doubt; lest what you imagine may please them, be taken by them for an Affront, and you, by that, Means fall under their Difpleasure. You must also, if you would be counted Virtuous, avoid Obscenity, and too much imposing of unseemly or unseasonable Jokes, even upon your Friends, lest thereby you forfeit their Friendship: To prevent which, and the like Inconveniency, I shall in the Sequel insert several LETTERS, by which others may be modell'd, suitable to any Occafion of this Kind.

XVIII. There are LETTERS which are generally called Mint Letters, and they are such as con-

Rules to be observ'd in writing Letters. 13

tain Things of different Subjects; as many Things at once, depending both upon Love and Buliness, and are generally suited to the Humour of the Writer.

Wherefore, having given the Best Directions to enable any Person to Compile, or Indite, those most Useful and Material, I doubt not but by observing them, an easy Capacity may be enabled to Begin and End a LETTER mixed with any coherent or incoherent Matter; ever observing to make a Break or Session, at the End and Beginning of the different Subjects, putting them by themselves, as it were in Paragraphs; or if the different Parts require not many Lines, it may be underwritten by Way of Possicipt, &c.

XIX. As for ANSWERS to LETTERS, they are such as are grounded spon preceding LETTERS, and must be ordinarily wrote in Answer to what is proposed or required therein. If in case of Business, or any urgent Affair; every material Thing sequires a Punctual, ANSWER; but in case of Love, and Things of little Moment, ANSWERS in General may serve, as will appear at large here-

after.



Choice



Choice LETTERS

ON

Sundry OCCASIONS:

After the Newest and most Modish Way of Compiling or Indiving, exceeding Pleafant and Profitable; and may serve as Instructions, or Examples for all Young Gentlemen and Ladies: As likewise all others, to bring them to the ready Way of Writing LETTERS well, and with Commendation.

derstanding the Nature and Matter of LETTERS, I finall now proceed to the LETTERS themselves, and in them observe a True Method, with as much Brevity as they will reasonably bear; and after that, speak more plainly of other Matters necessary to be known in this Case; as, The suitable Super and Subscriptions, Titles of Honcur, and Civil Respect due to Persons of all Qualities, with Directions for Folding and Making up of LETTERS, with many other Things both Pleasant and Prostable.

And

And now, seeing the Younger Sort of either Sex, for their better Accomplishment in Learning and Clivility, most stand in need of ready instructions to Gampile and Frame LETTERS that may redound to their Credit, I shall begin this Useful I reasury of Choice Examples, with what may best suit their Capacities and Assairs, and so by Degrees, raise Matter of such Motneat, as may be of Universal Concernment, not to be rejected even by those who pretend to the greatest Skill in this Way.

ETTER of Intreaty from a Son to a Father.

Ever Honoured Father,

Send this Letter, as an humble Suitor on my Behalf (though I must confess, no Merit in me, did not your tender Affections plead my Cause, could ever have deferved the least Bart of what I have already received) to intreat you to procure me those necessary. Cloachs and Books, of which (being in need) I gave you an Account of the last Time I had the Happiness to lav myself at your Feet, and offer you my Tribute of Duty and Thankfulness; which indeed is all the poor Return my tender Heart is as yet capable to make for the many Favours of Love that you have, from Time to Time heaped upon me : And, Honoured Sir, If this my Request may move you to fulfil it, I would further intread you to let me have them by the first Oppertunity of fending that they may the fooner redound to my Credit, and Advancement in Learning : But, however, submitting to your Discretion in this, and all other Things, I shall rest satisfied, and subscribe myself, as in Duty I am bound,

Your most obedient Son, J. S.

Another of Intreaty from a Daughter.

Y long Absence from You, and my Dear Mother, has not been a little tedious to me, tho' have not been wanting to comfort myself as much, the Discretion of my tender Years will allow, with your

your frequent communicating of your Health and Welfare by Way of Letter, or otherwise: For the Continuence of which, I am not forgetful to offer up Vows and Prayers to Him, who is only able to continue them; yet being separated from you almost in my Infancy, I cannot but fancy that returning to you again, would raise in me a greater Joy, though indeed where I am I want for nothing that is sitting or seemly, nor am I infentible, that it is for my Good you fend me Abroad; especially, that, by Learning I may, as I grow in Years, grow likewise in Understanding. But, however, Sir, I hope it would not much prejudice me, if you would be pleafed to grant me Leave to come Home for a Time, in which Time I should not neglect to make a further Progress in what I am so well initiated. But knowing it my Duty not to dispute your good Pleafure, I shall no further infift upon it, but rather if I have offended, beg your Pardon for what I have written, and remain to be disposed on all Accounts, as you, in your Wildom, shall think most convenient.

Your most dutiful Daughter, B. C.

Digitized by Google

LETTER of Intreaty from a Son to continue! Abroad.
Honoured Sir,

Have received your Letter, wherein I find you have laid your Commands upon me to return Home; and tho' it is not for me to dispute them, yet with Submission, suffer me humbly to assure you, That I am so sensible of the Advantage I have gained since I have been Abroad, both in Learning and other Qualifications, that I cannot but imagine, were you made sensible of not only what I have already gained, but what I may further acquire by a longer Continuance, you would rather bear with my Absence, than any ways be desired to put a Stop to se advantageous a Progress: Wherefore, let me intreat you, Sir, not to be offended, if I crave Leave to stay where I amonly so long as to receive a Second Letter from you, in which, whatever your Pleasure shall then be, with

out any further Delay, my ready Obedience shall speak how much I honour so good a Father: And so, heping you will condescend to grant this one Request, I subscribe myself,

Your obedient Son, whilft I'am myfelf, B. E.

LETTER of Thanks for a Kindness received.

Most Bountiful Sir,

TOW can I without Blushes make you so poor a Return as Thanks, for the many and weighty Obligations you have laid upon me! Yet tho' I be wanting in making no Acknowledgment of your Kindness, not only you, but all Mankind, might justly tax. me with Ingratitude; from the Imputation of which, above all other Crimes, I defire to be most free. must intreat you therefore, to suffer this my slender Offering to approach you, and in some Measure insinuate into your good Opinion, till fuch Time as my Abilities may speak louder, what my Defires with Willing. men are framing: And so, Sir, with all imaginable Respect, begging to be excused for my no better Performance, I must till a more seasonable Opportunity of Requital offers itself, lie under the Weight of your Pavours, and fubicribe myfelf,

Your most dutiful and obliged Servant, J. F.

ANOTHER.

YOUR Goodness binds me to you in all Thankfulness and Respect, more firmly than the strongest Chains can do: Nor do I render you this Duty for what your liberal Bounty has showered down upon me, seeing that might rather charm me into Silence, as being altogether incapable to make any suitable Returns; but, to let you indeed know I am not forgetful of them, and will rather lose my Life, than suffer the Remembrance of them to pass out of my Mind: For although to lessen the Sorrow I conceive at my not being qualified to serve you, I flatter myself that you was first satisfied in doing what I deserved not; yet I

.Google

find the Power of your obliging good Nature work so forcibly upon my Mind, that I am constrained to be seech you, notwithstanding, to give me Liberty to importune you to lay your Commands upon me, that at least, by the Innocency of my Obsequience, you may judge my Zeal to serve you; and I may conceit I do you some Pleasure, when it is not worth perhaps your Notice, as being always ambitious to subscribe myself, Sir, Your most humble and faithful Serwant, D. D.

LETTER returning Thanks to a Mother. Loving Mother,

Have received the Things you expressed in your Letter, and sind myself highly bound in general and particular Obligations sorreturn my hearty Thanks, and express the true-Sense I always have of your Care and Tenderness towards n.s., which makes me wish it in my Power to make a larger, Acknowledgment; but seeing that Wish cannot bring forth the desired Effects, I most humbly beg you to accept of my good Wish and dujiful Affections towards you, together with my Prayers for your Prosperity, and whatever else is in my weak Power to wish or imagine; hoping in a short Time to be with you, that I may give you the same, or any other, Satisfaction, of which I am capable by Word of Mouth: Till when, I lay myself in Conceit at your Feet, and genain,

Your dutiful Daughter,
Ta obey your Commands, M.C.

LETTER of Thanks for a proffer'd Kindness.

ET me first beg your Pardon, before, I tell you, That I must make myself so unhappy, as not at present to stand in need of your Kindness, and I dare say, unseigned Prosect of Love and Assistance. Indeed my Necessities, not many Days since, did require it; but I suppose before they reached your Ear, I was supplied by another Hand; yet should I not pay you the tame Acknowledgment for the Care you express

of my Welfare, as if I had really received the Kindaces, I might with good Reason be termed ungrateful; and not worthy to be numbered in the List of your real Friends: Wherefore I resolve whilst I live, not only to confess your Kindness, but remain.

Yours to ferve you in what I may, J. J.

Letter of Thanks, in Answer to one Congratulatory. Kind Sir.

Received your Letter, whereby I understand you have heard of that Happiness that Providence and my Friends have been in a high Measure instrumental promoting me to. I must confess, had I been so resumptions as to insist upon any Merits of my own, might not only have been liable to the Censure of the Judicious, but have alrogether missed of my Exactations: Therefore, in that Part of your Letter, I wust in all Friendship beg your Excuse; yet knowing your Good-will and Affection towards me, I will rather conceive that it proceeded from cordial Love and our Good-nature; than from Flattery, or any Design i Jocularity. I find therefore, returning you all the hearty Thanks that a true Briendis capable of expressing, I remain,

Your most obliged Friend to serve you, Jak.

LETTER of Thanks to a Parent for Good Education.

Dear Father. &c.

HAT I am infinitely bound to you for your tender Care, in bestowing such Learnington are as has qualified me for an Employment, wherein I seed not fear to subsite; for which, I finding a more man ordinary Benefit, I must ingenuously contels, that my Vine in acquiring it was well spent, tho then, as no many Youths do, I thought it tedious and lift-ome; by which it plainly appears, that Young Schoolars are in the Case of fick Persons, who in the Height of their Distafes, or in the Weakness the Distafes, or in the Weakness the Distafes, or in the Health, or upon better Confidential of the Persons, which in Health, or upon better Confidential, in Health, or upon better Confidential, deration,

deration, is more favoury and consolable. Or, like those who in the Jaundice, cannot discern the true Colour, but imagine every Thing to participate of the Distemper; yet when the Eyes grow clear, their Judgment is reformed: Wherefore, I cannot but hold myself as much beholden to you for my Education, as my Being; and therefore, through a more than ordinary Sense of Duty and Gratitude, must acknowledge myself,

Your obedient Son and Servant, G. M.

LETTER of Advice to a Friend.

TNderstanding you have left the Town, I thought it convenient to inform you how Things are carried on; especially in relation to Trade, a particular Account of which I have enclosed in this Paper. I would indeed have communicated it to you in Writing, but that I found it done to my Hand. Friends are in a perfect Enjoyment of Health, and kindly prefent (especially such as I have had lately the Opportunity to converie withal) their Love and kind Respects to you, and your good Lady. As for your Affairs in London, as far as I can see, or enquire into them, they go on prospecously; and for News, we have none of Moment: Wherefore, not to trouble you with a tedious Epistle, I only make it my Request, that a good Correspondence may be maintained between us as heretofore; and that I may still be ranke! in the Number of your Friends, defiring always to be, whilst my own,

Yours, in all Friendship and Respect, J. M.

LETTER of Advice to a Friend, &c.

HB Cause of my Writing (the News perhaps may be unwelcome to your Ears) is to let you know that T. B. of D. with whom I understand you had considerable Dealings, is dead, and has left, as I hear, and fear, his Estate and Essects much incumber dearth.

V

cumber'd and imbezzell'd, to the no small Admiration of his Neighbours, who all along imagined it fared with him far otherwise; though indeed it is a common Saying, That few know what a Man is worth till he dies. This, though unrequired, I thought fit to advertile you of; and so leaving the further Prosecution to your Discretion, whom it, mainly concerns, I remain,

Tour Friend and Servant, B. W.

LETTER of Advice relating to Law Business. \$1R.

IN the Business you intrusted me withal, I have made such a Progress, as I hope will give you the Sanssaction you desire. Indeed I have taken no small Pains and Trouble; but to so good a Friend as your-felf, I think my Time and Labour well bestowed. Your Writings and Evidences I have consulted, and find them Effectual, and extraordinary afficient to the Purpose, so that the next Term, you may expect the liftue. Till when (unless I have the Opportunity of being happy in your Company before) I rest

Your loving and careful Friend, N. L.

LETT ER of Request or Recommendation, to Enter-

Elying upon your ancient Friendship, I have made bold to recommend to you as a trusty and faithful Servant, the Bearer of this Letter: Fie is a Person whose Parentage and Education are well known to me, and therefore you may take it on my. Word that he is honest, and sitly qualified to undertake any of those many Assairs that you have an Opportunity to employ him in. Dear Friend, I dedesire you to entertain him as he deserves; and in so tong, you will not only prose yourself, but pleasure him who is,

Kour unfeigned Friend and Well-wifeer, and most bumble Servant, R. B.

ANSWER

ANSWER to the foregoing LEFTER.

Have received your Letter, and find by the Contents, you have been careful in providing a Perfon fultable to my Occasions; for which Diligence I must own myself much obliged to you: As for the Person, I take him as you recommend him, wie. Honest, and fitty Qualified, and shall more especially for your Sake, use him in such a Manner, as he shall have no Cause to think any thing but well and honourall of your Recommendation, and my Entertainment: And so, till a farther Opportunity of expressing my Gratitude, I rest in all Friendship,

Yours to feret you, B. W.

LETTER of Thanks returned for the Advancement of a Person upon his Friend's Recommendation.

Y the Influence of your Recommendation, I have obtained my Defires, and therefore, in Gratitile, must return you my hearty and unfeigned Thanks: Nor is my Soul so mean as to conceit these Lines can make Satisfaction for such a Kindness: But being all all at present that my Ability or Business will put in my Power to offer as an Acknowledgment of your Favour, I will henceforward study by what more effectual Ways or Means I may be able to do you some Service that may be worthy your Approbation; till when, I shall only desire to subscribe myself,

Your devoted Servant. B. C.

LETTER of Thanks from a Scholar to his Master, Go.

INCE I find how happy I am made on fundry Accounts, by the Learning your Care and Diligence infulled into my early Years, how ungrateful should I prove, tho I am removed from under your Tuition if I should not make an Acknowledgment, tho it be but of this slender kind, even in Writing, to let you know, That I can sooner cease to be, than forget the

Man

lan by whose Means I have received so many singua Benefits; for indeed, if we did rightly confider cose that truly make us Men, by polishing and rerung our rough Nature with Artsoard Sciences, (for Man in himself naturally is rude and boisterous as the cean, not knowing how to calm his Passions and ong them under, till found Judgment takes place, and he, by rightly understanding himself, grows into atred with what before feemed comely and com-. ndable) we should endeavour, by all pessible Means, bonour and respect them. Therefore, Sir, next to: eaven, for giving me a Being, cI pay my Acknows dements to yourself, and shall at all Times be ready, what I can, to retaliate, in some Measure, your are and Diligence, being ever proud to subscribe yself, Sir.

The humblest of your devoted Servants, G. L.

ETTER of Acknowledgment to a Person of Note: for a Benefit received.

Worthy Sir, F any Expectation remain in you, of receiving Thanks for any other Satisfaction, worthy the Fa-. ours you have been pleased to heap upon me, I must seg you to direct me how, or by what Means I shall asse them to a Degree suitable to be accepted of; for. ruly, Sir, I must ingenuously confess, I am altogener at a Less to know by what Means I shall make so . . age an Offering: For I am very conscious in mythat my Words and Ability justly strained, even the highest Pitch, must needs be wonderfully defient; so that all my Comfort is, to consider that gerous Actions carry their own Recompence in themeves; and therefore am inclined to believe, that my antinual Acknowledgment of your Generofity may sone for my further Inability. In confidence of which I ever shall take Pleasure to subscribe myself, -SIR

Your most humble and obedient Servant, C. N.

LETTER of Congratulation upon Advancement to a Place.

SIR;

HE News of your Advancement no fconer reach'd my Ear, but I found a Spark of loy shoot through my Soul; which kindled in me such a Flame of Love and True Affection, that I could no longer contain myself, but was constrained to let you know it. I hear, Sir, by undoubted Report, That you are raised to the Dignity of And that you, notwithstanding, like one in whose Soul true Generoty reigns, fcorning to be puffed up with Pride, or towering Ambition, are still, as far as the Character you bear will permit, the same in kind Respect and condescending Goodness to your Friends; amongst which Number I beg the Honour ever to be continued, as knowing a great Part of my Happiness confists therein, especially when I consider your Affability and condeicending Meekness, from which I may be bold to prefage, That the Honour to which you are advanced, will be rather graced by being possessed by You, than you by possessing it. But, Sir, not to thouble you in the midit of your great Affairs, with a tedious Epistle, I shall only say, That I could not have heard of any Thing on Earth, that could have administered greater Satisfaction to my Mind; and that it shall be my continual Wish, That you may still rife high as your Merit, and that Peace and Prosperity may never be Strangers to your Dwelling. And so, humbly assuming the Liberty to acknowledge myself the Honourer of your Virtces, I remain,

> SIR, Your most obliged, and most devoted Servant, S. K.

ANSWER to the LETTER of Congratulation, SIR,

FTER having told you, That the Expressions with which you accosted me, proceeded more from your Generosity, than any Merit in me, I cannot but pardon That in you, which I should have

-Digitized by Google

taken in another as too much favouring of Flattery; because I am convinced, That through the Vehemency of your Affection, it proceeded from your good Meaning: It is true, Sir, as to what you have heard of my Advancement; for which I must, with all Submission, pay my due Acknowledgment to the Fountain of Honour, from whence it proceeded; ascribing it solely to the innate Goodness of the Royal Favour, as not daring so much as to imagine, That any Service I am capable of doing, can merit so great a Trust, tho' my Endeavours hall never be wanting in any Thing that is Just and Honest. And if it raises any Joy in me, it is, to think, That in the Station I am, it may, at one Time or other, ie in my Power to serve my Friends, and more especiilly Yourself: And so, Sir, desiring our mutual Friendhip may continue, I subscribe myself,

Your faithful Friend, whilft I am, T. G.

.EITER of Congratulation from a Son to a Father, upon his Recovery from Sickness. Honoured Sir,

AVING Yesterday received Advice, That you are recovered from your tedious and dangerous Diemper, I embrace that welcome News with Tears of oy, more than my Pen or Tongue can express; and ow could I do less for the Welfare of a Father whose ifflictions I had so long bewailed, and for whose Ease nd Relief I had put up so many Vows and Prayers to leaven? For always, where the Sorrow is great, the by that expels it must needs be so. I would indeed have aited upon you many Times, and with all the officious buty of an obedient Son, done what in me lay, but unrstanding your Commands were to the contrary, I irst not presume to disobey you, lest by the Disturbance might have occasioned, the Passions of the Mind might we augmented the Distemper: Wherefore, seeing you e happily recovered, my Joy is not thereby leftened, it rather increased; and so continuing my Prayers for e Prefervation of your Health restored, I subscribe my-Your milt autiful and obedient Son. T. C. LETTER

LETTER from a Young Gentlewoman at School, there Mother; or, A Letter of Intreaty, &c...
Dear Mother,

FTER my Duty, in the humblest Manner presente

to you, and my kind Love to my Relations and Friends in general, in these subsequent Lines I have pre fumed to put you in Mind, That it was your Pleafure the last Time I had the Happiness to see you, to tell m you would give speedy Orders for my learning to Dance and play on the Mufick: But no fuch Order having ye been given, the Length of the Time induces me to be lieve the Remembrance of your Promise, through th Multitude of Business, may have slipped out of you Thoughts. However, the great Defire I have to lear them, has imboiden'd me to intreat you, that with the first Conveniency, you would be pleased to order it, th I may lose no Time, seeing I have already made a conderable Progress in what else the Variety of our Scho affords; and indeed, those who are Younger than myse are good Proficients in what I have mentioned: Wher fore, Dear Mother, let me, by all the Ties of tend Love, intreat you once more, not to delay, any long than the first Convenience will admit of, your comi over, and in the mean while it will be convenient th you give Order for such Necessaries as will be requif on the Occasion; in which you will infinitely indear He who lives but to pleasure You, and is,

Your most obedient Daughter, E.

ANSWER.

Daughter,

Have received your Letter, wherein you press me the Performance of my Promise, of which I am ways forgetful: But your Cousin N—— having be much indisposed these several Weeks last past, and be committed to my Care, I could not have the Opportun to be with you; though, Dear Child, my Thoughave often accompanied you: Nor am I ignorant wis s convenient for the Accomplishment of the Female S wherefore, rest contented for a few Days, and you see the property of the Pemale S.

find my Promise made good. As for the Necessaries that are suitable to what is intended, I have already given Order, and you need not to doubt of my Care to provide all Things convenient, that you may hereaster have Occasion for; and so at present taking my Leave, I rest.

Your affectionate Mother, M. H.

LETTER from an Apprentice to his Father. Most indulgent Father,

HESE are humbly to fatisfy you, That I am not a little pleased with the Trade you have put me to, nor less with the good Usage I find. Indeed I found it somewhat irksome at first to be separated from Yous-self, and my dear Mother, & being withal in a strange Place: But Time and good Conversation have banished those Thoughts that made melancholy Impressions upon my Mind, and now I am full of Vivacity and Liveliness, studying nothing more than to please those that have the Command over me, by carefully and faithfully regarding the Business I am put to, without Delay or Regre: as considering that it will be my own hereafter. And thus, Sir, in Compliance with your Command when you left the Town, I have sent you this Letter, desiring, with all Submission and dutiful Observance that a Son can express towards so good a Father and Mother,

To remain at your Disposal in all Things, T. B.

LETTER to ask Pardon for a Fault, &c.

Dear Madam.

If the Confession of my Crime, or the hearty Sorrow I conceive at the Sense thereof, can work in you any Compassion, then I have some glimmering of Hope that I shall be forgiven. Consider, Madam, That the Punishment I instict upon myself for having offended so much Goodness, is not the least, altho what I did was rather through, the sierce Emotion of an unruly Passion, than any thing proceeding from my Free will: So that if the Thing be rightly stated, it was rather my Missortune than any Fault; yet I will own it mine, and not stick at any Penance that may be a Means to obtain my Pardon.

O consider, That it is the Nature of Heaven to forgo true Penitents, when they humbly beg for Mercy! Acan you be more severe? If so, what shall I say! least nothing shall be wanting on my Part to oblige ye to Forgiveness, and let you see, That I know at least he to Repent, tho' you know not how to Forgive; and ele to remain.

Your most forrowful Servant.

ANSWER.

SIR.

Have received your Letter, in which you confess you Offence, which indeed is more than I expected, a sidering the Humour you were in the Night before; find likewise, you endeavour to excuse yourself in par By faying the Offence proceeded from a sudden Rashne I know not indeed whence it proceeded; but fure I'a it was no ways pleafing to me. However, fince I have once reckoned you amongst the Number of my Friend you shall find that my Good-nature cannot degenerate far from its true Standard, as to cast you off for one fence. Wherefore, as to my Particular, I freely pard you, and desire God to sorgive you. But, Sir, by wa of Caution, let me tell you, That such another Fawill, past all Adventure, cancel the Affections of who is yet content to subscribe herself,

Tour Friend to Serve you, E.

LETTER of Consolation to a Friend, &c.

Hear, indeed, that you have lost a Good Fatt which might truly raise a Tempest of Sorrow even in the most obdurate Mind : Therefore, as a Cordial allay the Storm that needs must arise in so tender a Bree as yours, I fend this Letter, both to condole and cen fort you; not, that for fo great a Loss I expect you shou not grieve and pay the Tribute of your Eyes: No must have you weep and figh, and sit a while in the Shad of Sadness; but let me tell you, I would have you. much as the manly Sense you are endued withal will coribute to moderate the unruly Passion, that it may not stogether overwhelm your noble Faculties; considering hat he for whom you mourn, rests from his Labours, and partakes in Bliss, the Reward that is prepared for uch that live like him. Therefore, the natural Assections are prevalent and forcing, their Restraint will, in pite of all Resistance, gust forth in Tears. Let those appy Considerations, by the Assistance of Time and Season, gently, and by Degrees, put a Period to your Assistance, it is when, I shall not cease to bear a Part in all that assistance of the property of the street of the street of the property of the property of the street of the s

LETTER of Consolation to a Mother, upon the Left of bir Son.

Dear Madam,

DE more moderate in your Lamentation, than to afflict yourself for what is past Recovery, for that bleffed Soul, that by this Time is mounted far above all Miseries, Troubles and Cares, that it must consequently have met withal in this World. Consider the Royal Prophet, who, whilst there were Hopes of Recovery, not only mouroed, but used all possible Means to recover his Son; but being dead, his Princely Sorrow ceased, as not thinking it fit, like those that are without Hope; to mourn for those that are past Recovery. Dear Madam, Then let the Intreaty of your Friend, who shares by Sympathy equal to your Afflictions, prevail with you to moderate this mighty Stream of Grief, which otherwise, by the weakening of Nature, cannot but impair your Health: O! think were He alive for whom you mourn, the Sight of these Tears would more affect him, than all the Pains. he felt: Therefore, let me advise you, by that Share of Friendship that I justly claim, to colm the Tempest this sad Loss has raised in your tender Breast, and rest assured, That one Day you will find in Joy Him whom you lost in Sorrow; and so leaving you to the Protection of Head ven, I continue to be,

Your affectionate and cordial Friend, J. B.

Another

Another to a Gentleman, upon the Loss of his Wife. SIR.

Fall our Ties of mutual Friendship and Affection have any Force or Power to conjure or compel you to oblige your Friends: let my Request meet with a suit ble Return, which carries with it nothing but what tends to your Welfare, defiring you to be regardful of your Health, which I understand is much impair'd and lessen by the immoderate Sorrow you conceive for the Lois of your dear Confort. Indeed, I must acknowledge you are bound to shew some Concernment for being deprived of so valuable a Treasure: Yet she being gone and past Recovery, what avails it you to run into such Extremity? You may indeed object. That you cannot pay too many Tears to the Memory of one who deferved to well; and that you now, being out of Love with all Worldly Things, defire nothing more than to lodge your Body in the Grave, whilst your Immortal Part ascends to make an inseparable Union with Hers in Bliss. Aye, but consider Sir, the remaining Parts of Her that live: Confider those sweet Babes she hath left behind, as so many Pledges of her love, and think She lives in Them; and whilst you spare yourself to do them Good, you are still pleasuring her. I indeed might urge more, but knowing you judicious enough to comprehend what is convenient for your good Estate and Welfare, I subscribe myself,

Your bearty Well wilher, and faithful Friend, C. B.

LET ER from one Priend to another, to claim a Promise SIR,

Good Nature of my Friends, yet in the, as in other Affairs of the World, fometimes Necessity confrains us to do what we would not: Wherefore, Sir, let me put you in Remembrance, That the last Time I had the Happiness to be in your Company, you were pleased to tell me, I might command——at any Time, when my Occasion required it; and dare I doubt but you were condial in what you said? Wherefore, standing in need of your Kindness at this Time, I have sent, not as a peremptory

remptory Demand, but as an intreating Friend, to let you know, you will greatly oblige me in the Performance of your Promife, and firmly bind me to your Generosity; who must, however, at all Times subscribe myself,

Sir, Your most humble Servant to command, T B.

LETTER from a Wife to her absent Husband. My Dear.

JOU cannot imagine how tedious your Absence has been. and at present is to Her, who is your tender and loving Wife. Alas! I little thought when you left me, that I should have been so long separated from the Man whose Company I so much value and esteem, which might, were I not confident of your true Affections, oblige me to tax you with Coldness and Dis-respect. Indeed, I received your Letter, wherein you tell me of some unexpected Business that does detain you: It may be you have; but could not that have been deferred till a forther Opportunity, or done in less Time than you have been absent? I am almost of an Opinion that the one or the other might have been : But, however, My Duar, Hoping that you will not for the future, dispense with any thing that may create a Delay, I shall construe what is past to the best Advantage on your Part, and in earnest Expectation of your good Company, subscribe myself,

Your loving and affectionate Wife, E. B.

LETTER of Advice from a Wfie, &c. Dear Husband.

THESE are to let you know, That myself and our Children are arrived safe at where we found our Friends and Relations in good Health, and were by them kindly entertained, even beyond what we might reasonably have expected. As for the Place, it is, by Situation, exceeding Pleasant, and the Air very Temperare and Healthful: Wherefore, I think, if nothing happen to hinder, to tarry till—Pray, Dear Husband, let us hear from you as often as Opportunity and Conveniency will permit. All our Friends in these Parts desire

to be remember'd to you; but more especially, She, who has the Happiness to subscribe herself,

Your kind and constant Wife, M. D.

LETTER of Advice from a Factor to a Merchant, or Correspondent.

SIR,

FTER an Acknowledgment of your Kindnesses and Favours, of which I have been an extraordinary Sharer, I shall lee you understand, That the Trade of these Countries is greatly increased by the late Improvement of the Manusactories; so that you may expect, if the Danger of the Seas, Pirates, &c. be escaped, a very advantageous Return for your Ventures, in improving the Sale whereof to the highest Value, I have not been wanting; the amongst other Commodities that pass current in these Parts, nothing is more defired at present than ———, being at this Time very scarce; wherefore, if by the next Vessel, you send any considerable Quantity, you may undoubtedly, expect a double or treble Return. This, Sir, being all at present, of which I thought good to give you Advice, I rest,

Your Friend and Servant, E.D.

LETTER from an Apprentice to bis absent Maker. SIR,

Took this Occasion to write to you, to let you understand I have accomplished the Business you gave me Directions to undertake when you went out of Town; and as for your other Assairs, they are managed to your Advantage; only; not having as yet had an Opportunity to meet with Mr. P——— I have not got the Money you order'd me to receive of hists, not have I hitherto had any Return of that out of the Country; but I doubt not but by the next to give you Notice I have fulfilled your Loring any further Business to write about, I continue to be.

Sir, Your faithful Servent to command. T. S.

LETTER of Thanks.

SIR,

INCE you have been pleased to bestow your Favours daily upon me, and continue still to renew them beyond my Merit, I resolved for a greater Lustre to your Centrosity, to let you take your Coprie, and busy my self only to find out a way, if possible, to make a due Acknowledgment of your Goodness: And if so it happens, that in the Pursuit thereof, my Inhability renders ne unfortunate; yet in it this shall be my Comfort, that I will always have a Good-will and Passion to do you Service, which I shall always offer to you, and confess my-self,

Sir, Your most obsiged Servant, T. P.

ANSWER

VOU over-pay me for those Obligations which you esteem so valuable, meerly by owning them to be such. Nor onght I to be altogether silent in my Complaint of your striving to instinuate that as a Bounty from me, which is really one to your vertue and Merit; and therefore I may justly hold myself as much chi.ged to you for receiving, as you can think yourself bound to me for giving. But waving this Manner of Discourse, and concluding myself happy that it is in my poer Ability to serve you, I take Leave to subscribe myself,

Sir, in Honour of your Person, B. D.

LETTER of Complaint.

Otwithstanding the Injury you have done me against the very Laws of Friendship, yet you may see my Good Nature is such, that I cannot so slightly shake off on my Part, the Bands of Amity, but must with a gentle Reproof, instead of complaining to others softly and in Silence, complain to Yourself, that you may be the more sensible what Kindness you have abused and slighted; nay, I will make the moderatest Construction, and think that what was done proceeded from Rastness or some Missingly Greated by false Report. However,

the Fault is not so great as to make me cast off a Friest whose unseigned Acknowledgment and moderate Repentance may atone for his Fault; and where the Offenders of so of so easie and mild Disposition, the Offender surel-can do no other than relent: Wherefore, Sir, in Hope you will answer my Expectation, I close my Letter subscribing myself.

As yet your Friend, T. (

ANSWER.

OUR mild Way of Proceeding has intirely con quered and inbdued my rough Nature, fo that find myfelf confirmed to an Acknowledgment of m Railines; and therefore, with Blushes for what I have done, I have fent this Letter to intreat your Pardon hoping you will fign it when I shall wait upon you (which will be shortly) personally to acknowledge my Offence: And in the mean Time, I take the Boldiess is subscribe myself,

Sir, Ye a unworthy Friend, B. T

LETTER to a Friend with a Present.

SIR,

Send you this Paper, charged with my Thanks and kind Respects for the imany Favours I have received at your Hands on fundry Accounts; and more especially for the last, as being more fresh in my Memory: I have likewise sent you a small Acknowledgment, if it may prove worshy of your Acceptance, viz. a togetime with an entire Assurance of continued Friendship: And so, till Fortune shall furnish me with Power to oblige yours I ought, and as I entirely wish I could, I content my self to remain.

Sir, your most obliged Friend to serve you, R. T

LETTER of Consolation to a Sick Person.

HEN I first heard you were taken dangerously ill
I could not be much troubled with the Apprehensions

enfions I had of your Suffering, which made me apply yself to the great Physician of Souls. by Prayer, for ne Mitigation of your Pain, and the Recovery of our Health; but; finding there still lay on me a Friendly bligation to condole your Misfortune, I have made my pplication by Letter, to inform you as a Friend, That ou ought to comfort yourfelf amidst these Calamities hat are laid upon you, reflecting upon yourself, That ou are but Mortal, and Born to Die; that you have here o abiding City, but look for one in the Heavens; and n this Case, whether it be for Life or Death, to submit ourself to the Pleasure of Him, in whose Hands is all he Breath of Life; who, if He sees it convenient for ou to continue longer in this miserable World, amidst a sempest of Cares and Anxietics, will bleis those Means hat shall be instrumental to your Recovery. But if His determination be otherwise, you ought to submit, and enclude, There can be nothing more glorious or more vositable for you, than to be moved from present Troules into future and endless Joy. And so, with a Contimance of my Prayers for your Recovery, or eternal appinels, I remain.

Your ferrowful and a leted Friend. A. B.

ETTER of Contolation from a Gentleman to a Sifter, upon the Loss of hir Brother.

Surrowful Madam,

Must acknowledge the Loss of so important a Relation, ought to move Compassion in a more obdurate ieart than yours: But withal, considering that Tears do tohing profit either the Deceased or Yourself, it will be rudence to stop the Current thereof by Reason: That tereby you may impair your fiealth, and by the Prevaency of a Disamper, send you to Him, but you can ever bring Him up from the Grave. Then, considering low fruitselfy you ruin, and how little you advantage tourself, Madam, your Soriow duly weighted, might brevail with one in your Capacity, to regard her Years and Beauty, and to have an Eye to those Joys that await ire. Cease your Mourning, and you will not only obluge.

oblige your Friends in general, but me more part arly, who beg Leave to subscribe myself; as I am,

A Partitle of your Sorrows, A Partaker of your Joys, and

Your most bumble Servant to command,

ANSWER.

Must own myself happy to find one that will und take to share with me in the Grief that overwheleny poor desenceless Heart, and therefore return in Thanks; yet must erave Leave to lament the Loss One who was so dear to me, that he was even the Suppa and Stay of my Life; upon whom, my Parents being before deceased, depended the Strength and Joy of a help selfs Virgin: Wherefore, blame me not, if Sorrow get the Upper hand, which nothing but Time and corder the Upper hand, which nothing but Time and corder had did can affwage the Consideration of: Notwinstanding, I am not insensible of your Worth, which oblige me to intreat you not to write to me any more in thind, till by my unlimited Sorrow, I testify to the Worlhow unwillingly I parted with so good a Brother; the for your Care, I cannot but own myself to be,

Your Friend in all Civility, E. I

LETTER of Proffer'd Kindness.

SIR,

IT is now in my Power to oblige you, or at least to d you some Kindness, if your Occasions are urgent, I am informed they are. Wherefore, without any Nice ale my Purse and Counsel at your Discretion. Asso yourfelf, I will take all Occasions to be satisfied wherein may be more serviceable to you, notwithstanding you may through Modesty, decline my Proffer; for indeed, who ever you may imagine, nothing can be more pleasant me, than to oblige the Man I so much love, and so whom, in my greatest Necessities, I have received much Kindness: Wherefore, not yet knowing wherein may be most serviceable to you, and as I defire, I conjuyou by the Bands of our Friendiship, not to hide any thu

from me: And fo, expecting to hear from you on this Subject, I at present take my Leave, and am,

Your loving and faithful Friend, E.S.

LETTER from a Father to a Son, commanding bim to continue at School, and improve his Learning.

I Have thought fit to direct these Lines to you, to let you understand it is my Pleasure that you continue where you are: nay, by your Obedience, and by the Authority of a Father, I command it; and farther conjure you that you be no ways negligent in making a due Progress in your Learning; neither let me hear any more Complaints of you, of this, or any other kind; but so behave yourself, that you may not only deserve my Blefing, but further yourself in those Things that will-undoubtedly redound to your Credit and Advantage, and to the Pleasure and Contentment of him who is,

ANSWER of Excuse.

I Was not a little surprized when I first read your Letter, and found your Commands to strictly enjoin me to that which my own Inclinations above all Things cover: So that upon a second Confideration, I could conclude no other, than that some malicious Tongue had reached your Ear, who not finding any other Means to disturb my Quiet, and the Pleasure I take in my Studies, imagined, by procuring your Reproof, I might, through Discontent, by being charged with Things of which I am no ways guilty, defert my Station, and turn Rambler. But, Deat Sir, by all the Obligations of Birth and Education you have laid upon me, I befeech you, let such a Thought be as far from you, as it is from me, and it will be impossible it should make any Impression on your Mind. So with my Withes, That there may no longer be a finisher Understanding between us, I remain,

Honoured Sir.

Four most dutiful and obedient Son. T.P.

LETTER

LETTER of Counsel to a Friend in a doubtful Matter.

Dear Friend, T Nderstanding you had intangled yourself in a Busness of so much Importance as- I thought it my Duty to affift you with my Advice: Not that I prefume my Counsel can exceed what you have already had, but more out of a friendly Office, that you may see how ready I am at all Times to communicate any Thing to you, that I think may redound to your Advantage. The Advice I give, for the better securing of it from prying Eyes, upon the casual breaking of a Letter, which many Times falls out, I have sealed it up in a Paper by itself; neither would I have you altogether neglect it: For we oftentimes see, where one Thing has failed, another less fuspected has succeeded. But however, having done my Duty in this Cale, I submit the rest to your more knowing and differning Judgment; taking Leave only to sub-

Your faithful Friend to ferve you, J. C.

ANSWER.

scribe myself.

Wind Sir,

OW shall I express the Obligation you have laid upon me, in sending me such cordial Instructions at a Time when my Affairs even languished for such reviving Counsel and Advice, as having in a Manner been possened by the adulterating Sophistries of those, who, like bad Physicians, purposely delayed the Cure, for no other End but their own Advantage? Wherefore my Study must be bent for the future, to contrive a Way to retaliate your Kindnesses, and chiefly this; which coming so seasonably, has proved so advantageous to me. Till I have found some fit Opportunity, I must be contented with the Character of,

Sir, Your Friend and Servant, E. T.

LETTER complaining of Neglect.

SIR,
AM constrained to profess myself Unfortunate, since
all the Endeavours I have used, all the Ways and
Methods

Methods I have taken to pleasure you, have not had the Success as to oblige you to recompence me with a favourable Smile: Therefore, what shall I say, or what more shall I do than I have done already? Yet methinks, the Effects of so many dutiful Regards might have made such Impressions upon your Generosity, as to have owned them to proceed from the sincere Affections of One who truly loves and honours you, tho otherways not worth your taking Notice of. But, notwithstanding the least Allowance of Friendship on your Part has not been returned for all that Respect I was able in my mean Capacity to shew you, yet I still strive to overcome you, even by tiring you with my Service; and feed my Thoughts with the Comforts of this Consideration, that You are the Object of my Service; and I,

Sir, Your most humble Servant, C. L.

ANSWER.

FIR,

WHEN I read your Letter, I was not a little furprized to find you tax me with 10 much Negleck
of yourself and your Services; I profess I understood
them not, or did not take them as meant to myself,
wherefore you have done well in complaining, for two
Reasons: First, To let me know I have one more amongst
the Number of my Friends than I was aware of; And
Secondly, That knowing you strive to oblige me, I may
not for the suture be wanting to meet you with open
Arms, and elteem you according to your Merit: And so
taking my Leave, I subscribe myself from this Time forward,

Your devoted Friend, B.P.

LETTER of Reproof from an Uncle to a Nephew.

AM forry I have found an Occasion to write unto you in this Dialect; but really the Care I have of your Welfare being daily disfurbed, together with my own Quiet, through the loud Clamours and Complaints that are frequently brought against you, arising from the Effects, as I understand, of your Extravagancies and Debaucheries,

Digitized by Google

baucheries, I can do no less than deal plainly with you and let you know how heinously I referr it: And further, fince you are left to my Care, I confider myfelf in part answerable to Heaven, if I do not use my Endeavours to depress the youthful Folly that reigns in you, which I shall take Care to do with Diligence, if this friendly Reproof turns to no good Account : However, till I hear farther, I shall subscribe myself,

Your laving and careful Uncle, G.G.

ANSWER of Excuse. 15

Kind Uncle.

Received y arr Letter, and find by the Contents, that I have been represented to you as the most profligate of Men. Indeed, I dare not go about to excuse all those Follies and youthful Frailties, of which in some Measure I have been guilty; the indeed they have been aggravated by such as love me not, far beyond what they really were. But rather, because I construe it as your good Meaning, proceeding from the Defire you have of my Welfare, which obliges me, if I have hitherto ofsended you in any Thing, to beg your Pardon, and to give you my Promise, that for the future I will make it my Study to reform, and re-gain by my Well doing, the Reputation I have lost by my doing otherwise: And so, Sir, with my hearty Respects to you, I remain, Your most obliged Nephew, T. G.

LETTER Consolatory to a Gentlewoman, upon the Death of her Husband.

Mad m. TITHEN I heard you had lost so kind a Husband, and so dear a Friend, those Eyes that had been many Years dry, could not refrain from contributing to the general Sorrow that so great a Loss must needs occasion; nevertheless, I the sooner calmed my own, that I might be the better able to administer some Comfort to you, whom I cannot expect but this Letter will find overwhelmed in a Deluge of Terrs: Nay, it would be un charitable f. me to think otherwise, considering the valuable Esteem you had for him who is now descended into the Shades of Death. How can you, I fay, but grieve, to think what Joy, what Love, what Tenderness and Care you have loft in him ! Yet confider. Madam. that all these center'd in a mortal Man, doomed to die as icon as he was born, and made to fade like the Flowers of the Field; the Confideration of which made the great Apostle St. James affirm, That our Life is but a Vapour ; and what is that but an airy Exhalation drawn up by the Sun, which is carried about by the Wind till it vanishes into nothing? So Man that is born of a Woman is full of Troubles, reftlefs and uneasy in this World, as being only allotted him for the Place of his Pilgrimage, through which he is forced to travel to his Heavenly Home: Enry him not then, that he is so soon got to his Journey's Ende What if others take a longer Way about, by running a larger Course of Years? Why, then the greater are the Troubles and Cares they meet withal, more frequent the Dangers that befet them, and the greater the Hazard. Who would not be at the End of a weary Journey, to be possessed of endless Rest? Where-fore, is we rightly consider, that we are lest behind amidft innumerable Perils, doomed, perhaps to the gloomy-Evening of decrepid Old Age, we ought more to be pitied. Confider, Madam, That could his bleffed Soul fee You thus in Sorrow, from the bleffed Mansion where it refidet, it would imagine you envied its Happinels. Cease then to mourn; and let us prepare with joysus Hearts to follow Him, that the second Meeting may be endlefs, and without Separation. Confider, I say, that You by your Sorrow cannot add any thing to his Fame or Happiness though thereby you may impair your own Health, and call yourfelf down in the flourishing Bloom of your Strength and Beauty : Wherefore let me intreat you; by all the Endearments of our Love, to lay afide your Grief; and let it be your Joy to think; that when you leave this World, you leave not so good a Husband behind you to weep for your Departure, but go to feels him in the Marsions of Brernal Blife: And fo leaving thele Admonitions to your wife Confideration, I remain

the Co-partner of your Joy and Grief, humbly begging Leave to subscribe myself, as I ever desired to be esteemed, Madam, Your Friend and Servant,

Another Sort of Confolatory Letter to be used, whereby the Grief is seigned, or the Case inconsiderable, and may indifferently serve for either Sex.

To a Young Man upon the Death of his Old Wife.

Dear Harry,

Place,

OU cannot conceive how many Fancies of different kinds came jostling into my Head, upon the News that you fat whining and iniveling under the Cypress Tree of Mourning. Tis true, you have lost a Wife; and what of that? It has been many a jolly Fellow's kind Misfortune to be rid of such an Incumbrance, as well as yours. Aye, but you fay, She was a Good Old Woman! Why, so I say too: And therefore it's the happier for her that she's out of this wicked World: Nay, and let this further turn to your Comfort, That Ten to One her Time was come by the Course of Nature, and she kindly followed her Teeth that were gone before, as mellow Fruit drops after the Leaves without the least Blast of Wind. Then rouze up, and turn your Lamentations to a joyful Song; and inflead of Tears, drench your Face in Claret and brisk Cavary. But stay, if I mistake not, I have hit upon the String that twangs your Grief. And what is that, you'll fay? Why, nothing more than the Estate expired with your Wife; it went to her Relations: There are Old Women as wanton as she, that may be had with Estates to supply the Defect; then never stand whining, but look out, and make. Hay whilst the Sun shines: Snap up some Old

Beldam or other, whilst the Reputation of a brisk rich Widower stands by you: And so in Hopes you will take my Advice, I rest in Expectation to see you at the old

Your Friend and Pot-Companion, G. L.

To a Wife upon the Death of a Bad Husband.

Cannot but grieve to think how you take it: Alas! Alas! what Crocodile could refrain weeping over arch a Loss! Indeed you have many Reasons, but they asy be briefly comprehended in these: First, Because your Prayers were heard no fooner: Secondly, Because he Man whom you have so often wished might break his eck, deprived your Expectations, in dying a natural reath; and Thirdly, which is the worst of all, Because had the Opportunity of making even with the World, by spending all he had, and leaving himself no richer hen he went out of it, than he was when he came into Well, however, be contented, feeing as Things go they cannot be mended: Nor have you any other Way repair the Loss than by sprucing up yourself, and by aying aside the Scene of seeming Sorrow, preparing purelf with pricked-up Ears of Joy, to enfrare some rhinking Woodcock: And thus having condoled you, nd given you the best Advice I can, I take Leave to bscribe my elf,

Madam, Your Friend and Old Acquaintance, G. J.

ETTER of Congratulation to a Person upon bis Marriage.

THE News I received of the happy Change of your Condition, did not a little revive me from Melancholy that is too much accustomed to oppress y pirits, especially upon the Knowledge of the happy lection you have made of one whose Discretion, Pantage, and good Education, cannot but be suitable to our Humour. In which Satisfaction, as a true Friend, am not wanting to participate in Civility, being very such pleased that you have now divided the Power which ou had obtained over my Affections, honouring your cond Self with that Equality of Respect that was heresfore intirely your own: For certain it is, that your od and ill Fortunes stand with me in an equal Ballance; it which, as a true Friend, actually or reciprocally. I

must interest myself, being persuaded you will make no more doubt of it, than of the Passion I have to serve you in the Quality of,

Sir, Yours, and your Lady's
Very bumble Servant,

LETTER of Advice from a Young Gentlewoman, or Maid-Servant, to acquaint ber Friends in the Country with her Marriage.

Dear Father. HESE are first to beg your Pardon and Blessing, and afterwards to let you know, That I have changed my Condition, as I well hope, to the bettering of my Fortune, having joined myself in Wedlock, not only to a genteel, but an honest and industrious Man: who by his Love to me, and Care of his Affairs, gives me Hopes to assure myself, That when you are well a tisfied what manner of Person I have chose for my Husband, you will not be displeased, altho' I did it without your Confent, which indeed the Duty of a Daughter required me first to have had. But the Length of the Way, and many other Things that frequently happen to crofs prior Lovers, made me prefume upon your Good Nature, and promise myself, That you will forgive this one Disobedience, not doubting but my Endeavours shall make Amends for this one Default: And so with mine and my Husband's Duty and intire Affections to you and all our Relations, I continue to be,

Sir, Your most dutiful Daughter, K.P.

LETTER from a Young Man to his Mother, upon the like Occasion.

Dear Mother,

Y Time being expired, and I having been fone
Time fettled at my Trade, could think of no
better Expedient than to get me a Helper, and Partner
in my Affairs, that to I might not only have Comfort,
but the better Improvement. Now what Partner this
may be, you may perhaps wondes: But give me Leave,
after having asked Pardon for proceeding to Marriage
without

ithout your Knowledge or Confent, to tell you, it is a nale Partner; one that is both Virtuous and Beautiful, anable to my Humour in all Things, and through whole adultry and my own, I doubt not but to thrive in the World; and that we may the better do fo, I intreat you o fend us your Bleffing at least, if you put nothing over nd above towards House-keeping: And so, with mine and my Wife's humble Duty presented to you, I take eave to subscribe myself,

Your most obedient Son, E. F.

ETTER from one Scholar to another, complaining of too long Absence. Dear School-Fellow.

Onlidering our intimate Acquaintance and Familia arity, I cannot but wonder why you delay the cflauration of your Friend's Happiness, through your long abienting yourfell. Truly, did I not know the amity unfeigned, which we have contracted, I should we way to a Suspicion that you only flatter'd me with a retended Friendship. Your Friends, it is true, by reaa of your long Ablence from them, may be defirous of your Company, and that may be one main Plea; but confider your Studies, and our inhocent Recreation should more powerful to charm you from them. You know you promifed me, when we fall parted, That you would ake a speedy Return : Remember amongst the Affairs at have taken you up, that Promise; and think how I eng, nay, languish, for the Performance of it; and then you cannot be so unkind as to disoblige me with ur Absence any longer: I might indeed urge more, and inforce my Arguments with prevalent Regions; but wing said thus much, at present I desist, in Expectation your Company or Answer, and am content with sub-Your Friend and School-Fellow, I. S. aibing myfelf.

The ANSWER of Excuse for Delay.

Honest John, Have received the Letter, wherein you blame me for my Delay, and tax me with Non-performance of Promise.

Promise. Indeed your Reproach is just; but on other Hand, consider, tho' I made a Promise of spe Return, it was rashly done in me. seeing in the P. where I am, I am altogether under the Juri diction my Friends and Relations, who will not fuffer me leave them, unless I, contrary to the Rules of Obence, Civility, and Good Manners, should come as unknown to them, which would altogether unbeca the Profession of a Scholar; not but that I would willingly at my Studies, and as Opportunity permit I should be glad to have the Happiness to enjoy your ciety, either to pass the flying Moments in profit Discourse, or harmless Recreation: Yet seeing Thi are carried as they are, I must intreat you by the Obli tions of our inseparable Friendship, to pardon wha cannot help, hoping, nevertheless, in a few Days. to Leave to be with you. I must, 'till then, dispense w the Want of your good Company. In the mean Ti continuing you in perpetual Remembrance, I subsci myself,

Your most obliged Friend and School-Fellow, T.

The Master's Commendatory Letter to a Father on Behalf of a Scholar. SIR,

HIS being one usual Time of Refreshment lowed to Scholars, at your Tommy's earnest quest, I have given him Leave to wait upon you, hop he will no ways prove troublesome to you, nor cause a Detriment to your Affairs. I remember, Sir, that your last Letter you required me to give you an Accord of his Progress in his Learning: As to that, let him tisfy you: He has for the Time he has been with rexceeded even my Diligence or Expectation, acquitti himself in every Part (as far as his Years are capable) well, that I may, without Flattery, assure you, your more than ordinarily happy in so witty and ingenious Son, who in his Childhood gives such pregnant Prowhat his riper Years will produce. But not to trout you with a tedious Epistle on this Subject, I leave h

ANSWER.

ar Brother.

DUR Letter hath luckily found me, tho' I am removed from the Place you directed it to; and am little glad that I have the Happine's to hear from considering we are so far distant one from another, my Health, Thanks be to Heaven, it continues as fore; and of my Welfare I have no Cause to comas being in an honest Family, where nothing conti is wanting; so that enjoying Health, Plenty, om and Content, I may justly account myself hapland so wishing you and every one of our Friends elations the like, with a Continuance of my hearty is to that End, I am.

Your most loving and obliged Sister, E. M.

· Daughter's Return of Thanks for ber Education.

Honoured Parents. M confirained, as an humble Acknowledgment of ny Gratitude, often to trouble you with my Epistle, the only Requital Lam as yet capable of rendering or the many Benefits and Advantages I have reat your Hands: But above all, for your prudent. ght in bringing me to the Knowledge of those is which have feasoned my younger Years with ty of Understanding; and will, past all peradvenrender me acceptable on fundry Occasions. Where-I must now applaud that compelling Goodness in by which you even obliged me to persevere in that e begun, tho' then indeed, not discerning what I l afterwards reap thereby, I imputed it to your inels and Severity. Therefore, let mistaken Youth er, That in their tender Age, they (not knowing is good and commendable for them) ought to subo the mature Judgment of their Parents, who alwith Bowels of Love and Compassion, are studyeir Welfare, tho' they perceive it not : And in this what shall I say more, than to return all possible ks to You, who next to Heaven, are the Authors

of my Being, and Well-being, and ever subscribe an: acknowledge myself,
Your-most dutiful and obliged Daughter, C D.

LETTER from a Youth, by Way of Essay, to a Person of Honour, from whom he had received some Benefit. Most Honourable Patron.

7 BRE I not confident that I may rely upon your Good-nature and Generofity to excuse my Prefumption, I should not have dared, considering the vast Inequality between us, to have raifed my Thoughts fe high, as to address you with these inconfiderate Lines: which may justly merit Rebuke from your judicious Cen-fure. But, knowing your favourable Construction on the good Meaning of your Inferiors, I could not contain myself, 'till I had found this Way to vent some Part of that Acknowledgment which laboured in my Breast, and is the Product of your Bounty; yet I can only fay, No snore is in my Power, than to render Your Honour my hearty and earnest Thanks; a poor Return for what I have received as your Liberality! the indeed, I will subjoin, That the whole Business of my Life, in my Esteem, is altogether insufficient to make you a Requital; nor shall I be wanting, as Opportunity offers itself, to employ it in your Service. Wherefore, Beseeching Your Honour to accept of my true Endeavours, Prayers, and Good Wishes; I, with all Submission, and a Reliance on your Goodness, assume the Boldness to account myſelf.

Your Honour's most humble and devoted Servant, T. E.

LETTER from a Youth to bis Grandfather. Reverend Sir.

Cannot but account myself Happy, That the Fates are so propitious as not only to spin out your Thread of Life longer than those of the greatest Part of Mankind, but that through the Bleffing and Mercies of God, Health and Strength are added, together with a found Judgment, and differing Faculties, which render you the Honour of Time. But passing over these, I must,

in the next Place, present my Duty, and more than Linary Respect to Yourself, from whom I am descendinary Respect to Yourself, from whom I am descending the Care you have had of me, and the good Counsel u have all along surnished me with, as having sound Experience, That the Wise Man was not miltaken, en he affirmed, That Wissom rested not in a Mulitude Years, tho' in that Garb, it is too frequently rejected the Younger Sort, as a Precept too rigid and severeis, Dear Sir, being all at present I can render you, nust, with hearty Wishes for your Happiness here, I hereaster, conclude with a dutiful Ackdowlegment, at I am,

LETTER from a Young Scholar to bis Father.
Honoured Sir.

Not having the Opportunity of waiting upon you in Person, have made bold to make this Letter the Mefger of my Necessities; which, notwithstanding, Sir, not very great, my present Occasions requiring little
e than a few New Books to supply the Place of some
have come to sundry Missortunes, for want of a
y, or other Place of Conveniency to keep them in;
ng now, through the Care of my Reverend and Inious Master, made capable of removing into a higher
Therefore, amongst others. I desire you as

ious Master, made capable of removing into a higher a Therefore, among to thers, I desire you to tend that so by a speedy Improvement, I may little Time, and put you to less Charge. As to his, and other Necessaries of that Kind, I leave to your Discretion, to order them as you please; I must say, That my Apparel is indifferently worn my coming hither. This, Sir, being all at pre-I conclude with my Prayers to God for your Health rosperity, and remain, Your most obeaient Son, T. D.

HESE are to put you in Mind; That I have now been about Six Weeks upon Trial, and find the

TER from a Youth to bis Father, who is defirous to be bound Apprentice.

Trade so agreeable to me, That I desire nothing mothan to be Bound, that I may lose no more Time, or fidering I am of sufficient Age. I have acquainted m Master with my Intentions and Resolution, who we well approves of my Willinghes: Wherefore, let intreat you to take the first Opportunity of coming London, that so Affairs relating thereto being settled may be no longer delayed. But, however, Sir, submitting all Things to your good time and Pleasure, I continue, as heretofore, Your most duriful Son, C.

LETTER from one Friend to another, to perfuale his children Good Education.

Dear Friend, Tadds not a little to my Happiness, to understand; are bleffed with a Hopeful Off fpring, a Treat much coveted by the Ancients, and Wife Men of World: Wherefore the Prophet David, to give a great Lustre to such a Blessing, compares them to Olice Branches, Pledges of Peace. Notwithstanding which Children in themselves are unpolish'd Statues, unless the be brought up in the Fear of God, season'd with Lear ing, and ingenious Education; for that indeed, excent even the Riches you labour to bestow upon them, and the only absolutely necessary Thing that can contribute their Earthly Felicity, proving a better and furer Eft than Lands or Possessions, which indeed may, like out Things of the same Nature, make themselves Wings fly away, at least be wrested out of our Hands by the that are more mighty than We; when Learning 2" Good Education cannot ceale but with ourselves, bei capable of gaining a good Repute in this World, and a right Improvement, Blessedness in That which is come. Wherefore let me, as a Friend that wishes well you and your Posterity, intreat you, Sir, not to be well ing in giving them Education that is suitable to their pacities; so that growing up, and finding the Adv tage, they may have the greater Caufe to bless so ind gent a Father. Thus, having told you what I fince wish, I continue to be.

Sir, Your most obliged Friend and Servant, W

LETTER of Advice from a Father to a Son. SON.

T is now so long since you departed from me, that I cannot but judge you by this Time to be at Years of Discretion, sufficient to take upon you the Management of some Affairs in the World; in order to which, for your better Ability, I have fent you by the Hands of your Uncle B Twency Pounds; and as I find you improve that, you may expect a greater Sum. And the better to confirm you in your Undertakings, let me give you a Word or two of Advice: First, When you settle yourself in the World, beware of being ent ced or drawn away by Flatterers or debauched Persons: Nor is there any better Way to thun it, than to decline and avoid them . In the next Place, Be diligent in your Affairs; mind your Employment. and deal uprightly with all Men; whereby you may not only gain an honest Repute, but expect a Bleffing upon your Endeavours & But above all, Preser the Service of your Maker, and Pray to Him for his Support and Assistance; and in so doing, you-will not fail of living happy, and more especially of obliging Him, whose Joy it will be to see or hear that you do well: And so at present, taking my Leave, I re-Your Careful and Affictionate Father, P. D.

The Son's ANSWER to the aforegoing LETTER. Honoured Sir.

OW, or in what Language, or Words, shall I ex-Tenderness! You have all along laid your Obligations on me, fo many, and in fo high a Degree, that I can-not number them; and indeed, 'tis altogether impossible to declare their Greatness and Worth, to which you have made a large Addition, and over and above given me fuch cordial Instructions and Advice, as I hope, I shall ever retain in my Memory with a due Respect and Observance. Sir, I have, fince the receiving your Bounty, procur'd me such Things and Necessaries as are suitable to my Trade and Employment a and find such Encouragement, that I doubt not but my Proceedings will re-D 3

Course Letters on jeveral Octafions.

dound to your Satisfaction, and my Advantage: I rest yoursest assured, Sir, that I will proceed to weighty Affairs, without consulting Your Self, we approved Judgment and Advice, I have so often expensed. And so committing you to the Care and Protion of Heaven, I rest, Your most chedient Son, C

LETTER from a Scholar, inviting a Coufin to be bimfelf to Learning.

Dear Coufin.

pressed; and not only for your Person, but you future Happiness and Welfare, which you can secure better Way, than by Learning; the which if you substitute when those Friends you you too fondly rely on, may see when those Friends you you too fondly rely on, may see when those Friends you you too fondly rely on, may see when those Friends you you too fondly rely on, may see when those Friends you you too fondly rely on, may see that a way your Time in pursuing Things lighter trade away your Time in pursuing Things lighter trade yourself to your Book: For certainly, did you what sweet Content and Pleasure I find in the cour, let me hear from you, and know how you stand affected in this Kind; till when I rest in Expectation and Ahswer, and am,

ANSWER.

Received your Letter, in which, according to your accustomed Goodness, you mildly reprove me frending my Time in Things that will render me in Profit or Advantage; nor am I insensible that you are the right: But what shall I do in this Case? The overtenderness of my Mother will not suffer me to be frowner for far a Distance as your Invitation seems to with me; and in these Parts (tho I am greatly sensible of my Defect in Learning) no Place is sound that affords a convenient Means, whereby I may improve my still: How ever, Dear Cousin, whatever you may imagine, my Heart is with you, and I hope within a short Time to prevai

prevail so far, as to be with you in Porson; 'till when I must be content to remain,

Your lowing, the absent Cousin, D. D.

LETTER of Friendship from one Brother to another, to desire his Return.

Must tax you with Unkindness for taking yourself fo long away from us, and leaving us fad for the Want of your Company; hay, more, for that you have been backward in Writing, thereby to give us an Account of vour Welfare. Sure, you find more Contentment in the Country than we are aware of However, al shall think that the Society of our nearest Relations should be coveted beyond it; fo that I must take upon me, feeing you have not found the Way to do it of your own Accord, to demand the Reason of so much Delay, or to conjure your Return; one of which I expect you will oblige me in by the next Post. As for our Parents; and other Relations and Friends, they are through Mercy, in good Health, and have no other Grief but your Absence, which by a speedy Return, you may cure. Pray fail not to let us hear from you very speedily, if we cannot fee you. In Expectation of one or the other, A

am contented to rest, Your loving and most offectionate Brother, & C. S.

ANSWER of Excuse.

Dear Brother. Received your Letter, and find. as indeed you have Reason, that you tax me therein with Delay. Alas, did you know how little the Fault was mine, you would do otherwise; for unless I would shew myself rude and unmannerly. Things altogether diagreeable to my Nature, to steal away, and thereby disoblige my Relations, and differace my felf, I cannot, as yet expect to fee you : For tho' I have even petitioned in a Manner for my Audience of Leave, yet I cannot obtain it : Wherefore, let me intreat you to bear with me, 'till such Time as it is in my Power to make an honourable Retreat; and then

I shall not fail to hasten with the greatest Expedition is ginable, and give you an Account of my Entertainm and of the Recreation I have had in these Parts: when, I subscribe myself, with a hearty Presentation my Duty to my Parents, and my Love and Respects is all my other Friends and Relations,

Your most offictionate Brother,

LETTER from a Serving Man to bis Master. S.IR.

Y Reason of your long Absence from your Habi in undertaking to write to you, to let you undershall that your fairs go on very prosperously; so that nothing we with is wanting, but your Return: Yet, Sir, it is not me to go about to direct, or to undertake to hasten to dispatch your Affairs; but submitting to what in I feretion you shall see convenient, I can only presume substribe myself,

LETTER of Congratulation from a Youth to bis Sifter, upon ber Marriage.

Lawing Sifter,

INC is the News of those Joys that are happened unto you, reached my Ears, I have even longed so an Opportunity to tell you how pleasing they are to me who, as a kind Brother, do participate with you in you Happiness, being fully persuaded of the Reality thereof for had you put it into my Power to have made a Choice for you, I could not have placed your Libt in a fair. Land Wherefore I cannot forbear to congratulate you good Success, as being confirmined to express a more that ordinary Joy upon the Prospect of her present and surfacely, whom I so entirely love? And so with my Respect to yourself, and your loving Husband, whom hence forth I must stile my Dearest Brother. I remain in a Affection and Tenderness of your Welfare,

ANSWER.

Dear Brother,

AM not a little glad, that the Choice I have made is io acceptable to you; for altho' I acquainted you ot with my Intentions, yet let me tell you, I did not roceed rainly or unadvisedly, but with all Caution and eliberation, as knowing Marriage to be a weighty Afir, on which depends our Woe or Happiness in this Vorld; for as there is nothing more confiderable upon larth than Marriage, whereby the mumal Affections are nited and joined in one reciprocal Love; fo there is noning more uncomfortable, where Discord and Disconent put in to deilroy the expected Happiness, which re Enemies to true Love, and which I hope will never revail. Indeed, with Pleasure I must confess, there is ttle Prospect of any Disagreement between us, tho few an tell what Time may bring forth: But in the mean vhile, being possessed of all that I can wish, or reasonbly defire on Earth, I shall not spoil my Joys with the relancholy Thoughts, or rather Fancies, of future vents; but think myself above the Reach of Envy, or re Frowns of Fortune: And fo returning you hearty hanks for your Consent and good Liking, as also the enfe of Joy you express for my Well doing, I remain,

Your ever loving Sifter, M O.

ETTER from one Young Man to another, to request

Dear Friend.

Elying upon the long Familiarity that has passed between us, and your great Protestations of Sinerity in Friendship, urged by Necessity, and the Haste at my Occasions require. I have made bold to let you now, I hat I stand in need of——, with which if you an possibly furnish me, without any Prejudice or Hinrance to your own Affairs, I shall take it as an extinary Kindness; and if it stand with your Conveniency, ray send it by the Bearer, or by some other speedy land: And in so doing, you will very much oblige him who is,

Your very humble Servant, T. S.

ANS W. E. B.

ANSWER.

Dear Tom.

Was not a little glad, upon the Perusal of your Let ter, that you would be so kind at last as to put it my Power to do you any manner of Service. whereby might more immediately signalize some Marks of Tarriendship; nor indeed could you have required it a more seasonable Time. Wherefore, not to give you a Delay, I have sent by the Bearer what you demand and shall always be proud to oblige you in this kind far as my Abilities will extend: And so with my hear Good Will towards you, and my Good Wishes for Prosperity of your Affairs, I remain,

Your unfeigned Friend, B.

LETTER from one Scholar to another, upon the Deat of a Father.

Dear Ned. Had before this Time condoled with you the Loss of your Father, had I understood that you were capati of Consolation; but conceiving it altogether convenien to give you some Time to bewail so great an Unhappeness, I sorbore till now, that the Debt you owe to Na ture might first be paid in Showers of Tears, and Gad of unfrigned Sighs: And indeed, what could yo do la for being deprived of fo good a Father, whose tends Care was all along intent upon nothing more than to promore your Welfare? But the greatest Heaviness mil have an End : And, Dear Friend, you have sufficien. testified your Filial Affection, and therefore ough length to bethink yourself, That He for whom yo mourn, was, as all the Sons of Men are, no more than mortal Man, aud that each Moment is an Advancen towards the End of a troublesome Life; So that, although he is gone before, we are halting after him, and must for fig. the Shades of Death. And when you confider lived well, and made a pious End, you ought to con ceive no common Joy, that he has been fo kind as to a good Example before your Eyes. Comfort your then with an Affurance, That if you live up to his !

amp:

anple, you will speedily overtake him in the happy Reion of Joy, where Sorrow is a Stranger: And so hoping ou will take my Advice, I take my Leave, and contiue, Your most affaired Friend, W. K.

A'Servant-Maid's Letter to ber Friends.

Dear Friends,

Your most affectionate Friend, J.Y.

LETTER from a Nephew to an Uncle, to excuse his Absence-Honoured Sir,

AM not a little concerned, that the Importunity of my Occasions constrained me to delay my paying you a Visit at the Time I expected to have done it; but knowing you to be a Person of infinite Goodness and natural Clemency, I dare not so much as think of despairing to obtain your Pardon, especially when I shall make you thoroughly sensible how earnestly I labour to disparch my Affairs, that I may the specialer be, with you, tho many cross Accidents have frustrated my zealous Endeavours: But the main Obstacles being now removed, I doubt not to accomplish my Desire in a short Time; after which I shall think no Speed too swift to bring myfelf into your Presence; and laying myself at your Feet, acknowledge that I am,

Sir, Four most obliged Kinsman and Servant, J H.

LETTER from a Young Gentlewoman to ber Coufin, intreating ber Company.

Dear Coufer,

F you knew how tedious your Absence is to me, you would be more forwrad to gratify me with your good

Do

Company.

Google_

Company. I remember, at our Parting, you then me a Promise of a speedy Return: However, I will terpret the best of your good Intentions, and pardon the Time relapsed, if, with a Compliance to this my quest, you let me have your Company with all converent Speed: In Expectation of which, I rest.

Your most affectionate Cousin, E.

LETTER from a Husband in Town, to his Wife a

Most Lowing Wife, CINCE you have been absent, together with my dren. (besides my Prayers for the Continuation your Health) I have taken all possible Care to provi fuch Necessaries as I imagined any ways useful or con-nient for you, and have fent them by the Bearer, and whom it is my Defire and kind Request, that you w I nd me an Account of your Entertainment, and it will Estate and Condition of Health and Liking you as For tho' you are absent from me, yet it is the great (a cern of my Thoughts, to study the Method and Me to promote your Welfare, which I ever render equal not superior to my own: And so, with all the Lovent tender Regard of a Hu band and Father, with my Lo to you, our Children, and all our Friends and Relation Dear Wife, Your Loving Husband, 1 remain.

The Wife's Arfu er to the foregoing Letter. Kind and Ever lowing Husband,

Received your Letter, which next to your Companies I highly effects; and according to your Defire, has made you this Return; whereby I affure you, That ware not only in Good Health, but have found Enterthing ment beyond our Expectations; all our Friends because where, and at all Times, so obliging and respectful, that they, as it were, detain us from you with Charms of their Kindness, which will no doubt, presumit us to stay somewhat longer than we intended, you could possibly expect. As for the Things you so I have received them, and return you all the good That

that are fuitable and confident with the Virtue of an obedient Wife, for your Care; affuring you. I hat not only our Children, in a grateful Acknowledgment, as they stand in Relation to us, present their humble Duty to you, but also our Friends and Relations in general, crave to be had in Remembrance by you: And so, with my Prayers for your Health and Welfare, I continue to be,

Dear Husband, Your loving and conflant Wife, E. P.

LETTER from an Apprentice in Excuse of bimself to bis Master.

SIR. N Confideration that I have been charged before you, of injuring you, in betraying my Trust. I have thought it highly convenient to let you know, That tho' l cannot aitogether excuse myself of some Neglect, yet my Enemies have greatly added Falshood to that Part which is true, and thereby given you, no doubt, Stories large, and foul enough to ground your Anger on: But, however, Sir, confider (let me intreat you) with yourfelf, That all which is reported, is not at all Times true; many Times Persons have been wrongfully acculed, with as bold a Confidence, and specious Pretence as can be imagined; and yet, upon due Examination, have been found innocent. All I intreat, Sir, is, That my Accufers may be produced, and I wish them brought Face to Face, that so at last their conscious Guilt may appear in Blushes, if not in a publick Consutation of the main Thing with which they have falfely charged me. And so in Hopes you will (in Pity to my injured Reputation) grant me this one Request, I subscribe myself,

Sir, Your most humble and obedient Servant, T. W.

LETTER in Recommendation of a Friend.

If you remember, you some Time since laid your Commands upon me to give you an Account of the Conduct, Management, and Virtues of N. W. which to particularize, would be a Task too great for him who is ever proud zealoufly to ferve you in any thing that is within

within the Compass of his Power; but in general, I can safely affure you, That in Prudence, Gallantry, and Moderation in all Affairs, Mumility, and a becoming Modesty in all his Actions, nothing can exceed him: Nor is the Progress he was made in the Arts and Sciences inferior to their, or any Thing that I can name, wanting in him, to render him not only an accomplished Man, but a Man worthy your Notice and Friendship: Wherefore, hoping my Wishes of that Kind may succeed, I take the Honour, Sir, to rank myself amongs the Number of your worthy Friends, with the Title of,

Your most bumble Servant, M. D.

LETTER of Excuse to a Landlord, from bis Tenant. SIR.

Send this Letter as an humble Suitor to beg your Pardon and Excuse, for not waiting on you at the prefixed and appointed Time; which I had not failed to have done, it argent Business of such Moment, as at no other Time could have been dispatched to my Advantage, had not in a Manner constrained me to break my Promise. But, however, Sir, relying on your Good-Nature, on which, with some Regret, I must own I have too much trespassed, to dispense with what is past, I shall, with the Livine Permission, be with you within Ten Days, entuing the Date of the funding hereof, and give you a better Sail faction as to what concerns us, or is depending between us, than a Letter is capable of rendering: 'Till when, with hear:y Wishes for the Continuation of your Health and Prosperity, I take Leave to subscribe myself,

Sir, Your most obliged Friend and Servant, R. C.

LETTER from one Priend to another, to reprove his

Dear Friend,

I might juffly have done otherwise; I send you the Letter, to let you know, That I am not un-informed the Repreach and Slander you have heaped upon me

who have little deferved any fuch Thing at your Hands; nor could it enter into my Mind, that any fuch Thing could have proceeded from a Person on whom I have made it my Study to heap Obligations and Acknowledgments; yet that you may not imagine I can for one Ingratitude altogether forget the Party with whom I have heretofore contracted fo great a Friendship, I further thought fit to let you know, That I refent not what has palled so heinously, but that an ingenuous Confession of the Wrongs you have done me, by raifing fuch Calumnies, may blot them out of my Remembrance, and reflore as heretofore, my Friend and Confidant: But if you appear obstinate, and undertake to justify what you have done, then you may expect, that instead of pardoning your Offence, I finall strive to blot you out of my Memory, and make it my Business to forget that I ever vasio unwary as to contract a Friendship with fo ungrateful and injurious a Person: And 'till I may, by the Sequel, be informed of your Intentions, I am content to rest,

Your Friend and Well-wifber. T. D.

ANSWER.

Kind Sir.

Y Have received your Letter, and being overcome with your gentle Reproofs, find myself obliged to acknowledge your Generofity deserves much better at my Hand's than the Returns it has met withal: Wherefore, not without Blushes, I own, through a wrong Understanding created by those that envied the Sincerity of our Friendship, that Irashly expressed what in no wise became me; and thereby confess myself to have injured both Truth and Friendship: Wherefore, entirely casting myself with an Affiance on your Good-nature, and your Discretion to pardon or punish me, by receiving me into, or excluding me out of your Friendship and good Opinion, I with all imaginary Return of Thanks for the Tenderness you have already expressed, and equalling my Sorrow to my ingraticude, subscribe myself,

Your unsworthy and undeferving Friend, E. H.

LETTER of Counsel from an Aunt to ber Niece.

Dear Coufing

Cannot but express the Joy I conceive to hear that you take your Learning to well, and are so diligent therein; the which that you would persevere in, would yet add more to my Comfort; especially when I consider that thereby you will not only be freed from evil Company and evil Imaginations, too frequently the Attendants of Idleness, but that, Dear Child, you will be enabled to obtain, when you come to Years of more Maturity, both Credit and Advantage; when these thave squander d away their Youth in Idleness, must be contented to come short of either: Wherefore, that you may accomplish what you have begun; be circumspect and diligent therein; as you expect to continue in the Favour of her who is,

LETTER from a Husband at Sea to bis Wife.

Dear Love. INCE my Departure from you, we have made Way through many dangerous Seas, and Weather'd, as often heretofore we have done, many rough Storms and Tempests, so that at the Writing of this, our Ship was within Sight of our intended Port; yet by cross Winds, we were obliged to stand off to Sea for some Time, before we could enter it: Yet the Danger of the Passage being, as we well hope, altogether over, I fend this Letter to certify you as much, that you need not perplex yourfelf with needless Fears; and to affure you, I and my Fellow-Sailors, are not only in Health, but in Hopes to gain no small Advantage by this Voyage. Pray let not the Thoughts of our returning the same Way we came, nor the Fear of encountering the same Dangers, oppress your Mind; for I assure you it will be far otherwise, confidering the Difference of the Season, as to its Calmness: Yet let me, however, have the Benefit of your Prayers, and the un-alterable Continuation of your Love and Constancy, tho' absent: And so with my kind Love

and Respects to all our Friends and Relations, I condude, yet continue to be,

Your over-loving Husband,

From the Coast of Guiney, May 20th, 1764. G. K.

LETTER of Consolation to a Wise, who supposes her Husband to be dead, by Reason of his long Absence.

Madam.

I AM not insensible, by the Wrong I perceive your Eyes have suffer'd, that you afflict yourfelf in private-Mourning, like the Widow Turtle who loft has her Mate; nor can I with Reason, at this Time, expect that your Heart should overflow with Joy, since you are deprived of the Society of all you hold dear on Earth: Yet consider with yourself, and muster up the whole Faculties of your Soul, to aid your Reason against the invading Patition that finks your Spirits thus low: Think with yourfelf, That he for whom you grieve, may yet be in the Land of the Living, tho' detained by some cross Accident; that he may suddenly appear like the Sun. after a long overcasting of Clouds and Mists, to fill your now-afflicted Heart with Joy and Gladness; for you cannot let it fink into your Mind, that these Delays proceed from him, on purpose to try your Faith and Constancy. Vo, Madam; He doubtless knows them to be candid and malterable; and no doubt, if alive; grieves more than ou for the Divorce, as being sensible what Storms of drief it raises in the Soul of her, whose Afflictions he ounts his own. But suppose the worst; if he be dead, nd some Tomb or Wave do incircle him, whom you in illing Arms have long wished to enfold; in that Cafe, bmit to the Will of Him who is the Great, the Wise isposer of Human Affairs, and be not forry, as Men thout Hope, for those that die in the Lord; for they rest m their Labours, and their Works shall follow them. et, I do not forbid you to cherish his Memory, but, wever, to rejoice, I hat you shall one Day meet again this World, or in the World to come, And to in Expectation

Expectation to find your Sorrows moderated and abated I continue to be,

Madam, Your Cordial Friend, To ferve you in all I may, G. G.

LETTER from one Sister to another, to enquire o Health, &c.

Dearest Sister, OUR not Writing to me in fo long a Time, put me somewhat in doubt, That either you are no in Health, or that some unhappy Accident has fallen out Wherefore, to remove my Fears, pray, with the fire Conveniency, be so kind as to send me a Letter, b which I may be made ferfible how it fares with you And moreover, forget not to let us ki ow how our Friend and Relations, are, as to their Health and Welfare: An in fo doing, you will very much fatisfy and oblige her who is, You Lowing Sifter, M. H

ANSWER.

Kind Sifter, Cannot but return you my hearty and unfeigne Thanks for your Care and Regard towards me, an must at the same Time beg your Excuse, that I have bee so negligent as not to Write to you. I must confess had no want of Opportuni y; but hoping you will par don what is past, I shall be more diligent for the future As to what you defire to know, these are to certify you That myself, together with all our Friends and Relation are in perfect Health, and defire most kindly to be se member'd to you; not being a little glad, after so lon Absence, that they have the Opportunity to congratulat tho at a Distance, your Health and Welfare. This bein all at present, I rest, Yours in all kind Love, O.1

LETTER to a Father, complaining of his Son. SIR.

Aving received divers Injuries and Wrongs, by the Means and Encouragement of your Son Thomas I thought it convenient, before I enter'd upon a Cour or Way of redreffing myself, for the Love and Respect I bear towards you, to acquaint you therewith, that peradventure, your Commands being laid upon him he may make a speedy Restitution and Acknowledgment, whereby my Credit and Loss may be repaired, and I forget what has passed; but if these Things be denied of elayed, then without any Regard I might otherwise have had for him, as being your Son, I shall take such Measures for Redress and Reparation, as my Reason shall inform me are best. Thus much having thought sit to equaint you with, I conclude; subscribing myiels,

Sir, Your very Loving Friend, H O.

ANSWER.

SIR,

A M forry to hear the Complaints you have made against my Son, (whose Respect and Carriage towards you I could have wished otherwise) however, after yourself, there shall be nothing wanting in me to ring him to a sensible Acknowledgment of his Folly and Ingratitude: For, I do affure you, Sir, by the Ties of our Friendship, that I resent the Affront done to you oless than if it had been done to myself, and will not oner pardon it: Wherefore, be affured, I will not deay to do you Right and Justice. "Till when, Sir, I much ake the Liberty to subscribe myself,

Your Friend and Servant, G.G.

ETTER from one Gentlewoman to another, recommending a Maid-Servant to her.

Madam,
[Have made bold to recommend the Bearer hereof to you, hoping you will entertain her in the Nature of Servant: As for her Qualification in whatfoever Emboy the will undertake, let my Word be her Security for er Performance, her Abilities being very well known to ie; and for the Truth thereof, it has hitherto been unsufficionable. Wherefore, submitting the rest to your iffection, I take Leave to write myself,

Madam, Your very bumble Servant, M.P. ANSWER.

ANSWER.

Dear Madam.

Cannot but in Gratitude return you Thanks for the Kindness you have done me; yet at the same Timmust ecknowledge that too small a Requitil, not only so this, but the many favours you have done me, for which I stand indebted to you, wherefore I must make it must be study, how, in some better Way I may make you a Requital, and 'till then remain,

Madam, Your most obliged Servant, E. R.

LETTER requiring the Payment of Money, subieb me fiend good in Law, Sec. as a Receipt.

I find, upon the stating of Accompts between you ame, that several considerable Sums of Money are due to me from you: Wherefore, having present Occidion for Twenty Pounds, I would desire you to send it may the Bearer hereof, and in so doing, you will ver much oblige me; for indeed, I would not have give you this Trouble, had not the Business been urgent. A for the Payment thereof, this Letter, and the Bearer Acquittance shall be your sufficient Security and Displayer. In Witness whereof, I have hereuate set in Hand this—Day of—in the Year—

James Wakewill

LETTER to require a Guardianship, &c.

departed this Life, and as I well hope, and motheratily wish, gone to a better; wherefore, as it was his frequent Desire, whilst he was living, that if he chances to die suddenly (as now to my Grief I am informed hid) That I would, as a Friend in whom he reposed much Considence, take his Infant. Son taking Care and Protection, till he arrives at Years of Maturity. Now know, that in Compliance with his Desires, I make it Sir, my Request, that he may be sent to me; by which means an Opportunity may be put into my Hands, an

ower to express in the tender Usage and Care of the on, the Love and Respect I bore to the Father. in Hopes you will fulfill my Request, I remain,

Your Friend to ferve you, T. B.

LETTER from a Son at School, to bis Mother. Ever bonoured Mother,

Think myself in Duty bound to send you these Lines, as indeed I frequently ought to do, that I may put ou in Mind of my Duty, and the just Acknowledgsents I make of your Love and tender Care over me; at especially that I may, at the Return of the Bearer, e informed of your Health and Welfare, in which I nuft confess, all my Joy and Happiness on this Side seaven consists, as publickly owning, That next to od, I owe my Life and Felicity to you, and in your appinels can only rejoice: For the Continuation of nich, my Prayers shall at no Time be wanting, nor my indeavours to perform whatever your Commands shall ajoin me, as far as it lies in my Power. And so I take eave to subscribe myself.

Your most obedient and dutiful Son, T. L.

LETTER of Trade and Commerce.

SIR. Send you with this Letter, the several Goods you bought of me, with a Bill of Parcels inclosed, whereby you may understand the several Prices: And as for the other Goods I promised to procure you, I cannot as yet furnish you with them, forasmuch as they are not yet taken up, but are expected daily to be landed. Wherefore, affure yourfelf, I will not suffer you long to be without them, but will make it my constant Business to serve you in that, or any Thing else you shall command, that lies in my Way. Wherefore, taking my Leave at present, I remain,

Sir, Your most builti. Serwant, T. L.

LETTER

SIR.

LETTER of Acknowledgment.

Monies and Goods according to your Order, and am not only bound to confels myself highly obliged to you for so great a Kindness, but promise to make good Payment and Return, whensoever it shall be your Pleasure to demand it: And when I have done that, I must still remain a Debtor to your Generosity, and ever own myself,

Sir, Your obliged Serwant, G.O.

LETTER of Assured Friendship.

Understand that you have some Scruples, Whether the Marks of my Friendship are real or no: Truly I ought to blame you for doing me so much Injury: If you knew me better, you would, doubtless never have harboured the least Thought of that Nature; but perhaps you do it to try my Temper: Well, Sir, notwithstanding what has already past, I again give you my Word, in the Sacred Name of Friendship, that I am intirely yours, and beg that you would latisfy yourself, That nothing is in my Power but what you may command; and so I rest, Your affectionate Friend, T.S.

LETTER of Consolation to one in Prison. SIR.

Cannot but condole your unhappy Condition: And as I had the Happiness to participate in your Profeerity, so give me Leave to share with you as a Friend, and bear a Part, as much as may be, in your Sufferings; and I intreat you, how grievous soever such a Restraint may prove to so noble and generous a Soul as yours, that you would not afflict yourself, but bear, with your wonted Patience and Bravery, this your Misfortune; and as a true Christian, what cannot, at present, be helped or reducified, considering that such Casualies and Mischances frequently befal Mankind: And let it more immediately, Sir, be your Comfort and Consolation, That it happens not by any Neglect or Extravagance of your own, that your

inevitable Losses and Mischances are sunk thus low, but inevitable Losses and Mischances that have even conred your Diligence, and bassed your Industry; insoch shat I think I may say, That Fortune herself was against you. However, be not any ways cast down, think that you may yet, live, not only to overcome Storm of Adversity, but to see many prosperous as. Remember the Eclipse Holy Job suffered, and thim also be comforted. That your Help is in the Lord, that God will not leave; nor forsake those that trust in These Things I thought six to put you in mind of, Hopes they may establish you in an unconquerable solution to undergo what is laid upon you, 'till it can redressed: And so 'till I have the Opportunity to pay a Visit, I take Leave to subscribe mytelf,

Sir, Your Constant, and Faithful Friend to serve you,

ITER to congratulate a Person upon his overcoming any Danger, or being freed from Trouble, &c.

M not a little overjoyed that the Opportunity is put into my Hands, whereby I have Leave to express much I am concerned for your Deliverance, the us of which was more pleasing to my Ear, than the unds of melodious Musick; banishing at once from Heart the Sorrow and Melancholy my Fears had cress on your Behalf, and re-established in their Places Tranquillity of Mind, that renders me all Joy and htsomeness; more perhaps than I can expect should Belief, were it related: However, I shortly intend, d willings to wait upon you, and express myself in ther Manner. Till when,

Sir, I am, Your loving Friend,,
And very humble Serwant, C.C.

of from a Wife to her Husband, accusing him of Delay. Dear Husband, ake this Oceasion to write to you, that I may put you in mind of the Promise which you made to me

of returning at a certain Day, which is now past, and yet I do not hear of any Certainty when you will be with me; wherefore I cannot but tax you with Unkindnels, unless that I should flatter myself that some new Occasion of Delay has happened, or some cross Accident hath fallen out: And if so, yet methinks you might have been so just to my Fears as to send me Word, that being thereby better satisfied, I might restrain the Disorders that fundry Conjectures had railed in me; nor would you sure have delayed it, if you knew, or were sensible of the Afflictions I undergo, by being burried upon Uncertainties, especially if the Ties of our former Love has suffered no Violation, or is not on your Part chill'd with the Blasts of Coldness and Indifferency. However, let me at least hear from you, that I may rest better satisfied, and until then, I remain,

Your loving Wife, S. P.

ANSWER.

Most lowing Wife,

Received your Letter, wherein you spare not to accuse me of Neglect, in which indeed I will not allogether undertake to justify myself, especially in that Part which relates to my not fending to you, tho' it rather happen'd through Hurry of Buliness, and Affairs that I have unexpectedly met with, than through any Coldnels or Disrespect for her, whom I sincerely profess to love and esteem above all Earthly Things. Therefore let me intreat you to calm your Fears, and add a little to your Patience for a few Days, at the End of which I shall not fail to be with you, and render you a better Account of my Business, as I well hope to your Satisfaction; then I heartily subscribe myself,

Your kind and ever-loving Husband,

LETTER of Compliment from ene Gentlewoman to another in excusing a Visit.

Madam.

Profess I know not how sufficiently to express mylest in such obliging Terms, as may be sufficient or capable ble of carrying along with them so much as the Face an Excuse for the late unseasonable Visit I gave your dyship; tho' when I con der your Good nature, Genners, Generosity, and Easiness to pardon and forgive, lay a Stress somewhat bold upon the Lines which I and to plead for me, and on my Behalf: However, if ou forget my unseemly Intrusion, I have thus much to y, That I must wholly attribute it to your Goodness, ad shall never cease to be an Admircr of your Virtues, hills I am,

Madam. Your faithful Friend to ferve you, G. G.

ANSWER.

Dear Madam,

OU need not have strained yourself to excuse what

I never thought a Crime, but rather looked upon
a great Honour and Favour, being proud that you
ould grace my Habitation with your Presence. I might
deed excuse myself upon so sadden a Surprize, for the
or Entertainment I could accommodate you withal;
at I hope you will be so favourable to me, as to guess
my good Intention, by the Ambition I have to be,

Madam, Your most obliged Servant, M. L.

LETTER of Instruction to a Young Gentlewoman.

Aving had the Honour not only to be acquainted with yourself, but likewise with the rest of your sod Family, I cannot but express the Zeal I have to we a Gentlewoman of such promising Towardness as sur Years give such a lively Earnest to hope; and therestending that to let you know, That it is the Desire of sur Parents that you should be with me, in order to be structed in such Things as may render you more acmplished. And indeed it is not the least of my Hapness, that it is in my Power, through my Labour and suffry, to contribute any thing to your Advantage; it me intreat you not to delay coming to me with the Conveniency; nor doubt to find such civil and well-be Usage, as I hope will be pleasing and agreeable to

your Humour at d Confirmion: Wherefore, in Exptation you will comply with the Defire of your Parer and render me happy in your Conversation, I remain.

Your real and officianate Frield, R.

A LETTER voritien to reclaim Youthful Extravaga-

SON. THE unhappy Report of your Vagaries, and you wild Extravagancies having reached my Ears could no longer refrain to let you understand. That I fent them very heinously, and am altogether displease that you should give up the Prime of your Youth to so Folies as you fland charged withal; especially when expected other Fruits of my Labour and Care, to rend you such an one as might be a Credit, rather than a le proach to me, you little deserving the Cost I have from Time to Time bestowed upon you in Learning, ? other Things, to fit and quality you for Employment that might not only prove profitable, but render you at complished: Nor is it the smallest Part of my Grief hear, that you are addicted to Drinking, and utter pri phane Words and Expressions, altogether unbecoming Gentleman: Wherefore I conjure you, by all the Bowl and Ties of Nature and Affection, by which you flat bound and obliged to me, That you speedily reform you Ways and Actions, or expect to be ever disowned at rejected by, Your incensed Father, W.

LETTER of Thanks for an Advancement.

HE Credit of your Letter having procured what I defired and so earnestly wished so trould prove myself very ungrateful, if I should longer delay to make an Acknowledgment of your your, wherefore I took the Boldness to send you in Paper my hearty and unseigned Thanks, confessing that the same Time, as I always shall be ready to do poor and unworthy Return for so great a Kindn however, I must intreat you, 'till I am in a Capacit

75

nd you a more suitable Acknowledgment, to accept em, or at least entertain them as a Pledge of my Reedt, 'till my suture Encleavours speast more largely the intiments of my Soul: And 'till then, all I can do ore, is to subscribe myself,

Sir, Your most devoted Servant, T. R.

ANSWER.

SIR.

THE Acknowledgment you have already made me, deferves a greater Favour than any Thing that is the Compais of my Power can oblige you withal; and is not the least of my Happines, that it so luckily me into my Mind to think of the Way I cid. to oblige in ; nor shall either my Studies or Endeavous be wantg to ferve or oblige you in what I may, tho' I dare not agine it will ever be in my Way to do for you accordg to your Worth and Merit: However, let it be taken good Part, that nothing shall be wanting in me, as r as my Ability or Interest will any ways contribute to our Welfare; nor let it at all concern you to make any rther Requital for what is past, seeing I voluntarily n, that I am already more than rewarded, if we come weigh the Menit of so trivial a Thing. And so, Sir, iking it my Study to find out new Ways to oblige you, emain.

Your cordial Friend, and most humble Servant, B. L.

ETTER to congratulate a Person upon his Resum out of Foreign Parts, or from any long Journey.

8 IR,

AM overjoyed at the News of your happy Return, and the more, because the Assurance I have of your ety, has banished those Fears that oppressed me when were absent, lest some Mischance or sad Mishap befallen you: Yet at the same Time I must accuse self for sending you a Paper, when indeed, I ought have waited upon you in Person; tho' in my Desence an say thus much, That had not extraordinary suffice self-indicated the, I had not falled to have been with you:

However, that Business once dispatched, I will no lon delay my coming, to let you, by Word of Mouth, n plainly know how much I am,

Sir, Your very humble Servant, T

LETTER to congratulate one recover'd from Sickness, SIR.

Send you this Paper to acquaint you, That I am ignorant of your Recovery from the dangerous Si ness, which to my great Sorrow, I perceived the Time I was with you, had brought you almost to very Brink of the Grave,; tho' I must acknowle you made the best of it, by bearing your Afflictions invincible, Patience, and made your Sufferings feem li because you would not see the Afflictions of your Fries who incumbered you with their Lamentations: But r the Storm is over, and all is calm again, what can t or I do more than rejoice? Like to M riners, that aft tedious and threatening Tempest, have brought their safe into Harbour, and have Leisure to refresh themse on some hospitable Shore, it happens with us, who a much Perplexity and Disquiet of Mind, have at last fo Ease and Refreshment in the Recovery of our Friend the which I heartily wish may continue, and in He thereof, I flatter myself with a more than ordinary I city, and am,

Sir, Your Constant and Faithful Friend, C

Digitized by Google

LETTER of Intreaty to ask a Favour, &c. SIR.

Y Your reiterated Favours, and frequent Promise Kindness, I am embolden'd once more to press intrude upon your Good-nature with a farther Required the Purport of which is, That you would be pleased fend me by the Bearer the Sum of Twenty Pound Tho' indeed, I cannot, considering the frequent Oblitions you have laid upon me, ask it without a Blu however, my Necessity compels me to it, and all I say for myself is, That, besides my denominating the best of Friends, I must make it my Business to

m myself how I may in some Measure gratify you the Benefits I have already received, and ever rein,

Sir, Your most obliged Servant, T. K.

LETTER of Thanks for a Present receiv'd.

Hould I be wanting to return you my Thanks for the Present you sent me. I might be censur'd, not only be unworthy of it, but likewise of your havour and od Opinion, which I most of all esteem; and therese to avoid any such Missfortune, I send this Paper as sistent Messenger of my unseigned Thanks and good thes towards you, not doubting speedily to give a ter Demonstration of the Esteem I have for von, and Respect I bear you: However, hoping as a Friend, will be pleased, at present, to take this in good Part, st, 'till a better Opportunity enables me more sully to oress myself, Sir, Your most devoted Servant, B. P.

Thus, READER, my First Task is at an End, Which I as Useful to the World commend: Yet, leaving it for those to Judge who Read, I now to Things as Useful do proceed.

les and Titles of HONOUR, &c. or, True Instructions for Outside and Inside Superscriptions and Subscriptions of Letters; according to the Best Rules and Methods in Use among st the most Ingenious Letter-Writers.

READER.

I AVING shewn you the Intent, Purpose, Sundry Kinds, and Management of Letters, as to Matter Form, &c. Together with Examples of the most ous Letters of all Kinds, especially such as are necessary.

fary for the intended Perpose and Defign; I think i to add more Curipfities, so that nothing may be want

that is any ways fullable or convenient.

When you Write to any Terfon, if you would have well accepted, you must consider His or Her Title, gree, or allience, and to frame your Compliment, Sug Jeristion, and Suiferiplien accordingly : And, That may know how to diffinguith in this Cafe, as to Title Honour or Respect, take Notice in your Addresses it following Ferm is mostly in Use; that is to say,

To the King; Sir, or, May it plecfe your Majer and fometimes, Sacred Sir, Dread Sir, Liege Lord, &c. To the Queta; Madom, or, May it thafe your H

jefly. or. Meft Sacred M. jefly.

To a Prince; Sir, or, Ma. it please your Royal High To a Princels; Mudam, or, May it please your Re Highnofs.

To a Duke; My Lord, or, Mar it tleafe your Grace To a Dutches; Modam, or, May it pleuse your Gran To a Marquis; My Lord, or, May it please your Lord To a Marchionels; Madam, or, May it please you

Ladylitp.

To an Earl; My Lord, or, Right Hinourable. To a Countes; Madam, or, Right Honourable. To a Viscount; My Lord, or, Right Honourable. To a Viscountes; Madam or, Right Honourable. To a Baron; My Lord, or, May it please your Lords To a Earoness; Madam, or, May it please your Lady To a Earonet; Sir, or, May it please your Worship. And to his Lady; Madam, or, May it please y Ladyling.

To a Knight; Sir, or, Right Worsh pful. And to

Lady, Madein, or, May it please your Ladysbip.

To an Elquire; Sir, or, May it please your Worship

And indeed, Sir, or, Much Honoured, is used to Ge tlemen in general; as Madam, or, May it please Dear Mister So. is used to the contrary Sex of any gree, inferior to what I have named: Tho in Cafe

Stiles and Titles of Honour, &c. 79

Writing to a Duke, those that will strain to the Heighth, ftile him, Most High, Potent, and Noble Prince , and to a Marquiss, Most Noble and Potent Lord; and the same to an Earl; as also to a Viscount, they give the Title of Right Potent and Noble Lord, and to a Baron, Most No ble Lord; and so to the rest in Order, according to their Dignity or Degree; nay; according to their Advancement and Places of Honour; for altho, they may be 36 meaner Quality, yet their Places of Honour and Truft may equalize their Titles, during the Continuation of that Preferment. As when a Lora-Chanceller, or Lord-Keeper of the Great Seal, Lord-Treaturer, and Lord Prick-L. take Place next the Princes, &c. of the Blood voyal; and to as the former, in respect of their Offices, he Lord High Chamb rlain of Engla d. the Lird Steward I the King's Houjhold, and the Lord Commerciain of the King's Houlhold, takes the Pace of Earls, and are Stiled, a what Degree foever they are, Right Honourable, &c. Nor can l'imagine it less than commendable, for Inferite rather to super-abound, than lessen or detract from he Titles of Honour, or Respect they ought to have for teir Superiors.

There are other Titles, which are proper Outlide Sureferiptions of such, whereby the Letter is Directed, if be not fent by a Special Mestinger, and many Times et amiss to be inserted, altho' the Messenger be Special, ad then to be writen upon a l'aper that covers the Leta, the Inclosure not being Sea ed, to prevent traing, often in other Cales it happens: And these are as folw, feldom varying, unless tome Addition be made in spect of Titles centering in one and the same Person, aft be left to the Diferetion of the Subscriber; as,

To the King, or, To His Most Excellent Mej sty; cr, His Most Sucred Mejesty. To the Queen, or, 10 the Queen's Most Excellent Majesty.

To the Prince, or, To His Royal Highness. To the Princefs, or, Ta Her Royal Hisbnefs. -

And in Case of the Lords Spiritual, thus:

To His Grace the Lord A. B. of Canterbury.

To

80 Stiles, and Titles of Honous, &c.

To His Grace the Lord A. B. of York.

And frequently the Stile is, To the Most Reverend Father in God, &c.

If to other Bishops, To my Lord, or, The Reverend

Father in God, &c.

And to the other Inferior C'ergy, Reverend Doctors,

or otherwise, according to their Decree and Quality.

But if you write to a Temporal Lord, you must vary

the Stile after this Manner; as,

To his Grace the Duke of B.

To the Right Honourable the Marquift of H. To the Right Econourable the Earl of S.

To the Right Honourable the Lord Vifcount M.

To the Kickt Honourable the Lord H.

Nor ought the Sons of the Nobility to be Dignified (the' not immedia e Heirs) with less than the Title of Ho nourable, as being their Right by Blrth-right; and to a Knight and Baromt. by Virtue of his Patent, the Title of Honourable and Right Worshifful is given. As like wife the latter to a Knight, and Worshifful to an Esquire.

Every Privy-Counfeller, the' not a Notleman, is stiled Right Honourable; all Ambeffadors have the Saile of Excellency; as likewise the Lord Lieutenant of Ireland, and the Captain-General of His Maj fly's Forces, when in

Being.

Nor has the Lord-Mayor of London, during his Mayoralty, a less Title than Right Honourable, and the Sheriffs, during their Office, are stilled Right Worshipful.

Nor does any Thing less than the Title of E/quire belong to Perfons who have been Drank to by the Lord-Mayr, of London, for Sheriffs: Allo to Mayors and She riffs of any Corporation or County, after their Office is expired

As for Titles, or rather Complimental Civilities due to Persons of Lesser Runk, I leave them to the Discretion of the Writer, to fuit them according to their Dignites, or the Occasion of his Writing: And fo I proceed to other Matters necessary to be known.

Subferiptions,

worthy the Notice of the READER; together with Directions for Pointing and Noting the Stops, &c.

S for Subscriptions (which are those that are written under the Letters) they are no other than the Combinents of Writers, to which their Names are affixed, et ought to express in some-Measure the Quality of the Person, by owning Superiority in him to whom the Leter is Directed, or a Power and Authority in Him who Writes it, over Him to whom it is Written; on the other

land, Friendship, Equality, or Familiarity.

When we write to Persons of Quality, we leave a large Distance between the Body of the Letter and the Subcription, which fignifies the greater Respect. And it Letters of Business, or from any strange Place are rejuired, you must on the Lest-hand set down the Date if the Month, and the Name of the Place from whence ou fend it. Wherefore, having thus hinted it, I leave he rest to the Discretion of the Writer, ever minding to write in fuch a Stile as may be most suitable to the Capainy of those he writes to, and suitable to the Business or Affair he writes about, not affecting any Singularity or formality, nor making too often a Repetition of un-neessary or affected Words; considering in the most seemly Manner, to fuit what we write (as I have hinted before) to the Capacity, Quality, Sex and Age of the Person towhom it is intended. Brevity and Plainness should be observed, and Fairness in Writing, especially by those who are not much incumbered with Business, and have-Fime to deliberate on it: For by so doing, together with True Spelling, great Applause is frequently gained; nor must the Making-up or Sealing be uncomely: But that which among the I earned is accounted the most neceslary Thing in Writing, is the Art of True Pointing: And

82 Directions for True Pointing, &c.

Letter may bear falle Confirmations, and so disappoint their Expectations) I shall give some brief Directions to that Purpose.

Directions for True Pointing.

HE Points or Stops are principally Six, and are Characterized or Distinguished in this Manner, as they are get erally found, both in Writing and Print, tending to the great Advantage of either.

1. A Comma
2. A Semicolon 3
3. A Colon :

4. A Period
5. An Interrogation
6. An Admiration

1. A. Comma, (,) being the First of these, tho' by some, 'tis held the least Significant, is most frequently used; for requiring little orno Breathing or Pause, it is the oftener used; and that principally for the Smoothness and Intelligibleness of Stile.

2. A Semicoles (;) is that which carries a greater Spees than the former, both in relation to the Senie and Paule, and is a Medium between a Comma and a Colon; of late Invention: For, indeed, anciently there were no more Points than a Colon or Period, except the Sentence was Interrogatory or Exclamatory.

3. A Colin (::) was properly used, when the Sentence was not ipent or ended, tho the full Sense was expressed, but now much oftener in use, by reason of the Accession

of New Points.

4. A Period or Full Point (.) is placed where the Sentence or entire Sense ends, not needing any further Explanation

5. A Note of Interrogation (?) or asking a Question, is placed at the End of a Sentence which demands a

Q estion, and requires an Answer, &c.

6. A Note of Admiration (!) is when any Person expresses himself in Wonder and Extacy, with list-up Hands or Eyes, &c.

There

Directions for True Pointing, &c.

There are besides these, Twelve other Notes comnonly used, the not so frequently, nor indeed are they precessary as the former? However, I shall set down usir Characters, and show their Use, &r.

. An Afterism *
. An Hyphen . A Caret A
. An Obelisk +
. A Quotation 4
. A postrophe 7
. An Index 1
8. A Parenthesis()
9. A Crotchet []
10. A Section 5
11. A Parallel ||
12. A Paragraph 6

1. An Afterism (*) or Little Star, is frequently used hen any Sentence or History is alluded to, or may be ompared with another.

2 An Hyphen or Division (-) is of no other Use than connexion (as Burnt Officing) or when at the End of a line it directs half a Word to the other Half in the next ine.

3. A Caret (A) is to no other End, than to mark there Words that are left out and interined, ought to ome in.

4. An Obeliak or Dagger (†) is generally used to rer from the Substance to the Matter in the Margin, in imparing the Signification of the Word in several anguages.

5. A Quotation (") is, when a Party borrows or cites to Words of another, they being exprelly the fame.

6. An Apostrojske (') is the cutting off a Vowel for nortness, and is most commonly used in Verse.

7. An Index () is used to mark or point out some

stable Sayings, or to lay a Stress on the Matter.

8. A Parinthefis () denotes the inclosed Words to mad somewhat different from the rest, which indeed are roperly Sense without them, and altogether coherent, ut the Expression of the Matter not altogether so plain and effectual.

9. A Crowit [] differs little from a Parenthifis, and frequently used when some exeraordinary Word is to be
E 6 noted,

noted, and for immediate Remark-sake is included. and fometimes a whole Sentence; but, indeed, is frequentialed to explain the Meaning after a Parenthesis.

10. A Section (§) is when a large Discourse or Treated is divided into many Parts, and takes its Name from

cutting or dividing, &c.

11. Parallels (I (are placed, to compare the Signifcations of feveral Texts or Interpretations of Words of divers Languages, bearing one and the fame Meaning,

tho' fomewhat differing in the Expression.

12. A Paragraph (1) is no more than a compact Number of Lines, the which, altho' they are placed in a large Volume. refer to no more but themselves; as being intire and independent, they make a Story of themselves; and in this Case, the Mark abovesaid, precedes the first sentence. And indeed, these Points, especially the former Six, are so necessary, that many Times for want of them, the Sense may be mistaken; or the True Meaning of it perverted, even to the Prejudice of the Writer.

And never was the Fallacy of Pointings, or Doubtfulness of Phrase mo e mischievously used than in the Destruction of King Edward II and likewise Desence of the Contrivers of that Horrid Parricide: for it is said, That Bloody Sophism, or cuming, shussing, deceitful Expression, conceived in these Words, was sent.

Edvardum occidere nolite timere bonum eft.
To shed King Edward's Blood

Refuse to fear I count it good.

The Comma, (,) after nolite, bids them not to make him away But after timere, infinuates a plain Encouragement to the Fact.

Thus, READER, having my First Task fulfill'd;
I to your Hands the fragrant Garland yield,
Ado n'd with Roses, ack d with Lilies round,
Such as in Ages past were never found:
In all I promis'd, you will find me just,
For which I veg to gain a fareher Trust.

End of the FIRST PART.



PART II.

Useful and Advantageous INSTRUCTIONS for the Making all such Legal Writings as are commonly in Use: Chiefly design'd for such as are Unskilsul in that Way; to be made Use of upon any sudden Emergency, and to supply the Occasions of Friends, Neighbours, &c. in Case of the Want of a Scrivener.

AVING given Necessary Instructions for Writing Letters, and being suither consident that Matters whereby Conveniency, Profit, and Advantage may arise, are ever the most acceptable, I have in this SECOND PART thought sit to proceed, in order to what cannot reasonably be supposed to fail my Expectation, but rather to heighten it, and give the Reader and Practitioner (in such Affairs) all imaginable Satisfaction, by setting down in the Exactest Manner the most Legal Forms of such Writing) as are commonly in Use, with many other Things of the like Nature; whereby an indifferent Scholar may be enabled, upon any Emergency, to supply the Wants and Occasions of his Friends, Neighbours, or any other Persons, without the

86 Ufual Forms of Bills, Bonds, &c.

the Assistance and Charge of a Scrivener or Attornomento at all Times, nor in every Place to be sound I shall open my Design with sundry Forms and Acquitances to be Given or Taken, for the greater Safety and Security of the Person Paying or Receiving Monies, either in the Way of Trade, Trassick, or upon any other Account whatsoever.

An Acquittance for Money paid in Part of a Road.

Beeived, May the Second, 1764, of Oliver Williams, the Sum of Five Pounds, Ten Shillings and Six-pence, in Part of a Bond of I wenty Pounds, Due and Payable unto me on the Twenty-eighth Day of March last past, and bearing Date the Twenty-eighth of September, in the Year of our Lord God, 1764. In Acknowledgment of which Receipt of the said Sum of Five Pounds, Ten Shillings and Six-pence, I have hereunto set my Hand, the Day of

Witness
Thomas Leighten.

Abraham Cornelius.

Receipt or Acquittance to be given by an Apprentice, Clerk, or Menial Servant, on the Behalf of his Master, Sc. when Authorized so to do.

the Date and Year first above mentioned.

June the First Day, 1764.

HEN Received of Mr Will. Janes,
the Sum of Five Pounds, Ten Shil
lings and Six-pence, being in Part of other 1. s. d.
Sums and Accompts, yet depending and re
maining unpaid. Lizy Received for the Use
of my Master, Thomas Grant.

By me Thomas Servewell.

Acquit-

Ulual Forms of Bills, Bonds, &c.

Acquittance in full for Money, in the Way of Trade, or Lent without any Obligation.

May 3, 1764.

Hen Received of Mr. John Jones, the Sum of Ten Pounds, Due from him to me upon Accompt, and is in Full for all, and all Manner of Debts, Dues. Demands, or Accompts. Due from him to me, or any ways depending between us, which in Law or Equity I can juftly or lawfully demand, or lay Claim to. In Witness whereof I have t my Hand, the Day of the Date and Year beve-mentioned.

Arthur Rainer.

10 00

1.

08 00 00

ander Summerton.

Witness

Acquittance in Full for Rent.

May, 16th Day, in the Year of of our Lord, 1764. HEN Received of Mr. John Lac, the Sum of Seven Pounds. Shillings in Money, and Ten Shillings more, which I have Set off, and Discounted, for, and in Confideration of his Paying o much Taxes on my Behalf; which faid Sum of Eight Pounds is in Full Payment for a Quarter's Rent, due from him to me for the Messuage or Tenement in which he now Dwelleth a the Feast of the Annunciatim of the Bleffed Virgin, last past. In Acknowledgment and Witness whereof, I have fet my Hand, the Day and Year of Fobn Jones. Date above mentioned,

Another Acquittance for Rent. Eceived, May the Fisteenth, 1764, of John James, the Sum of Thuenty Founds, being in Full for Half a Year's 1. Rent, Due at Lady Day last past, from him to me, for his Parm, fituate and being in the Parish of Much-Hadham, in the County of Hereford. I say, Received,

. By me And ew Jones.

A Plain, Short, and Ordinary Acquittance, which may ferve upon any Occasion.

Eceived, May the the Tenth, 1764, 1. s. d. of Philip Smith, the Sum of Twenty
Five Pounds, Four Shillings, in Full of all 25 04 50
Accompts: I say Received

By me Thomas Londale.

Acquittance proper to be given by a Brewer's Clerk.

June the First, in the Year of our Lord God, 1764.

HEN Received of Ralph Jones, for Ten Barrels of Reer, and Four of

Ten Barrels of Beer, and Four of Ale, Ten Pounds, Ten Shillings, at Fifteen Shillings per Basrel; at which Time Ten Barrels of Beer and One of Ale refted upon the whole Account: In Confideration of the Receipt of which Sain, to the Use and Behoof of my Masters Mr. Tho Higden, I have in Witness thereof, thereunto set my Hand, the Date of the Day and Year abovementioned.

James Naft.

Acquittance in Full, on the like Account.

Eceived this Eighth of May, 1764, of Thomas Low, Victualler, the Sum of Ninety Pounds for Ale and Beer, to him and to his Brother Delivered, by the Order of my Master, Mr. James Johnson, and is in Full of all Accounts between the said James Johnson, and Thomas Low. In Witness whereof I have set my Hand the Date of the Day and Year aforesaid.

Thomas Willon.

After this Manner (tho' with some Alteration) for Things that in Variety require to be mentioned as to their

teir Name and Quality, may any Acquitunce be madeo' in Case of a Full Payment: It in a Concern of
soment, nothing is more proper or safe than a General
schase; which if Given in the Presence, and Attested
noder the Hands of Good Witnesses, may many Times
score the Party from Cavils or Exceptions that may be
nade or raised about the Insufficiency of an Acquituance:
Wherefore I shall in the next Place proceed to give you
the Form of that Indemnity, that is past any Chance of
Desect, if Legally Obtained, and Truly Dated.

The Form of a General Release.

INOW all Men by these Presents, That I James Willis, of Gravesend, in the County of Kent, lariner, have Demised, Released, and for ever Quitted lain, and by these Presents do Demise. Release, and or ever Quit Claim to Christopher Williams, of the City Canterbury, in the County aforefaid, Merchant, his feirs, Executors, and Administrators, of All and all Janner of Action and Actions, Suits, Bills, Bonds, Vritings Obligatory, Debts, Dues, Deties, Accompts, um and Sums of Money, Leases, Mortgages, Judgment Confession, or otherwise obrained, Executions, Exents, Quarrels, Controversies, Trespesses, Damages and lemands whatfoever; which in Law or Equity, or therwise howsoever, I the said James Willis against the id Christo, her Williams ever had, and which I, my leirs. Executors, or Administrators, shall, or may Have, laim. Challenge or Demand, or by any Reasons, Means Colour of any Matter, Cause, or Thing whatsoever, com the Beginning of the World to the Day of the Date f these Presents. In Witness whereof I have hereunto it my Hand and Seal, this Eighth Day of August, in the ourth Year of the Reign of our Sovereign Lord EORGE III. King of Great Britain, &c. and of Man's ledemption, 1764.

Seal'd and Deliver'd
In the Presence of
James Baker.
Tho. Singleton.

James Willis. 9

À

As for this Form, it may ferve upon any Occasion of this Nature, and include Two or more Persons, if the Matter require it; but then the Names of the Releaser and Released must be inserted, with the Place and County, as also their Quality, and the Letter I must be changed into We, and my into Our, as also His into-Their, &C. Tho' indeed, in such a Case, the Charge and Trouble not being great each individual Person would be more assuredly Secured, if he procured a Release in which Himself is only included as the Released: However, for the better Satisfaction of those who would not be at so great a Thouble of Writing that twice, which they imagine, and indeed may prove Sufficient, having done it once amongst Honest and Well-minded Persons, I will fet down the Farm of a Double Release:

Form of a Release wherein more than One are included. NOW all Men by the Presents. That We George Hill, of the Parish of St John at Hackney, in the County of Middlefex, Gent. and Thomas Clayton, of Edgware, in the same County, Husbandman, have jointly and feverally Remited, Released, and for ever Quitted Claim, and by these Prefents do Remise, Releafe, and for ever Quit Claim to James Percy and Samuel Simmonds of London, Gentlemen, their Heirs, Executors and Administrators, of All and all Manner of Action and Actions, Cause and Causes of Actions. Suits, Bills, Bonds, Writings Obligatory, Debts, Dues, Dut es, Sum and Sums of Money, Leafes, Mortgages. Judgments by Confession, or otherwise obtained, Executions, Extents, Quarrels, Controversies, Trespasses, Damages and Demands, which in Law, Equity, or other Ways what-foever, We the faid George Hill and Ibomas Clayton, against the said James Percy, and Samuel Simmonds ever had, and which We, our Heirs, Executors, and Administrators, shall or may have Claim, Challenge, or Demand, for, or by any Reason, Means, or Colour of any Matter, Cause, or any thing what loever, from the Beginning of the World, to the Day of the Date of these

Fresents. In Witness whereof We have hereunto set ur Hands and Seals, this Sixteenth Day of May, in the Fourth Year of the Reign of our Sovereign Lord King GEORGE III. by the Grace of God of Great-Britain, etc. and in the Year of Man's Redemption, 1764.

Signed. Scaled and Delivered in the Prefince of John Lee. George White.

George Hill. 🤌 I homas Clayton. 🧿

I most Exact Copy of a Letter of Licence, while Granting and Allowing Time of Safe-Conduct to a Debtor, incapable of making. Present Payment.

O All to whom these Presents shall come. We whose Names are here-under subscribed and annexed. Creditors of Humphry Baldwin, Citizen and Grocer of andon, send Greeting: Whereas the said Humphry Bald-win doth now stand indebted to Us his Creditors in diverse Sums of Money, which We are truly sensible he is ot at present able to Pay; and We the said Creditors, and ach of Us respectively, being very well fatisfied of the ood Intent and Meaning of the faid Humphry Baldwin which he hath to pay Us our said several Debts: Now, now ye, That We the said Creditors, and Every One Us, for the Confiderations aforefaid, have Given and Granted, and by these Presents do Give and Grant to he faid Humphry Baldwin, our Sure and Free Licence, iberty and Conduct as lies in Us, to Go, Come, Pass, nd Repass about his Business and Occasions, for and uring the Term and Space of Two Whole Years from he Date hereof, without Lett, Suit, Trouble, or Moleation of Us his faid Creditors, or any of Us, Our, or ny of Our Heirs, Executors, Administrators or Assigns, Any of Our Suit of Suits; and if it shall happen, that the said Humphry Baldwin at any Time during the id Term of Two full Years, to Commence from the

Digitized by Google

Date hereof, shall by Us his said Creditors, or any of Us, Ours, or any of Our Heirs, Executors, Adminifirators and Affigns, or by any other Person or Persons, by, or through the Commandment, Will, Consent, or Knowledge of Us, or Any of Us, or Them, contrary to the Tenor and true Meaning of these Presents, be any ways Arrefled, Sued, or Moletted in his Person or Goods, and be not forthwith Discharged and Defended, that then the said Humphry Baldwin. his Executors, Administrators, or Assigns. shall by Virtue of these Presents, be for ever clearly Acquitted and Discharged against Him or Them, His or Their Executors or Administrators, by what Means or Confent the faid Humphry Baldwin shall, contrary to the true Intent and Meaning of this our prefent Writing of Safe-Conduct, be Vexed, Sued, Arrested, Attacked, or Hindered, as aforesaid, and thereof not forthwith Discharged and Defended as aforesaid: And that it shall and may be lawful for the said Humphry Baldwin to Plead and give in Evidence, this our present Writing of Safe Conduct, as in full Bar and Discharge of the Debt and Debts of fuch Person or Persone by whom the faid Humpbry Baldwin shall be so Arrested, Sued, or Molested as aforesaid. In Witness whereof, We the faid Creditors of the faid Humpbry Baldwin have hereunto fet our Hands and Seals the 28th Day of June, in the Fourth Year of the Reign of our Sovereign Lord King GEORGE III. by the Grace of GOD, of Great-Britain &c.

Witness,
Adam Drake
Benjamin Lane
Thomas Smith

Samuel Jones. • Will. Blake. • George Willis. •

And so in two Rows, if one suffices not, you may have it subscribed with the Seals annexed; and this Instrument must be Sealed, Signed, and Delivered by each individual Party, to your Ule and Behoof, as an Obligation of that Kind; and ought to be safely laid up, and earefully regarded.

Digitized by GOOGLE

And seeing that a Letter of Attorney is very Useful on sundry Occasions, enabling Persons the better to act by heir Agents, when themselves are incapable, or at a great Distance; therefore I shall give you the Sasest and most exact Form, &c.

Form of a Letter of Attorney, to impower one to Receive or Sue for a Debt, and may ferve in General, &c. the Name and Circumstance of the Business being changed, as Occasion requires.

INOW all Men by these Presents, That I, Richard Waller, of Hertfordbire, in the County of Hert-ord, Yeoman, have for fundry good Causes and weighty Confiderations, Nominated, Constituted, Ordained and Appointed, and by these Presents do Nominate, Constitute and Appoint, and in my Stead and Place, put my rusty and well-beloved Friend, James Green, of London, Gentleman, my True and Lawful Attorney, to Ask, Demand, Levy, Recover, and Receive for Me, and in my Name, and to my Use and Behoof, of Nathaniel Baaham, of Chelmsford, in the County of Effex, Husbandman, the Sum of Forty Pounds of Good and Lawful Money of England, which the faid Nathaniel Badham oweth to me, and wherein he standeth Bound unto me by his Bond, or Writing Obligatory, under his Hand and Seal, cearing Date the Twenty eighth Day of March, in the Year of our Lord 1704, Giving, and by these Presents Granting to my faid Attorney my Sole and Full Power and Authority in the Premiles to Sue, Arrest, Implead, Imprison, and Condemn the said Nathaniel Badham, his Heirs, Executors, or Administrators, for Me, and in My Name, in any Court, Spiritual or Temporal, before any Judge or Justice; and the faid Nathaniel Badbam. is Heirs, Executors, or Administrators, again out of Prison to Deliver at his Discretion, and upon the Receipt of the faid Sum of Forty Pounds, or any Part thereof, one or more Legal Acquittance or Acquittances,

Google

Discharge or Discharges for Me, and in my Name, to Make, Sign, Seal, and Deliver; as also one or more Attorney or Avorneys under Him to Substitute or Agpoint, and as vi at his Pleasure to Revoke; and surther to Do, Execute, Perform, and Finish for Me, and in my Name, All and Singular Thing or Things, weich shall or may be Necessary, touching and concerning the Premises, as fully, thoroughly, and entirely as I the faid Richard Waller in mine own Person, might or could do in or about the same; Ratifying, Confirming, and Allowing whatever my faid Attorney shall so do, or cause to be done in the Premises, by these Presents. ness whereof. I the said Richard Waller have hereunto fet my Hand and Seal, the Seventh Day of June, in the Fourth Year of the Reign of our Sovereign Lord King GEORGE III. by the Grace of God of Great Britain, &c. and in the Year of our Lord 1764.

Richard Waller. 9

In Case any Person should unadvisedly Give or Grant any such Letter of Attorney, which He, upon more mature Deliberation. is willing to Revoke, then He may, after the Repealing it, Write and Deliver this Form as a publick Protestation against the Letter so Granted, in Particular or General.

O all Christian People to whome these Presents shall come, Richard Waller of Hertfordsbire, in the the County of Hertford, Yeoman, sendeth Greeting: Whereas I the said Richard Waller, upon the Trust and Considence which I had in James Green, of London, Gentleman, did by my Letter of Attorney, Constitute and Make the said James Green, in my Name, and for and singular my Goods, Debts, Dues and Demands whatsoever, my Lawful Attorney, and did give him further Authority and Power to deal for Me, as by the said Writing to Him made, more at large appeareth. Now know ye, That I the said Richard Waller, for that the said James Green hath by Colour of the said Authority to him given, behaved himself greatly to my Hindrance,

ntrary to the Trust and Considence I reposed in him, ave Revoked, Countermanded, and Made Void, and these Presents do Revoke, Countermand, and Make oid the said Letter of Attorney, and all the Power and uthority of the said James Green to him Given, as well v the said Writing, as by any other Means what soever, bereby he can or may pretend to have any Doing or Pealing for me, or in my Name, touching any Thing at is mine In Witness whereof I have hereunto set by Hand and Seal the Seventh Day of July, in the purth Year of the Reign of our Sovereign Lord King EORGE III. by the Grace of God of Great-Britain, c. and in the Year of our Lord 1764.

Richard Waller.

[***] Note, That if it be made to Revoke a Letter Attorney given for one certain Sum, that Sum must be ly mentioned; but if no Limitation be set, you may ex
style Trust in General.

be Form of an Indenture of an Apprentice.

HIS Indenture witnesseth, That Thomas Williams. Son of John Williams, late of the City of Briftol, th put himself, and by these Presents doth Voluntarily ed of his own Free Will and Accord, put himself Aprentice to William, Johnston, Citizen and Grocer of andon, to Learn his Art, Trade, or Mystery, after the anner of an Apprentice, to Serve Him from the Day the Date hereof, for and during the Term of Seven rears next enfuing; during all which Term the faid Sprentice his said Master Faithfully shall Serve, his Seets Keep, his Lawful Commands gladly every where bey: He shall do no Damage to his said Master, nor it to be done by Others, without hindering or giving otice thereof to his faid Matter. He shall not Waste Mafter's Goods, nor Lend them Unlawfully to any. le shall not commit Fornication, nor contract Matrimy within the faid Term. At Cards, Dice, or any ther Unlawful Games, he shall not play, whereby his

.

Digitized by Google

faid Matter may have Damage, with his own Goods, may the Goods of others. He shall not absent himself Day nor Night from his Matter's Service, without his Leave nor haunt Ale-houses, Taverns, or Play-houses; buting all Things Behave Himfelf as a Faithful Apprentice ough to do, during the said Term And the said Master sha use the utmoth of his Endeavours to Teach or cause tob Taught or Instructed, the said Apprentice, in the Track or Mystery he now followeth; and Procure and Provide for him sufficient Meat, Drink, Apparel, Lodging and Washing, fitting for an Apprentice during the said I erm. And for the true Performance of All and Every the faid Covenants and Agreements, either of the said Partes bind themselves unto the other by these Presents. Witness whereof, they have interchangeably put their Hands and Seals, this Ninth Day of May, in the Found Year of the Reign of our Sovereign Lord King George III. by the Grace of God, of Great-Britain, &c. and in the Year of our Lord 1764.

[***] Note, In this Case there must be a Pair of Indentures, one of them to be Signed by the Servant, and Delivered as his Ast and Deed to the Use of the Master; and the other Signed by the Master, and Delivered in like Manner to the Servant; and the Seals to be as the Corner of the Indenture.

FORM of a WILL.

N the Name of GOD, Amen. The Tenth Day of May, in the Year of our Lord 1764. I Edward Matthews, of Stamford in the County of Lincoln. Gentleman, being very Sick and Weak in Bodv, but of Perfect Mind and Memory, Thanks be unto GOD for the fame; and calling to Mind the Mortality of my Body, and knowing. That it is appointed for all Menonce to Die, do Make and Ordain this my Last Will and Testament: That is to say, Principally, and First of all. I Give and Recommend my Soul into the Hands of GOD that gave it; and as concerning my Body, I Recommend

it

the Earth, to be Buried in a Decent Manner, at Diferetion of my Executors, nothing doubting, but he General Refurrection, to obtain Everlasting Hapes in the Life to come, through the Merits and Meion of my Bleffed Redeemer JESUS CHRIST. d, as touching such Worldly Estate wherewith it hath aled GOD to Bless me in this Life, I Give, Devile, Dispose of the same in Manner and Form follow-

: that is to fay. in the First Place, I Give and Bequeath to Mary, my Dearly Beloved Wife, the Sum of Two Hundred unds of Good and Lawful Monies, to be Raifed and vied out of my Estate, together with all my Housholdods and Moveables.

Alfo, I Give to my Well-beloved Son Robert Mat-

w. whom I likewise Constitute, Make, and Ordain Only and Sole Executor of this my Last Will and flament, All and Singular my Lands, Messuages, and nements, by him freely to be Possessed and Enjoyed. id I-do hereby utterly Difallow, Revoke, and Difaul All and every other Former Testaments. Wills.

d Legacies, Bequests and Executors, by Me in any ys before this Time Named, Willed, and Bequeathed; tifying and Confirming This, and no Other, to be my ft Will and Testament. In Witness whereof I have reunto fet my Hand and Seal, the Day and Year first ove-written. Edward Matthews.

Will and Testament, in Presence of us the Subfcribers, that is to fay,

John Blake, Isaac Mead, and George Darby.

[* * Note, That if any Legacies, or particular Sum Sums of Money, Goods, Chattels, &c. be given, ey must be Mentioned, as well as the Names of these ey are given to; and that, at this Day. Three Witnes-

See are required, not any of them being included by Nathe Substance of the Will, as a Party concerned the for if so, the included Party is not allowed to be al Witness.

And because, in Case of Wills, many Controverses arose which have proved Tedious and Chargest's, I it not amiss to cite the Opinious of the Learned in Kind, touching many Things very Material to be kn relating thereunto.

RULES worthy of Observation in Mai relating to Wills and Testaments, &c.

If any Person seiz'd in Fee, makes a Feeoffmul claring his Will, upon the Delivery of it in Stranger, to be, That the Feoffee shall stand seiz'd to Use of the Feeoffer during Life, the Remainde William Ray in Fee. In this Case it is held, The Feeoffer cannot alter his Will, by his Last Will, albe the said Last Will he does stuffrate the former Will cause, they say, the Use is in him in the Rema upon the Livery; and it is in his Power to Sell or pose of it. But it is otherwise, if the Uses were clared to the Right Heirs of the Body of the Fee For if so, it may be in his Power to alter his Last and Testament.

If a Testament bears Date at Paris in France, it be proved by an Executor in England, and it is a sent Ground for the Executor to bring an Action so Recovery of the Testator's Debts contracted in English on the contrary, if the Obligation bear Date Paris, then it is not sufficient to ground an Action with any of our Courts.

It is further held, That if Lands be given to a for ever, by Will, that he hath a Fee thereby, and think that he hath but a Freehold during Life, are more: But on the contrary, if it be given to him an Assigns, then he hath a Fee Simple.

If it so happens that a Party Wills me Fifty Pot when I shall be at the Age of Twenty-one Years,

if chappen that I Die before those Years are accomplished, nevertheless my Executors may recover the said Monies at the Time is should have become Due to Me. But, If a Man gives his Lands and Tenements to Me and my Heirs, and it so falls out that I Die besore the Testator, then the Demise is held to be merely vod and the Heirs cannot, by Virtue of that Will, recover the Land: Nor is there wanting that makes for the Truth of these Opinions in Swindown, Part VII. Fol. 218. Pland. Fol. 250, as in the Case of Benel and Rigden, Byer, Fol. 59. Placit, 25. Swindown, Part V. Fol. 313. Goddlphin, Part III. Fol. 34.

If it happen that one Possessed of a Copy-hold, makes a Surrender of his Lands to the Use of his Last Will, and then Dies, the said Land cannot pass by his Will, but may by the Surrender, and the Will serves only as the Director.

In Case a Man hath a Term of Years in Land, or Tenements, and the Right thereof be in his Disposal, and He, during the said Term, Grants it to a Stranger, and Dies, it is held. That the Wise can make no Recovery of the remaining Term of Years. Perkins's Fit Devices, Fol. 107.

More might be mentioned upon this Subject, but intending Brevity, this at prefent may suffice to give an Insight into further Matters; and now I had proceed to other Things of Use, Profitable and Advantageous to the READER.

Form of a Deed of Gift.

O all Christian People to whom these Presents shall come, I George Washington send Greeting in Gur Lord God Everlatting: Know ye, That I George is assington, for and in Consideration of the Love, Godwill and Affection, which I have to, and bear towards my Loving Friend Thomas Wilson, of London, Merchantaylor, have Given and Granted, and by these Presents

r 2

Usual Forms of Bills, Bonds, Ga do freely, clearly and absolutely Give and Grant to faid Thomas Wilson, his Heirs, Executors, &c. All: Singular my Goods, Wares, Plate, Jewels, Ready Money, Houshold-Ruff, Implements, Chattels, Leufes, 1 all other Things to Me belonging, and which I m justly claim as in Right my own, whether Alive or Deas well Moveables, as Things Immoveable, both R and Personal, in whose Hands, Custody or Postession ever they be, or wherefoever the fame, or any of the or any Part of them can or may now or hereafter found Remaining or Being, as well in the Messuage, Tenement, with Appurtenances wherein I now Dwe as in any Place or Melfunge whatfoever. To Have a to Hold all the said Goods, Wares, Plate, Jewels, Res Money, Houshold-stuff, Implements, and all other to Premises, unto the said Thomas Wilson, his He Executors, &c. from henceforth as His and Their prop-Goods for ever, Absolutely, without any Manner Condition, as I the faid George Washington have Abil lutely, and of my own Accord fet and put in furth Testimony. In Witness whereof I have hereunto my Hand and Seal the Eighth Day of May, in t Fourth Year of the Reign of our Sovereign Lord Kirl GEORGE III. by the Grace of God of Great-Britan &c. and in the Year of our Lord 1764.

Signed, Sealed and Delivered in the Presence of

George Washington.

James Downing. Charles Jones. Leonard Jackson.

Things very Proper to be Remarked.

Land Note, HAT if it so happen that a Deed of G be made for any particular Thing of Parcel, That only must be mehtioned: And, If for M ney in the Hands of a Second Party, then it will be reflary to have a Letter of Attorney Annexed to the Different of Gift, impowering Him to whom it was Given, Receive it, as having the full Authority of the Dong to do.

Usual Forms of Bills, Bonds, Esc. 101,

If the Deed specify, and be made for Goods and Chatels in Consideration of a Debt, then the surest Way is o have a Covenant in the same Deed, that the Donon hall permit the Sonce peaceably and quietly to enter his founds, and to enter upon any other Place or Places where ny such Goods shall be; and from thence, without any set or Hindrance to convey them away, in order to onvert them to his own Use.

If is so happens, That there is an Inventory of Parels annexed to the Deed, then in the Deed ought to be a wienant, binding the Donor not to Walte. Impair, or mbezzel the said Goods, with Acknowledgment, That hey are free from all former Gifts, or other incumbranes at the Time of the Signing and Sealing; fixing as a lart of the Goods, a Three Pence, or any other convenent Piece of Money in the Seal: But, In Case of Afurance for Debt of Goods and Chattels, the Belt Ways held to be done by Bargain and Sale, Indented with a Invantary of the respective Parcels annexed thereunto, And thus much for a Deed of Gift.

A Short English Bill for Money.

NOW all Men by these Pretents, That I John Hill, of the Parish of St. Margaret, in Westinisher, do Dun and Acknowledge myself justly to stand Indebted D Robert James, of the Parish of St. Leonard, Enfew-Lane, a London, Haberdasher, the just Sum of Ten Rounds of Sood and Lawful Money of Great Britain, and which do hereby promise to Pay unto Him the said Robert James. on the Seventeenth Day of July, next ensuing the Date hereof. Witness my Hand, the Sixth Day of July, in the Year of our Lord 1764. John Hill.

Form of an In-land Bill of Exchange.

aus Deo. In London, this 30th of Newember, 1764.

For Fifty Pounds Sterling.

T Six Days Sight, Pay this my First Bill of Exchange to Mr. James Turner, or his Assigns,

Fifty Pounds Sterling, for the Value here Received 6. Mr. Richard Wadfworsh, and put it to Account, as b. Advice.

To Mr. T. Arnold, Mer. cerd de Pma in York.

Your Friend.
Sam. Dake

if it be an Out-land Bill, it differs only in Place, an very feldom in the Form; however, you must expect to have a Letter, fignifying. That such a Bill is drawn upon you expressing the Contents, and on nubat Account, swhich commonly called a Letter of Advice, and is to prevent unit Person's Forging a Bill upon You: And the Letter is fre quently sent before, though sometimes which the Bill inclosed in it, when there is no Scruple in the Fidelity of the Taker of Party to about the Bill is Directed. And if a Second Bill: come, then you must have it Subscribed, (viz.) Meriff Bill not being Paid, Pay this my Second Bill; &c. and so the Thind: And if He that Underwrites the Bill makes himself Deltor, then must it be Expressed, (viz.) And put it to my Account; but if He ought to Payil, then he must Write, Put it to your Account:

The Form of a Bond for Money.

The Obligation, &c.

NOW all Men by these Presents, That I Jam Thomas, of the Parish of St. Giles in the Fields in the County of Middlesee, Gentleman, am Holder and firmly do stand Bound unto James Wiley, of the Parish of St. Martin in the Rields, in the said County Vinener, in the Sum of One Hundred Pounds of Good and Lawful Money of England, to be paid unto the said James Wiley, his certain Attorney, his Executors, and minist ators or Assigns whatsoever. To the which Payment Well and Truly to be Made, I do hereby Bind myself, my Heirs, Executors, and Administrators, simply by these Presents. Scaled with my Scal. Dated the Second of May, in the Foirth Year of the Reign of our Sovereign Lord King GEORGE III. by the Grace of Godol Great Britain, &c. and in the Year of our Lord.

Condition

Condition of the Obligation.

HE Condition of this Obligation is such. That if the above-bounden James Thomas, his Heirs, Extors, Administrators or Assigns, shall Well and Truly, or cause to be Paid to the above-named James Willins Heir, Executors, or Administrators, the Full in of Fifty Founds of Good and Lawful Money of land, in and upon the First Day of September nextuing the Date hereof without Fraud or further Delay, then this Present Obligation to be Void, and of none ect, or essentially force and Virtue.

Signed, Sealed, and Deliwered in the Prefince of William Jennings. Richard Jenkinson.

Jumes Thomas. 💁 ;

nt, you ought to mention it in the Condition; [At, or the Dwelling House of the said.] J. &c.] as also you y specify after the Sum of Money mentioned, these ords (with Lawful Interest) if it be your Bargain to ve the Interest from the Time the Money is Lent; Bonds, in many Cases pay no Interest, but from the me they become Due; and especially if the Bond be en for Goods or Wares.

ASingle Bill for Money without Penalty.

E it Known unto all Men by these Presents, That I Abel Drugger, of St. Albane, in the County of Hert-d, Yeoman, do Owe; and am Indebted unto Hinry nes, of St. Albans, in the said County, Husbandman, Sum of Forty five Pounds, Ten Shillings and Sixnee, of Good and Lawful Money of England, to be id unto him the said Henry Jones. his Executors, Admistrators and Assigns, at or upon the Fifth Day of May, at ensuing the Date hereof: In Witness whereof, I

have hereunto fet my Hand, the Sixteenth Day of Juni in the Year of our Lord 1764.

Witnefi William Harrison.

Note, Bills with Penalties are seldom Sealed.

Form of a Single Bill for Money, with Penalty

DE it Known unto all Men by these Presents, That ! John Dormer, of Derby, in the County of Derby Gentleman, do Owe, and stand Indebted onto Edward Westwood, of Chester, in the County Palatine of Chester, the Sum of Twenty Pounds, of Lawful Money of England, to be Paid to the faid Edward Westwood, his Heir Executors, Administrators or Assigns, at and upon the Seventeenth Day of September next enfuing the Date hereof; which Payment Well and Truly to be made, ! bind myself, my Heirs, Executors, and Administrators to the faid Edward Westwood, his Heirs, Executors Administrators, or Assigns, in the Penal Sum of Forty Pounds of the like Money, firmly by these Presents in Witness whereof, I set my Hand and Seal, the Second Day of June, in the Fourth Year of the Reign of our Sovereign Lord, GEORGE III, King of Great-Britain, &c. and in the Year of our Lord 1764.

Signed, Sealed, Delivered, &c. Joshua Ward, &c.

John Dormer.

Abel Drugger

The Nature and True Meaning of Bills, Bonds, &c. A. Bill, Bond, or Obligation, is That whereby one Party is Bound to another by a Deed, Act, and Obligation in Writing, for a Sum of Money, or upon other Accounts or Occasions, as the Case requires, and ought to be done Voluntary, and without Compulsion, Force or Violence; thereupon it is taken and accounted to be the Right of the Person who hath another Person Bound to him to Pay him that which he Oweth him; and therefore Right is not only held to be the Cause of an Congation, but the very Life and Support of it; and the

Usual Forms of Bills, Bonds, &c. 105 he Difference between an Obligation in English, and an Ibligation in Latin, defined by the Appellation of Billnd Bond, (and the Word takes its Being, or is derived om the Latin Word Obligatio, which again is a Word. roceeding from, Obligo, to Bind) and may be made ith, or without a Penalty, but must not enjoin the Party bliged and Thing Unlawful or Impossible; for if so, ne Obligation of itself is Void, and of none Effect. or are Infants, or others under Age, and such as are diffracted, or out of their right Senses, Bound to Perorm any Covenant in this Kind, except the former, 12y do it in Case of necessary Food, Schooling, Apparel, r the like; as also in Marriage, and becoming Execu-or to another, and then even the Males must be of the ge of Fourteen Years, and the Females of the Age of welve; and then they are obliged to Perform and ulfil fach Covenant or Obligation, and may be Legally

ued upon Refusal, when at Age.

And thus much for Instructions.

be True Form of Bonds, Bills, Counter-Bonds, Indentures, Letters of Attorney, and Licence, Deeds of Gift, Wills, &c.

An Obligation from One to One.

Now all Men by these Prosents, That I T. R. of G. in the County of K. Yeoman, do Owe, and amndebted unto J. A. of G in the Quanty abovesaid, ientleman, the Sum of One and Twenty Pounds, of food and Lawful Money of England, to be Paid untoreabovefaid 7. A. his Heirs, Executors, Administrators, r Assigns, in or upon the First Day of May next ensuig the Date hereof, At, or Now in the Dwelling Housethe abovefaid J. A. For the which Payment, Well! nd Truly to be made, I bind my Heirs, Executors, and dministrators, in the Sum of Two and Early Pounds, f the like Monies of England, firmly by these Presents.

n Witness whereof, I have hereunto set my Hand and eal, the First Day of July, in the Year of our Lord 1764. Sealed and Delivered in the Prefonce of Tobs Ash The

The Condition of a Counter-Bond one to another; before which recite the above said, &c.

HE Condition, &c. That whereas the abovenamed H. M. at the special Instance and Request of the above-bound W. S. for the proper Dett of the faid W S and as his Safety, by Obligation bearing Date with the e Fresents, standeth Jointly and Severally Bound, together with the faid W. S. un:o V. G. of B. in the Sum of Se with Condition thereupon Endorsed for the Payment of One Hundred Pounds of & c. to the faid V. G. or to his certain Attorney, his Executors or Affigns, at. &c. upon, &c as in and by the faid Obipation and Condition more at large appeareth: If there fore the faid W. S. his Heirs, Executors, Administracors, or Affigns, or any of them do Pay, or cause to be Paid unto the faid V. G. or his Affigns, the faid Sum of Ge. at the Day and Place aforefaid, and also from hence fouth, Save and Keep Harmless the above named H. M. his Heirs, &c. of and from the aforesaid Obligation, and of and from all Manner of Cofts, Charges, Suits and Damages whatfoever of, for, and concerning the faid Otligation; that then, &c.

An Obligation of an Award with an Umpire.

The Condition of this Obligation is such, That if the above-bounden T. C. his Heirs, Executor, and Administrators, for his and their Part, and Behalish do in all Things well and truly Stand to, Obey, Abide Perform and Keep the Award, Order, Arbitrament, Final E. d and Determination of B. B. of the Parish of the County of M. aforesaid, Gent. Arbitrators indifferently Named, Elected and Chosen, as well on the Part and Behalf of the above bounden T. C. as of the above-named H. S. to Arbitrate, Award, Order, Judgand Determine of, and concerning All and all Manning Action and Actions, Cause and Causes of Actions, Suit Bills. Bonds, Specialries, Judgments, Extents, Quarron Continuous fis, Incipasses, Damages, and Demands whastever; at any Time or Times heretoso: e Had, Made

Moved, Brought, Commenced, Sued, Profecuted, Done. Suffered, Committed, or Depending by or between the faid Parties, or either of Them, so as the said Award be Made, Concluded, and Agreed upon, and signed and Sealed by the Arbitrators aforefaid, on or before the Third Day of &c. next ensuing the Date of these Prefents: But if the faid Arbitrators do not make such their Award of, and concerning the Premises, by the Time aforesaid, That then the said T. C his Heirs, Executors and Administrators, for his and their Parts and Behalfs do in all Things well and truly Stand to, Abide, Perform, Fulfil and Keep the Award, Order, Arbitrament, Umpirage, Final End and Determination of the faid G. L. of C. in the County of M. Esq; Elected and Chosen. Umpire by and between the faid Parties, of and concerning the Fremiles; fo as the faid Umpire do make his Award or Umpirage of and concerning the Premises. in Writing under his Hand and Seal, and to be by him Published on or before the Sixth Day of &c. next ensuing: Then this Obligation to be Void, or else to remain

in full Force and Virtue, &c.

Sealed and Delivered in

the Prefence of
Thomas Jones.

Henry Thomas. D

Form of a Bill of Sale.

NOW all Men by these Presents, That I William Kentish, of St. Albans, in the County of Hersford; Weaver, for and in Consideration of the Sum of Forty. Pounds of Lawful Money of England, to Me in Hand Paid by James Clark, of Reading, in the County of Berks, Yeoman, whereby I do hereby acknowledge the Receipt, and myself therewith sully and entirely satisfied, have Bargained, Sold, Set over, and Delivered, and by these Presents, in plain and open Market, according to just and due Form of Law, in that Case made and provided, do Bargain, Set over, and Deliver unto the said James Clark, One Silver Tankard, weighing Sixteen Ounces; One Chest of Each Silver Beaker, weighing Nine Ounces; One Chest of Damasker

..Google

Damask and Diaper Linen, valued at Six Pounds; a Feather-Bed, with proportional Furniture, valued at Six Pounds, with other Goods and Chattels, &c. to Have and to Hold the faid Bargained Premises, unto the faid James Clark, his Executors, Admit iftrators, and Affigns, to the only proper Use and Behoof of Him the the said James Clark, his Executors, Administrators, and Affigns for ever : And I the faid William Kentifo, for Myfelf, my Executors, and Administrators, the faid bargained Premies, unto the faid James Clark, his Executors, Adminoftrators, and Affigns, against All and all Manner of Perions shall and will Warrant, and for ever Defend by these Presents. In Witness whereof, together with the Delivery of the faid bargained Premises, I have here unto let my Hand and Seal, the Sixth Day of April, in the Fourth Year of the Reign of our Sovereign Lord King GEORGE III. by the Grace of God, King of Great Britain, &c and in the Year of our Lord 1764.

Signed, Sealed, and Delivered in the Prefence of George Chapman. William Davis.

William Kentifo.

[* *] Note, That a Part of the Goods mentioned in the Bill, must be Deliwered with it in the Name of the rest. If it so bappen that you make over any Goods, by Bull of Sale or Money, with an Intent to Redeem them, then must the Bill be made in Manner and Form following.

Form of a Bill of Sale of Goods, with Design of Redemption.

NOW all Men by these Presents, That I Timothy Newil, of Maidstone, in the County of Kent, or and in Consideration of the Sum of Forty Pounds, of Good and Lawful Money of England, to Me in Hand Paid by Joshua Green, of Malden, in the County of Essex, Gentleman, whereof I do acknowledge the Receipt, and myself therewith fully satisfied, have Barmained, Sold, Set over, and Deliver'd, and by these Presents.

Digitized by Google

Usual Forms of Bills, Bonds, &c. 109 Hents, in plain and open Market, according to due rm of Law, do Bargain, Seal, and Deliver unto the

in of Law, no bargain, seal, and penver unto the follows Green, One Bay Gelding. Fourteen Hands h, value Ten Pounds; One Dun Mare and Colt, value Thirty Pounds, with other Goods and Chattels, to Have and in Hold the faid bargained Premises

to Have and to Hold the said bargained Premises to the said Joshua Green, his Heirs, Executors, Adaistrators and Assigns, to the only proper Use and Beof of the said Joshua Green, his Heirs, Executors, Adnistrators and Assigns for ever; and I the said Timethy

nistrators and Assigns for ever; and I the said Timothy vil, for myself, my Executors, and Administrators, the dbargained Premises, unto the said Joshua Green, his ecutors, Administrators, and Assigns, against All and Manner of Persons, shall and will Warrant, and for er Defend by these Presents. Provided nevertheles,

hat if I the faid Timothy Newil, my Executors, Admiliators or Assigns, one or any of us Do, or shall well d truly Pay, or cause to be Paid unto the said Yoshua een, his Executors, Administrators, or Assigns, the Sum Forty-two Pounds and Eight Shillings, on the Sixth

ay of May, which shall be in the Year of our Lord 1764, the Redemption of the said bargained Premises; then is present Writing or Bill of Sale to be Void, or else to and in sull Force and Virtue. In Witness whereof, I we hereunto set my Hand and Seal, the Sixth Day of wil, in the Fourth Year of the Reign of our Sovereign and GEORGE III. King of Great-Britain, &c. and

the Year of our Lord 1764.

Signed, Sealed, and Delivered in the Presence of

Timothy Newil.

in the Presence of the Thompson. irth. Rowland.

Short Release from one Party to another, in General.

NOW all Men by these Presents, That I Richard Richards, of Malmshury, in the County of Wiles, Cheese-

Digitized by Google

Cheese monger, have Remised, Released, and for e Quitted Claim, and by these Presents do for me, Executors and Administrators, Remile, Release, and ever Quit Claim unto Joseph Low, of Marlborough the faid County, Gentleman, his Heirs, Executors, Administrators, All and all Manner of Actions, Ca and Causes of Actions, Suits, Bills, Bonds, Writing Obligations, Debts, Accompts, Sum and Sums of M ney, Judgments, Executions, Extents, Quariels, Cont verties, Trespasses, Damages and Demands whatsory both in Law and Equity, against the said Joseph Low ever had, now have, or which I, my Heirs, Executo or Administrators shall or may have Claim, Challen or Demand, for or by Reason, Colour or Means of a Matter. Cause or Thing, from the Beginning of the World, to the Day of the Date of these Presents. Witness whereof, I have hereunto set my Hand and Seal. the Sixteenth Day of May, in the Fourth Year of the Reign of our Sovereign Lord GBORGE III. King of Great-Britain, &c. and in the Year of our Lord 1764.

Signed, Sealed, and Delivered, in the Presence of

Rich. Richards. 9

Edward Thomas. Emanuel Crouch.

A General Release.

B it known, &c. That I W. B. of &c. have Re mised, Released, and for me and my Heirs, &c. do by these Presents Remise, &c. unto J. R. of &c. All, and all Manner of Actions, Suits, Quarrels, Debu Trespasses, Accounts, Covenants and Demands what soever, which I the said W. B. now have against the said J. R. or my Executors, Administrators, or Assigns at any I ime might, ought, or could have against the said J. R. his &c. [as Executor of J. R. his Father Deceased, or otherwise bowsfover] from the Beginnin of the World, until the Day of the Date hereof. I Witness, &c.

4 Discharg

A Discharge to be Given upon the Receipt

Eceived the Twenty-first Day of May, 1764, by me William Langford, of . Saviour in Southquark, in the County of wret, of David Yates and Daniel Shaw. the faid Parish and County, Executors of aleb Welling, of the Parish of Et. Olave in mibwark, in the County aforesaid, late eceased, the Sum of Twenty Pounds, Five hillings and Six Pence, of Lawful Money England, being a Legacy given unto me e said William Langford, by the said eleb Welling, as in and by his Last Will and estament; of which said Sum of Twenty > cunds, Five Shillings and Six Pence, and il other Debts, Dues, Sum, and Sums of loney and Demands whatfoever, I the faid Villiam Langford do Acquit and fully Difharge the faid David Yates and Daniel baw, their Heirs, Executors, Administraors, and every of them for ever by these 'resents. In Witness whereof, I have hereinto fet my Hand and Seal the Twenty-first Day of May, in the Fourth Year of the leign of King GEORGE III. and in the rear of our Lord 1764.

20 05 06

Signed, Sealed, and Delivered in the Presence of

William Langford.

lames Darquit.

A Release to be Given by a Ward to his Guardian, when he comes of Age, if he has Truly Discharged his Trust, and render'd a Faithful Account.

all Christian People to whom these Presents shall come, I George Yearly, of the Parish of Saliash.

in the County of Cornwall, fend Greeting in our Lo

in the County of Cornwall, fend Greeting in our Lord Everlasting: Know ye, That I the said George Fourth for fundry good Causes and Confiderations me thereunto moving, have Remised, Released, and for ever Quitted Claim unto Timothy Farmer, of London, Gentleman, his Heirs, Executors, and Administrators, All and all Manner of Action or Actions, Suits, Debts, Dues, Reckonings, Accompts and Demands whatfeever, which I the said George Yearly had, have, or at any Time hereafter may or shall have against the said Timethy Farmer, his Heirs, Executors, or Administrators, for and in, touch ing and concerning any the Rents Received, Profit or Profits of any of the Manors, Lands, Tenements, Hereditaments, or any Thing or Things, appertaining, or by Right belonging to me the faid Geo ge Yearly, whe ther it be touching or concerning Topping, Lopping, or Wood-sales, upon, or out of the said Manors and Premiles, or any of them; or for any other Matter, Caule, or Thing whatfoever, Made, Committed, or Done, or for any Receipts or Payments, of or touching the faid Manors, Premises, Debt or Debts due to me by Bond, kill, or otherwise, and for any Thing or Things whatsoever Done or Committed in my Behalf, or tending to any Matter or Thing, wherein I the faid George Yearly, was, am, or may be concerned, during the Minority of Me the said George Yearly, or at any Time fince, until the Day of the Date of these Presents. In Witness whereof, I have hereunto fet my Hand and Seal, the Sixth Day of May, in the Fourth Year of the Reign of our Sovereign Lord GEORGE III. King of Great-Bri-

Signed, Sealed, and Delivered in the Presence of

tain, &cc. and in the Year of our Lord 1764.

George Yearly.

Samuel Thompson. Robert Gregory.

Letter

Letter of Astorney from a Husband to a Wife, upon a Voyage, &c. Very Ufeful and Necessary; as also in Case of a Long Journey, or Going to the Wars.

IN OW all Men by these Presents, That I James Bennet, of Rorberhishe, in the County of Surrey. Mariner, do hereby Aflign, Ordain, Appoint, Authorize, Conflituse, and in my Stead Put, Place, Intrust, Appoint, and Depute Mary Bennst, my Well-beloved Wife, of the Parish and County aforefaid, to be my Ine and Lawful Attorney, for Me, and in my Name, and to my own proper Use and Benefit, to Ask, Demand and Require, Sue for, Recover, and Receive all fuch Debts, Dues, Duties, Sum and Sums of Money, Rout and Rents, Arrearages of Rent and Rents, Yearly Payments, Merchandizes, Legacies, and any Meney
Due or to be Due unto Me upon Bond, Bill of Exchange, or upon any other Account or Accounts whatforver, as now are, or hereafter shall become Payable, or Belong. ing, or to be Delivered unto Me, by or from any Perfon or Persons whatsvever, wheresoever, and to Pay Money for Me, and to Contract for Me, Demile, or Let to Farm at the accustomed Rents or more, any of my Messuages, Lands, Tenements or Hereditaments whatfoever. And for Default of Payment or Delivery of any Rent or Rents, or other Sum or Sums of Money, or other Thing or Things to Me Due or Belonging; to use all Lawful Ways and Means for the Recovery thereof by Action, Suit, Arrest, Bill, Plaint, Attachment, Distress, Re-entry, or otherwise, as fully, and amply in every Respect, as I myself might or sould do if I were Personally present; and to Sue, Impleat, Make Answer, Profecute, and Defend in any Court or Courts of Law and Equity, and before any Judges or Judices, in any Suits, Matter or Cause, with Me, from Me, against Me. is the Cause in any of these Cases shall require, to Deal ar Intermeddle in all Actions, Suits, Affairs, and Bufiteffer, any ways touching and concerning Me, as my

Digitized by Googla

Agent or Factor, or otherwise: Giving and Granting, by these Presents, unto my said Attorney, Full, Sole and Lawful Authority in the Execution of All and Singular the Premiles, and the same again at Her Pleasure to Revoke, and to Make and Give any Acquittance, Release, or Discharge upon the Recovery or Receipt of any Debt or Debts, Sum or Sums of Money, Rent or Rents, or other. Thing or Things whatfoever, as the Matter or Cause shall require; and generally to Say, Do, Execute, Compound, Conclude, Agree, Determine, and Finish All and every other Act or Acts, Thing or Things whatfoever, which in or about the Premises shall be Newsfarmon Needful to be Had, Made; or Done; and that in as large and simple Manner, and as fully and effects alls in and to all Intents and Purpose, as I myself might, ought or could do, if twere present in my bwn Person; Rutifying, Allowing and Confirming for Firm and Effectual, and Irrevocable, Alland Singular and whatfoever my faid diramen finall Dovor cause to be Done in and about the Premises by Virtue of these Presents. Witness whereof all have hereunto fet my Hand and Seal, the Sixth Doy of May, in the Fourth Year of the Reight of our Some veign Land GEORSE III. of Great-Beitnin, &c. King) and in the Year of our Lord 1764.

Signed, Scaled, and Delivered in the Preferce of Tames Bennet:

Robert Saveall.

John Wright.

Watrant of Attorney, to confess a Judgment in the Court of Common-Pleas, or Common-Banch.

Adam Rane, Gentlemen Attorneys of His Majesty's Court of Common Bench at Westminster, or to any of them, or other Attorneys of the said Court: These are to Require and Authorize You, or any of You, to Appear for Me William White, of Dower, in the County of Kent, Mariner, in the said Court, at the Soit of Richard Edmonds, of London, Merchant, in Trinity Term.

Digitized by Google

Usual Forms of Bills, Bonds, &c., 115
ext ensuing, and Consess Judgment against Me to the
d Richard Edmonds, for the Sum of Sixty Pounds
together with the Cost of Suit by Nil dictioner

Richard Edmonds, for the Sum of Sixty Pounds of Richard Edmonds, for the Sum of Sixty Pounds of the Sixty Pounds of the Sixty Hand and Seal this Sixty enth Day of June, the Fourth Year of the Reign of our Sovereign Lord AORGE III. by the Grace of God, King of Greatmain, &c. and in the Year of our Lord 1764.

William White. This Form will likewife ferve for the Court of 2.8-Bench, by changing the Name, and appointing per Attornies, viz. fuch as are of that Court, to pear, &c.

ndition to Personn Covenants in Articles of Agreements.

THE Condition of this Obligation is such, That if

the above-bound Paul Whitehead, his Heirs, Exeters and Administrators, they, every of them, shall, d do for his and their Parts; in all and every Thing or nings, well and truly Observe, Perform, Fulfil, Acmplish, Pay and Meep all and fingular the Covenants. nants. Articles, Claules, Provisoes, Payments, Conons and Agreements whatfoever, which on his and ar Parts and Behalfs are, and ought to be Observed, formed, Enfalled; Accomplified, Paid and Kept, imprized and Mentioned in certain Articles of Agree -: J. Indented, and Bearing Rven Date with thefe cients, Made or Expressed to be Made between the A Paul Whitehead of the one Part, and the abovemed Jahn Beard of the other Part, and that in and all Things, according to the Contents, Purpoles, me Intent and Meaning of the faid Articles, without and or Cover, then this present Obligation to be Voide elfe to remain in full florce and Virtue. Sealed and Delivered ealed and Delivered
in the Projects of Paul Whitehead.

gitized by Google

The True Method every Honest Dealer should take (according to Law) to Get in what is Owing to Him, either by Shuffling Tradefmen in the City, or Dishonest Correspondents in the Country.

HERE is the Court of Conscience in London, and this only for Debts that are under Forty Shilthis only for Debts that are under Forty Shillings, and of the Citizens of London, inhabiting within the faid City, or the Liberties thereof. Here you cause your Debtor to be Warned in, and must refer the Matter to Commissioners appointed by the Lord-Mayor, &c and you must abide by the Determination of the Commissioners. Generally Powerty in Pleaded, and the Debtor is Order'd to Pay fo much her Week, 6 d. or 12 d. or what the Court thinks fit: or elfe. an Execution is taken out against him. You are Believed for what you Demand upon your Oath.

. z. The Second Method of Proceeding, that is Civil, is. To make an Attachment upon your Debton's Estate, Monies or Goods that you understand is Due to Him from A. B. F. G. &c. in the Mayor's or either of the Sheriffi Court; and this does not hurt the Person of Him that Owes the Money, but only focures the Debt, and is no great Difgrace to the Debtor, nor any great Charge, but is done with much Privacy.

3. The Third Method is, If you have any Difference with a Man, and have a Minst not openly to disparage him, you acquaint him, You intend to Enter an Adm against him in such a Compres, and he will do well to put in Bail by such a Day . This is a great Piece of Civility, if you must go to Law, and saves Money or both Sides that is given to Serjeants, &c.

4. The Fourth Method is, When you fear your Man indeed, and really think to Secure him, then give Order

Digitized by Google

am Officer to take him into Custody: You must first neer an Allion at one of the Compters, and Pay your rizant; and when the Serjeant hath him, you have a Shriff for your Security, if the Party makes an lamps, on the Bailbe not Good.

5. The Fifth Method is, By Way of Writ from the Ing's Bruch, or the Common-Pleas; and here the Party held to Special Bail before a Judge, and must give in ail here Below, and Above too; and this is Trouble-

me for the Debtor, and also Chargeable.

6. The Sixth Method is by Way of Outlawry, and is is very Rigorous; and a Man now-a-days, by the senses of an Attorney, is Sund to an Outlawry, and nows mothing of it, but is Quiet, and means no body main; and here he is Ruised, and run up to great harges before he knows whenever he is Troubled.

7. The Seventh Method is, A Commission of Bankaptey, and this is many Ways Convenient, but exceed-Chargoable: The Meaning of it is, A Commission om under the Great Seal of England, Directed to ch and fuch Commiffeners, naming Five or more, wilz them to enquire into the Particulars of the Man's andition that bath Bailed. They have Power to Adinister an Oath, to Send to Prilan, to Release out of fon; they can Break open Houses, Seize Goods, ell them, Extend Lands; and in flort, Do any thing or the Advantage of the Creditors. But a Secture wannot be taken out against a Man, unless One or more Creditors do join together, or the Sum amount to more an roo! and then they must give Security to prove ne Wan a Bankrast. This is a Rigorous Manuer of reflection, and generally leaves the Estate far worse than they found it; for it is very Chargeable and Tedious.

These are the several Methods that are used to Get Meney in, and to Proscour Men: What more there are know not; that must be sinquired into, of them that

are Learned in the Law.

Quest. But now if I am employed by a Friend to

Anfus.

Tis Ujual Forms of Bills, Bonds, Gr.

Answ. In the same Nature as before recited; but you must have the Power from the Man that employs you

Queft. What mean you by Poutris Is not his Letter

enough, and his Order to do it?

Anjaw. No; that is not Sufficient: You must have Procuration, so called in all Foreign Parts; and by usin England, A Letter of Attorney, that impowers you was Debtor, Cast him into Prison, and Release him.

Method for Compounding Debis, and what sught a be Observed therein, &c.

F a Person absent himself from his Business under a Pailure in the World, and will not appear to No gotiate with his Creditor for Time of Abatement, but does it by Proxy, appointing a Place for the General Meeting of the Creditors to hear Propositions made to them. which are usually thefe, wie. To Pay so much in the Pound, which is called Compounding; to Pay is Goods as they first cost, or give Security upon Time In this Case, the Creditors ought to consider, Whether their Debtor is really inecessioned to betake himself to this Shift; or whether he does it out of Policy, to shift himfelf off a bad Bargain; or to keep other Mens Monies in his Hands, &r. and accordingly to take their Measures: For if the former, they ought to take the first Offer, for seldom comes a better; a Man continually losing himself by being rettrained from his Business, and confequently his Affairs must see to Ruin: But if it be out of a Knavish Design to Destraud his Creditors, and Enrich himself, a Practice too frequently used, there is Way to Ferret him out of his Secret Abode, which is by taking out a Statute of Bankruptcy against him, s before directed, &c.

As for the Usual Rates of Composition, they are from Five or Fifteen Shillings in the Pound, Ready Menck or such Security as the Creditor shall accept, and in the Case it must be acknowledged as Satisfaction, and a Release Given in General Discharge upon Payment, as the Whole had been Paid, and full Satisfaction made.

Usual Forms of Bills, Bonds, &c. 119 લ્ફોન સ્ટાર્ડિંગ લ્ફોન લ્ફોન સ્ટ્રોન સ

Of Bills of Exchange, and their Forms, English, Dutch, Spanish, Italian, and French: Together with several Notes and Directions thereon, for the True Ordering of them. &c.

A Bill of Exchange in itself is held to Excellent a Speciality, and carries with it as it were, not only a commanding Power to Pay, but is for the most Part observed and saussied with all due Regard, a high Esteem being ever had for the Quality thereof, that nothing in the Way of Trade can be more; for upon it depends very much the Credit of the Drawer and Accepter; fo that those who fail in the Payment of Accepted Bills, wound their Credit by suffering Protest to be made, which foon, for the most part, takes Air, and slies far abroad, by spreading wide on the Exchange, whither People of all Parts of the Town refort; and not only fo, but obliges the Accepter to Pay the Charges of the Protester, and Return, calling moreover into Question the Credit of the Drawer; so that Men being at a Pinch, will rather Borrow Money at a hard Interest for a little Time, than suffer any Protest to be Entered.

Having spokes already of something relating to Bills of Exchange, I shall now give you some Forms or Precedents of them, in several Languages; and then proceed to their Management and Legality, in well Executing them, and the Order to be taken therein.

Form of an Outland Bill of Exchange, in English.

Laus Deo in London, this 20th of May, 1764, for 500 !. for 36 s. 8 d. Flemish per Pound.

T Usance Pay this my First Bill of Exchange to Mr John Vandencord, Merchant, or Order, Five Hundred Pounds Sterling, at Thirty-fix Shillings and Eight

Right Pence Florish per Pound Sterling; for the Value here Received of Mr. N. N. Make Good Payment

and put it to Account, as per Advice.

Your Loving Friend, To Mr. L. B.

Merchant, a. d. Pma in Amfterdam.

And in like Manner the Second, or Third, at Doubl or Treble Usance, if the First be not Paid; or if it b where the Party to whom it is Directed, has so much Money or Effects in his Hands of the Drawer's as i required.

Form of a Bill of Exchange, in Dutch; and ma ferre for Germany, altering the Place Directed to.

Amfordomadi 20th May, 1764.

Vor 2001. Sterlingt. P Uso betaelt desen myn Ersten wisselbref. Aei Sr. Jan G-A Order 2 Hondrer Pounden Sterling valuate van Sr. R. D. stellt op myn Reconing, als per Advys.

Lendon.

Erfamen, Sr. W. G. Coepman '

Pma Tot.

R. M.

A Bill of Exchange, in Spanish. Thus Malaga zoth Apride, 1764.

A Son 132 1. 73 6 1.

Quarenta Dias vista Pagara U ____ M ___ Por Estama Tercera non Aniendo Pagado por La Primera Y. Segunda A la voluntad de Deigo P. cienta treynta Y. dos Libras siete sueldos Y. seis peniques Esterelinus Valor A qui Recevida de Fienrique D-pa fu tiempto at al. Y. M. buen Pago Afentandolas Como aveld

xpto cento das. A Juan P.

q de Dies Landres.

Ansenio de B

A Bil

A Bill of Exchange, in Italian.

Adi 20 Aprili, 1764, I Venetia Dti 1000.

ad 54 per Dio

Uso Pagale per qua P ma Di Cambio Alli S Srif de V. B figli d Hamo (o) Chi ordineranno Du. ille a d Cinquanta quatro per Dto Valuta contmi E. onete come vi S'a viso a dio.

Mag. Sre R. W. ma in Londra.

T. D.

(The Affignment on the Backfide, Thus;) Et per noi Pagate il contenuto diquesta sezza Altra ocura Al Sr. Gio M—Cambiot con S. B Franciles amburgo 20 Aprili, 1764. P. F de V & sigli.

Form of a Bill of Exchange in French.

A Paris 20 Juillet, 1764, per 450 l. a 52 d. St per 1. Double Usance payez per cest premiere de Change a Monfieur M. P. ou a fon Ordre. Quatre Cents scus a cinquante deux Deniers Sterlins pour Escu Vare receu d. Monsieur Francois, B. & Passez a Compte wivant, L. Advis, per Votre tres bumble Serviteur.

Monsieur G. R. Marchand

G, H.

Pma à Londres.

If there be an Affignment on the Backfide, it runs in the lowing Words, viz.

Le continue de ceste payez au Sr. H ---- H ---- ou · Ordre valleur de Sr. J - C -, Paris 20 d' August 1764. P-M-

Thus having set down Forms (that with varying the aces, Dates, Sums and Names, as the Matter requires,) ay ferve as Instructions, especially to Young Beginners, Draw Bills of Exchange, or Receive them in their feve-I Languages; it now remains that under this Head I w down what is Necessary to be observed fo far as relates the Prudet Management of this Particular.

Several very Necessary and Useful Observations to have Regard to in the Prudent Management of Bills of Exchange, with Special Cautions. The Form of a Protest Asso the Form of a Special Letter of Credit

No these Matters be careful to note in your Pocket Book, or elsewhere, the Name of the Place when the Person dweils, who Presents the Bill, and keep Copies of all such as are sent to get Accepted, and mak Directions of Bills on the Inside, for the following Reasons, wiz.

I. That knowing the Abode of Him to whom the Bill is Prefented, he may be the better excused, if he Except against the Second Bill from the same Hand, be

fore the First be latished.

2. By taking Copies, you may furnish yourself with the Going of Exchanges in all Places, on whom you are to call for your Money, and the Day it is Due.

3. To make the Directions of Bills on the Inside will give more Space for the Assignment on the Backside 4. Observe to Present the Bill in due Time, that the

Person who is to Accept it, may order his Affairs ac

cordingly.

5. If a Bill be Protested after Acceptance, it does not in the least clear the Party that was faulty in Non-payment, but he is liable to Pay the Charges, and expose to an Action at Law, to which, before he was not liable nor is the Drawer Cleared, but obliged to see the Bil Satisfied.

6. A Hazard is run where the Bill is made Payable to the Bearer! for if it happen to be loft, the Finder, anot timely circumvented, may get it Accepted, and Receive the Money; herefore it is much the fafer Way, to make it Payable to a certain Person, and the Bill Received, he on whom it is Drawn, is not liable to Payangain, unless a Fraud be proved.

· Digitized by Google

7. A Bill of this Kind, is so Authentick in itself, that it requires no Witness, nor any but he who Receives it to be present at the Writing of it, or when it is Accepted; for if any Drawer, or Subscriber should be so Unworthy, as to Deny his Hand, it may be easily Proved by comparing his, Letters or Books of Account; and if that can be Proved. his Credit is Ruined.

8. If you Receive an Out-land Bill, Present it prefently, and if not Accepted, Protest, and send it back to the Drawer speedily, with the Protest, which will be for the Advantage of both: Twenty-four Hours is the longest Time you are obliged to give any Merchant to confider whether he will Accept or not; and then you may Protest, or in Courtesse give longer Time, and after Protest. Advice ought to be given to the Drawer by the first Post.

9. If a Bill be Drawn on Two Persons, and not to One of them, or Either of them, but Jointly, if One Accept, and the Other Refuse, you must Protest, unless One will fully fatisfy the Contents; for otherwise you must not take a Part of it, unless you will be so satisfied for the Whole, the Protest making the Drawer liable to

Pay the rest.

10 If a Person be required to Accept a Bill, and defires it may be left in his Hands, and does verbally Accept it, tho' he afterwards refules to Subscribe it, yet fuch Acceptance is Valid, and he may be Sued; but not till the Money becomes Due, nor must Protest be made hefore.

11. If any Person Accept a Bill for Part, and not the Whole, alledging he has no more Money, or Effects in his Hands; the Person to whom the Money is Payable, may Receive the Part, and give an Acquittanc', for to much as he Receives, but he must Protest for Non-payment of the Remainder, and fend away the Bill as foon as Refused, to be Accepted for the Whole, and so likewise in Sect a.

12. The Drawer is the Master of the Bill 'till it becomes Due, and may countermand it by fending an Express to the Party who has Accepted it, not to Pay it,

unless further Orders be given to him for that Purpose; but then this Order must be Made and Passed before a Notary Publick, and Notified to the Party who has Accepted the Bill; but if the Money be Paid, it cannot be taken out of the Hands of the Receiver.

13. If at Usance, Double, Single, or Treble, a Fill of Exchange be made Payable; that is, Length of Time according to the Quality of the Person, the Occasion or Disticulty of Passage, by reason of different Seasons, or Passage, this is as the Drawer pleases; but General Usance is accounted a Month from the Date, each Month, tho' different in Number of Days, being the Month required on such Occasion.

14 A Bill Payable at a Day's Sight, is from the Day after it is Accepted, otherwise Protest ought to be made. If an Accepted Bill be lost, it will not bar the Payment, but may be Sued for, as if in Being; nor is the Party who Accepted it, obliged to Pay a Second Bill before the First is Discharged, unless it be directed to the Party

who loft the First, in Lieu of it.

15. An Accepted Bill may not be Revoked, but must be either Paid or Proteited; unless the Accepter, and Party to whom the Bill is Payable, do conclude sometimes on a longer Forbearance than the Bill specifies, or take it by Parcels; yet if the Honesty of the Accepter be mistrusted, the Presenter must nevertheless make Protest, or the Accepter may refuse farther Payment, and yet not lie liable to be Sued.

16. If a Party be out of Town to whom a Bill is Digrected, and has left no Warrant of Attorney, to impower his Wife or Servants to Accept, and another, for the Drawer's Credit, will Accept and Pay it, Protest however must be made against the Party on whom it was Drawn for Non-acceptance: For a Wise, or Servant cannot Accept a Bill, unless so Impower'd to don; tho with the Husband, or Master's well approving they have usually done it, and he has Discharged them.

[* * And note, That all Bills must be Protested Three Days after they become Due, it being hazardous to exceed, bo Sunday be one yet if they be impired, it is necessary to Protest.

17. If

17. If a Man on whom a Bill is Drawn, does live at a distant City, or Place of Exchange, from Him who is to receive the Money, he must go himself, or send the Bill to some Friend to get it Accepted, and if not Accepted, Protest must be Entered; if it be a Place of Exchange, if not, his Friend's Letter of such Refusal, may get it Protested at London; tho' the Party lives at York; but if it be Accepted, and made Payable at London, you must there expect your Money, or Enter Protest, when Due, for Non-payment.

18. If a Merchant Accepts a Bill, and proves Nonfolvent, or Absconds, and Absents himself from Change, &c. you must in such a Case, before the Bill becomes Due cause Demand to be made by a Notary, for better Security, and in Default, cause a Protest to be made, and by the next Post send away the Protest to the Drawer of the Bill, who must Pay the Charges of such Protest; and all Protests must be made between Sun-rif, and Sun-set.

If a Proteit be Returned to the Drawer, and Indorses, he must procure a Substantial Man to Underwrite it, and procure him to make speedy Payment, with Costs and Re-hange: But if the Protest be Returned for want of Payment, and you have had Security, on the Protest for Non-acceptance, or want of better Security, then upon the Receipt of the Protest, for Non-payment, you may only acquaint the Drawer, or Party who took up the Money, and stay the Proportion of the Time at which the Bill was made Payable, to be accounted for, from the Time it became Due, before you make a Demand of your Principal Money, with the Re shange, and Charges of the Party, who Drew the Bill, or his Security, which, pursuant to the Law of Merchants, they are obliged to Satisfy either Jointly or Severally.

20. If you have an Accepted Bill Protested for want of Payment, keep the Bill-by you, and send away the Protest, whereby you may recover the Money of the Drawer.

21. If a Bill or delivered to any one to Accept, and he loses it, the Party who delivered it, must require an Instrument of Writing under the Hand and Seal of the Party who lost the Bill, for Payment of the Money at G 3

the Time specified in the said Bill, upon a Second Bill, if it comes to Hand, or if not, upon the Note or Obligation itself: And if a Note, & c. be refused to be given, then you must Enter a Protest, and send it away: When upon the Bill so Lost, the Money becomes Due, then you must make Demand, and for want of Payment, Protest a Second Time, and send it away; or if you have a Note, and however it be not Paid at the Time limited, you must Protest upon the Bill of Exchange.

22 If you fend a Bill to a Friend to get it Accepted, tho' Drawn upon no particular Person, but a Blank lest to put in his Name that will Accept it, it is Good, ac-

coroing to the Law of Merchants.

23. If one Merchant draws a Bill upon another on the Account of a Third Man, the Party on whom it is Drawn, has Liberty to chuse whether he will Accept it or not, on the Account of a Third Person, or on his own Account who Drew it; but then he must repair to a Pallick Noiary, and declare his Intent, and the Notary must make an Act in Form to be sent away to the Party whom it concerns, and must cause an Act to be made for Payment thereof, when it becomes Due, declaring for the Honour of the Drawer, he will Pay it, but upon no other Account; then is the Drawer Accountable to him for the Sum specified in the Bill.

24. If a Bill happen to be Drawn on a Merchant, who Accepting it, for want of Money, or otherwise, fails to Pay it when Due, another for the Honour of the Drawer, may Pay the Bill; yet against the Defaulter Protest must be Entered, and Sent away: And the surest Way in this Case is, To have a Receipt for the Discharge of the Bill written under the Protest, and to keep the Accepted Bill as a 1 estimony against the Party who

made the Default of Payment.

25 If a Bill be Accepted, and the Party Dies before the Money becomes Due, when it does become Due, you must go to the Place of his last Abode, and demand the Money of his Executors, and upon Refusal of Payment, Protest as if the Person had been still Living.

26. If

26. If it fall out, that a Party to whom a Bill is Payable, Die before it becomes Due, tho' the Will be not Proved, nor any Letters of Administration taken out. yet the Money when Due, must be Demanded, offering Security to fave the Payer Harmless from the Executors or Administrators; and if upon such Offer, Payment be refused, you must Protest however for Non-payment.

27. If a Bill be Drawn on a Person not to be found, Protest on that Bill must be made in due Form; or when you go to get a Bill Accepted, and no Person that can Accept it be at Home, after Two or Three Goings, you must Protest, either for Non-acceptance, or Non-payment, either at his Dwelling-House, or Lodging, in his Absence on whom it is Dr vn; which according to the Law of Merchants is sufficient, for it is requisite he should

at seasonable Times attend his own Business.

28. If in a Bill the Figures and Words at Length do not Agree, then ought you to be guided by the Words at Length, and not by the Figures; or if a Name be Mended, or Words Interlined, and the Bill Accepted, tho' it is a very great Fault in the Drawer, yet it is no sufficient Ground for the Accepter to refuse Payment; but, if he alledge it has been Mended or Interlined fince he Accepted it, he must prove it; which if he does, he may refuse Payment 'till a Second Bill comes to Hand.

29. If a Bill come to any Party to get it Accepted, and by Overlight it is not by Name Directed to any Perfon, yet if the Party to whom it was intended, be mentioned in the Letter of Credit, it must be Presented, in order to its being Accepted; and if the Party, for want of his Name in the Bill, Refuse to Accept it, then you must Protest for the Drawer's Omission, and he is bound:

to Pay the Charges.

If a Bill be made positively Payable to any Person by Name, then there can be no Affignment, for it must be. Paid to none but the Party specified in the Eill, lest Paying it to the wrong Party, you may be obliged to Pay it again in your own Wrong.

30, If a Bill Accepted be Protested for Non-payment, yet the Drawer satisfying the Contents of the Bill, Difcharges. G 4

charges it as to the Party to whom it was Due; but the Party on whom it was Drawn, must still stand engaged to the Drawer; and if a Bill be by one Person Assigned to another, if the First Person be satisfied, the Bill is of no Liffelt, nor can it be recovered by Law.

And now with the Form of a Protest so often mentioned, I shall close this very Useful Head or Section.

Form of a Protest for Non rayment of a Bill of Exchange, &c.

N the 10th Day of May, 1764, at the Request of Mr. G. G. M rchant, I R. W. Notary Publick, &c. do Exhibit the Original Bill of Exchange, whereof a Copy is here above; Mr. L. K. at whose House the Bill is Payable in Leaden Hall-Street, London, Demanding Payment of the Sum of One Thousand Crowns, therein mention'd, who answer'd. He would not Pay the said Sum for want of Provinous from the Accepter; and therefore I the faid Notary did, and do Splemnly Protest, as well against the Drawers, and Accepter, &c. for want of Payrinent, &c. in the Presence of J. G. and C. H. Witnesses.

Note, That above this Protest must be fairly

Written [A True Copy of the Bill fo Protested.]

Of Letters of Credit, their Force and Validity: With the Form of a Letter of Credit, &c.

The EATERS of Gredit are of so great Use and Force, that they come next to Bills of Exchange, and have a great Value fee upon them, as the Credit, and Reputa-

tion of the Party who gives them stands in Estimation.

These Letters are of divers Kinds, passing between Merchants and Merchants; or Merchants and their Factors, 23 Litters of Commission for Buying and Selling, Letters of

Advice, Letters of Freight, and Letters of Credit.

The latter of these are written to Furnish Money by Exchange, upon the Credit of him that writes them; fo that by the Virtue of the Letters or Letters by him written, the Merchant, or Banker that writes the Letter or Letters, are Bound as firmly as if they had Given Bond

to fatisfy the Sum taken upon this Account, by Bill of Exchange, or otherwise.

These Letters are of Two Kinds, the one General, . d

the other Special.

The General is, When a Merchant, or Banker, writes an opin Letter to all Merchants or others, who shall furnish such and such Persons upon the Credit of his Letter or Letters, wherein he Binds himself, That whatever Sum or Sums of Money shall be Delivered to such Parties therein named and specified, within the limited Time, at such and such Rates, or as the Exchange is Current, he will Pay the Bills of Exchange. or otherwise; and if any Party should result to Pay Money Received on his life or of Credit, yet those Letters produced, and proved to be his, are as good as his Hand and Seal, and as hinding in Law, to all Intents and Purposes.

As for the other Sort, with Special Letters of Credit, They are directed to particular Possons, and are of equal Force with those that are General, and altogether as binding in Law. As for the Arms of the General Letters of Credit, they are various; and suitable to the Occasion of the Writer, but the Form of the Special, or Particular Letters of Credit, may run thus in all Cases, only altering the Name, Sum, and Date, as the Cause and Time may require,

The Form of a Special Letter of Credit.

Laus Deo, in London, the 20th of May, 1764.

Y Last ento you was of the 10th of March, wherein I writ to you what was needful in Answer to yours of the First of the same Month: This ferves chiefly to defire you to Furnish and Pay unto Mr. R. C. an Enlish Gentleman, to the Value of Five Hundred Dollars at one, or more Times, or Payments, according as he shall have Occasion, or desire the same of you; taking his Receipt, or Bill of Exchange for the Monies you shall Furnish him with, and put it to my Account; and this my Letter of Gredit shall be your sufficient Warrant for so doing.

9 o Mr. R. S. Marchant,

Yours, G. C.

Of Factors and Factorage: How they star accountable to Merchants, and their Premio &c. Being a Ready Guide to Young Facto or Merchants.

Factor ought to be a skilful Man in knowing the Goodness and Value of Wares; diligent to enquire how Prices of Goods are in those Places they are appointed to; and indeed in every Thing that belong to Merchandize, left, for want of such Knowledge and Good Intelligence, they being Over reached, Endanged themselves, and those that Employ them: And there of usually such as have been bred up under Merchants. So having Merchandized themselves, and fallen to Decayare employed as such.

This Factor is no other than a Servant created or conflicted by the Merchant's Letter who employs him thereby being impower'd to Buy and Sell Goods; and to that End receives a Salary called Factorage, or Commission, for his Care and Pains in the Premises, yet is not to run any Risque or Hazard, if the Goods be lost, unless by his own Carelesness or Neglect, or goes contrary to his express Orders: nor if any Bad Debts happen, is liable to Pay them, except he does Contract them on his own Head, contrary to the Merchant's Appointment, or his Order, and it is apparent they are lost by his Wilfulness, or supine Neglect; and in any of these Cases, if he proceeds contrary to the Order of him that em-

First then, A Fuster ought to be very careful in his Entries; for if he enters False Goods, or makes not a True Entry, and the Merchant's Goods become thereby Seizable, the Loss will lie upon the Factor; and as much Care he ought to take in not Shipping Prohibited Goods,

ployed him, he is Responsible; for briefly, he is a Servant in great Trust, and ought to be of as great Fidelity.

Diligence, and Monesty.

efpecially

Especially without Order; for if they be Seized Inward Bound, he is Responsible for so much Loss or Damage as shall accrue thereby to the Merchant. He is accountable for all such Lawful Goods as come safe to his Hands; and if the Merchant sends Orders he shall not Sell Goods mentioned in his Orders, or in General, but at Ready-Money, or for such Commodities as is specified, and he breaks these Orders, he is liable to the Loss or Damage that may be sustained thereby, in case Goods Bought or Exchanged without Order, it is at the Merchant's Courtesy whether he will receive them or turn them on his safer's Hands; for it is presumed, the Merchant being npon the Place, better knows what will Sell here, by his often being on the Change, where, and by other' Means, he understands the Rise and Fall of Goods, or how it is likely to be, than his Faster, who is absent.

Some Orders in this Case run general, and it is left to the Factor to make the best of what is sent him, and free Leave given him to Buy or Exchange as he sees most for the Advantage, or conceives it so to be, of him that employs him, limiting to nothing, but leaves to the Factor Time, Quantity, and Quality; and this is called Orders Libers, or a General Order; and in this Case, no Damage sastained can lie on the Factor, unless it be proved he knavishly, maliciously, or designedly, for his own Gain, or any other similter Ends, has imposed on the Merchant, and not done his true Endeavour to the best of his Skill.

He must moreover be very diligent and careful in obferving the Contents of all Letters written to him by him
that employs him, or his Order, and return speedy and
salitable Answers to the Particulars of each Letter; and
bend his Study to learn the Value, Rise, and Fall of
Commodities, as far as lies in his Fower, as well Here,
as Abroad; also the most proper Seasons of Buying and
Selling, slipping no Opportunity for Advantage; this is
called A continual begitting of Business, which by frequently sending Letters to the Merchant Here, puts him
in Mind of Things he otherwise might be ignorant of,
and so to send fresh Orders; and by this Means a continual Trade may be kept on Foot: And this Way of freguent

132 Of Factors and Factorage.

quent Writing will gain a Raffer not only the Profit he intended, but the Character of an ingenious industrious Man, and even raffe his Credit to that Degree, that Merchants will firly to employ him in their most weighty A Rains.

When a Factor has Bought Goods, it is the best Way to flip and fend them away with the first Opportunity, or quickly give Advice of their being Bought, left the Order be contradicted, and so a Quarrel or Misunderstand. ing may arise, and the Merchant may, if he likes them not pretend the Goods could not be Bought at the Time, because he had no Advice. And the like he must do for Goods Sold, left any Accident happens: And so when he has Shipped Goods, he must always be careful to give the speediest Advice, and if possible, send a Bill of Lading; and in Advice he must take Care to whose Account Goods are Shipped, or Received; for many Accidents may happen to the Dif-reputation of a Factor, or to his Damage, if he be not very careful in all Things that concerns him: and particularly be diligent in keeping a True and Exact Account of all Merchandize that comes to his Hand, or are Sold. Bought, or Shipped, and oficial Letters and Orders; for his own Judification, if need at any Time require it, as confequently is will.

Receivest yet if the Metchant outs any Thing, apon him that is Counterfeit, or Bad, and by the Orders he Receives he fells them for True, of at a Valuable Price, being to deceived, or confirmined by his Orders, if he thereupon be Imprisoned, or fuffer Damage, the Merchant is Responsible to him for Satisfaction; of which I shall for a further Confirmation of this, give the Parsculars of a

Tryed Cafe, viz. 201

One How Here, having Three Counterfeit Jewels, and having a Factor in Barbary, where knowing one Mr. Scuthern. a Merchant, was relident on the Place, no nevertheless configued those Jewels to his Factor, who procured Mr. Southern to Sell them to the King of Barbary for the Value of 800 l. the Factor affiring, as he had seceived in his Orders, that they were right: But after

Southern having before the Discovery, delivered the Moter, and he returned it to How, the King in a Rage; caused Southern to be Imprisoned, where he suffered many Hardships, and well it was he escaped with his Life; but upon repaying the 800 l he was Discharged; when returning to England, he brought his Action against Home, and upon Verdict obtained Judgment for Costs, and so much as he was Damnified by his Imprisonment, and Loss of his Business on that Account.

Now I doubt not but all who are, or have been Factors Abroad, know very well what the Premio, or Reward for their Care and Industry is, at the several Places where they reside as Factors; notwithstanding, for the Encouragement, and to satisfy such Young Ones, and others, who in Time may take this kind of Genteel Employ-

ment on them, I shall only tell such, That

The Satisfaction that Factors have for their Care and Industry in Buying and Selling, is called Commission, of Factorage, which is done or agreed on at several Prices, according to the Custom of the Country, in the several Places where they reside as Factors: In some Countries they have 8 or 10 per Cent. as at Virginia, Barbadoes, Jamaica, and so at most of the Western Parts: At other Places Two and Half per Cent. as generally through all staly: Two per Cent. as in France, Portugal, Spain, &c. One and a Half per Cent. in Holland, and other Places near at Hand: And indeed the Generality taken through Europe is Two per Cent.

And this may well suffice to give the Young Factor, or He that defigns to be such, an Insight and Caution, that He may see and know in Things very material, how to begin, and improve in Time, to his great Credit and

Reputation.

An Account of Carmen and Watermen, touching their Hire for carrying Goods, &c. as by Regulation it is affixed.

A Carman may demand from any of the Wharfs between London Bridge and the Tower, to Bishops-Gate-

134. Of Carmen and Watermen, &c.

Gate-fireet, Gracechurch fireet, Fenchurch-fireet, Cornbill, and other Places of proportionable Diffance or fomewhat more for between Eighteen and Twenty Hundred Weight, 21, 2d, and 2d, for every Hundred over Twenty.

2 1. 2 d. and 2 d. for every Hundred over Twenty.

And from any Wharf before included, to Lethbury, Broad fireet, the Old-Jury, Coleman-fireet, Baffifbaw, Milk-fireet, or any Part of Cheapfide, or the Streets that open into it, for the like Weight 2 1. 6 d and for every over Hundred 2 d. And from any of the aforesaid Wharis to Temple-Bar, Smithfield Bars, Holbern-Bars, or any other of the City Bars bounding the Liberty, with the Weight aforesaid 3 1. 4 d. and beyond them accord-

ing as it can be agreed.

It is likewife ordered, That from any Wharfs aforefaid, to Tower-fixeet, Bishopsgate-fixeet, Combill, and other Places of the like Distance Up-hill, for a Load not exceeding Eighteen Hundred Weight, only 1 s. 10 d. ought to be taken, and so proportionable to the sundry Places within the Liberties of the City; the indeed, as the Difficulty of Loading and Unloading in many Cases requires, if we come to the Merit of the Cause, an Agreement between the Loader and the Carman must be allowed in Equity, notwithslanding there are Pehalties that forbid Exaction, and the Carman in this Case has a great Advantage; for if his Cart stands Laden above half an Hour, and he proffers himself to Unload it, for every Hour in that kind he is detained or hindred from his Businets, he may demand 1 s. and in Case of Resusah, if he complains to the President of Christ-Hospital he will have Recress.

In Case Goods are taken into the Tilt-Boat between London and Gravesend, a Half Firkin, the Carriage is 1 d. the Whole Firkin 2 d the Hundred Weight of heavy Goods 4 d. of light Goods, as Corn, &c. 6 d. and the like of an ordinary Chest, Trunk, or Hamper, tho' the Whole Boat taken up to peculiar Use, is 1 l. 2 s. 6 d.



1 435 F

Of the PENNY-POST:

Giving an Account of the Number of Offices, where they are held; and how often Letters may be carried to and from the Places within their feveral Districts.

* N. B. The Number plac'd before each fown, -Village, &c. shews how often Letters and Parcels are convey'd thither and back again in every Day.

HIS Office was Erected for the speedier Conveyance of Letters and Parcels, to any Part of London and Westminster, or within Ten Miles from the General Letter-Office in London. One Penny is Paid on the Delivery of any Leter or Parcel, not exceeding One Pound in Weight, or Ten Pounds in Value. If any Parcel is Loft, it must be made Good by the Office, the Value of fuch Parcel being wrote on the Outside when put in. Abundance of Places all over the City and Suburbs are appointed for Receiving Letters and Parcels; from whence they are Collected by Messengers who have their respective Walks. In London and Westminster, Letters and Parcels are Receiv'd, and ought to be Deliver'd every Hour; in Southwark, and the more remote Parts of the Suburbs, every 2 Hours; in the Towns near London, as Hackney, Stepney, Chelfea, Kinfington, &c. Twice a Day; and in the Towns more distant Once a Day. The Penny-Post is divided into Six Offices, where all Let-sers and Parcels that are brought in are Register'd and Dispath'd to the several Places in their respective Divifions, as follows.

The General Chief Penny-Post-Office, which has the In-Spection and Management of all the reft, is kept in Saint Christopher's Church Yard, Threadneedle-Street, which Collects, Receives, and Delivers Letters and Parcels to and from the following Places, befides what it Delivers in its own Diffritt in London.

3 Aldersbrook 3 Avery-hatch 3 Bow

I Chigwel-row

3 Barking

Bromley in Mid-1 Dalíton

dlefex 1 Bush hall

1 Edmonton

3 Bednal-green 3 Bilhops-hall

2 Cambridge-heath 1 Green-man

1 Green-

Of the Penny-Post. 1 Locksford 1 Green ftreet a Tottenham 2 Hackney 1 Mile-end 7 Tottenham High-1 Newington stoke 3 Hageritone crois ' i Hani East and i Newington-green t Valentines 3 Oldford b 1 Upson · Weft -- I Palmers-green __ I _Walthamltow r Hoxton-Plailtow in Essex 1 Wansted
1 Ripple-side 1 Winchmore-hill ı lenkins 1 Liford I Ripple-side 1 Woodroid 1 Kingsland i Ruckfolds . I South-gate I Woodtord-row, 1 Layton-stone 1 Loughton hall 2 Stepney and Bridge , 3 Strattord I Low-layton St. Paul's Office is kept in Queen's-Head Alley, in Paternoster Row, which Collects, Receives, and Delivers Letters and Parcels to and from the following Places, besides what it Delivers within its proper District in London. a Black-mary's-3 Mount mill 3 Copenhagen 3 Frog-lane 3 Sir John Oldhole 1 Boarded River 1. Holloway, Upper 'caftle's 3 Torrington-lane and Lower 3 Cambray house 3 Cold Bath 3 Illington 4 Wood's close Temple Office is kept in Chichesters-Rents, in Chancery-Lane, which Collects, Receives, Conveys, and Delivers Letters and Parcels to and from the following and adjacent Places, besides what it Delivers within its own Diftrict in Town. 2 Bat le-bridge 2 Pindar of Wake-1 Frog-Lane 1 Bone gate 2 Hamited field 2 Highgale 1 South-green 2 Brill 7 1 Colch rhour 1 Horniey . I Totteridge I Coneyharch 2 Kentish-town 7 Wherstone s Kaft Barner 'i Wood-green I Muffel-hill. 7 Finchiev 2 Pancras ... Westminster Office is kept in Pump Court, near Charing-

Cross, which Collects, Receives, and Delivers Letters and Parcels to and from the following Places, besides what it Delivers within its own proper District in Town.

3 Abery-Farm 1 Acton-wells 2 Blacklands

1 Acton, Eatt and 1 Rarry's-walk 2 Bloody bridge
West 1 Bate-watering 2 Bloncoat-lane
2 B blone

	O	f	the Penny-Po	oit.)	137
22 24 22221(1212 2 2 12121211 12121222	Bo'low lane B iton-in-use B iton-in-use B iton-in-use Brenttord, Old and New Brentford end Frent's Cow- house Brook-green Broom-houses Brompron-park Bridlane-house Burrows Castle bear Child's-hill Corney house Caw-house-farm Chelsea, Great and bittle Chelsea College Common Fields Chiswick Counters bridge Crabtreeshouse Dowel-street Daws-lane Dollars-hill Ealing, Great and Little Ea-ing-lane Eart's Court Foordhook Frog-iane Fryars-place Frylham-fields Gagle-goose-green	2 2 2 2 1 1 1 1 1 1 1 1 2 1 1 1 1 2 1 1 2 1 1 2 1 1 2 1 1 3	Great and Little Holland house Gibbs-green Grain-house Green Man in Ux- bridge-road Gunnersbury Gutters-hedge Hammersmith Hanger-lane Hanger End Haven Hendon Hide Hog-lane Holfden-green Hoywood-hill Hudicon Fields Kilborn Kentington Gravel-pits Knights-bridge Laurence-street Leasing-green Lime-kilne London-stile Ld. Mayor's Ban- quetting-a-ouse Mary-bone, and Park Masha Brands Mill-hill Neesdon Neat-houses	2 Noman's-1 2 North-hig 1 North-hig 2 Parddingto 2 Paddingto 2 Parddingto 3 Pimlico 2 Purfer's-e 1 Pages-fire 2 Parlon's-g 2 sandy-end 1 Shepherd' 1 Shepherd' 1 Shepherd' 2 Sion-holu 2 Sion-holu 2 Sion-holu 2 Sion-holu 2 Sion-holu 2 Sion-lane 1 St. John's 2 Strach-gre 2 Strach-gre 2 Strach-gre 2 Strach-gre 2 Turnham- 1 Tyburn-re 2 Waltham- 1 Wertberd 1 Wertberd 1 Wertberd 1 Wertberd 1 Wertberd 1 Wildon-g 1 Windmil-	ands I hway ills n-green ik-green et reenbufh green nill wood hrook en the urt, and utton ourt green ad, and green green
2					
	· ·			- ',	
S	and Delivers L	y' ét be	s kept in Green-I s Church, which ters and Parcels fides what it Deli Southwark and L	to and from vers within	the fol-
2	Balam Barn-eims Barnftown	2	Batterfea Batterfea-ryes Blackheath	2 Briffow Co 1 Brockly, and Lov	Upper

2 Kew-green Hermitage Office is kept in Queen-Street, on Little-Tower-Hill, which Collects, Receives, and Delivers Letters and Parcels to and from the following Places, besides what it Delivers within its own District in Town.

1 Norwood

2 Peckham Town

2 Kew

1 Wimblecon

I Woolwich

3 Blackwall a Lime-house a Radcliffe 3 Stepney-causeway 3 Ifle at Dogs 3 Lime-! . e King David's Fort 3 Poplar

Diverse of the Country Messengers, and others for remote Places, going on their Walks by Six o'clock in the Mosning, Letters and Parcels ought to be put in at the Receiving boufes before Six o'Clock over Night; otherwise a whole Day may be lost in the Delivery: But Latters for Places that are nearer, are Collected and Delivered Two or Three Times a Day, as above specified.

All General Post Letters, both Foreign and Domestick, Directed to the Places above mentioned, not being Post-Towns, are conveyed from the aforefaid Offices every Day at Twelve o'Clock; and A favers thereunto being put into the Receiving-Houses in the Country-Towns, will next Night be farely carried to the General-Post-Office, by the Officers appointed for that Purpose.

A TABLE of all the KINGS and QUEENS of England, fince the Conquest, to the Present YEAR 1764. | Reigned | Since their Began their NAMES Y. M. D. Reigns. Reign. W. Conq. 1066 Octob. 14 20 10 26 677 Sept. W. Rufus 1087 Sept. 10 24 664 Aug. 042 3 629 Dec. 11100 Aug. 2 35 4 1135 Decem. 218 11|575 July 1154 Octob. 25 34 ε o|565 April 1189 July 9 6 . 9 1199 April 6115 1216 Octob. 1956 1

Henry -Stephen. 10 25 6 to Oct. 25 Henry Richard 12 548 Oct 10 King John 0|492 Nov.16 Henry Edward 1 1272 Nov. 7 6 16 34 21|457 July 2 1307 July Edward 2 437 Jan. 7 19 3 1326 Jan. 2 1377 June 25 387 June 21 dward 27 50 8365 Sept. 20 kichard 21 21 3 fenry 21/351 Mar. 20 1399 Sept. 5 2913 5 11 342 Aug. 31 Henry 1412 March 20 9 Henry : 61422 Aug. 4|303 March 4| 31 38

41460 March Edward 5 281 April o 4 28 I 5 1483 April 13281 June 22 Edward Ð. 9 Richard 3 1483 June 0279 Aug. 22 22 2 2 Henry 7 1485 Aug. 22 23 0255 April22 6 217 Jan. 28 Henry 8 1500 April 22 37 Edward 6|1546 Jan. 28 8 211 July 6 6

Q. Mary 1553 July 11/206 Nov. 17 5 Q. Elizabeth 1558 Nov. 7 161 Mar. 24 1744 1 1602 March 24 22 31139 Mar. 27 lames-Ø 1 1625 March 3 15 Jan. 30 Charles 27 22 13 79 Febr. 6 Charles 2 1648 Jan. 30|36 0 2 1684 Febr. 75 Febr. 13 ames 0

13 13

812

1 2 10

0 23

23

62 March 8

37 June 11

50 Aug.

George 2 1727 June 1133 4 Octob. 3 3|1760 Oct. George 25 Whom God preferve Note, Every King began his Reign when the beforegoing King, or Queen ended his, or her Reign.

Will. 3 & M. 1688 Febr.

George

Queen Annel 701 March.

1 1714 Aug.

'TABLE Directing how To Buy and Sell by the Hundred.

q. 1. s. d.	d. q.	1. s, d	dq	t. s. d.					
1024	8 1	3 17 0	16 1	7 11 8					
20 4 2	8 2	3 17 0	16 2	7 14 0					
1 30 70	8 1 8 2 8 3	3 17 0 3 19 4 4 1 8	16 3	7. 16 4					
0094		4 4 0	17 0	7 18 8					
10118	9 0		17 1	8 1 0					
	9 2	4 6 4 4 8 8	17 2						
2 0,14 c 1 3 0 16 4 1 0 0 8 %	9 3	4 11 0	17 3	8 3 4					
1 0 0 8 X	10 0	4 13 4	18 0	8 3 4 8 5 8 8 8 0					
1 1 1 1 0	0 1		18 1						
	10 1	4 15 8 4 18 0 5 0 4	18 2	8 10 4					
31 58	10 3	5 0 4	18 3	8 15 0					
1 2 1 3.4 1 5 8 1 0 1 8 C	11 0	5 2 8	19 0	8 12 8 8 15 0 8 17 4					
1114	11 1	5 2 8 5 5 0 5 7 4 5 9 8 5 12 0	19 1	8 19 8					
2 1 12 8	11 2	5 7 4	19 1	8 19 8 9 2 0					
31150		5 9 8	19 3	9 4 4					
01174	11 3	5 12 0	20 0	9 4 4 9 6 8					
	12		70 1						
1 1 19 8 1 2 2 2 0 1 3 2 4 4 5 0 2 6 8		5 14 4 5 16 8 5 19 c 6 1 4	20 2	9 9 0 9 11 4 9 13 8 9 16 0					
3 2 4 4	12 3	5 19 c	10 3	9 11 4 9 13 8					
3 2 4 4 5 0 2 6 8	12 2 12 3 13 0	6 14	21 0	9 13 8					
	1.3	3		y o					
1 2 9 1 2 2 1 1 4 3 3 1 3 6 5 6 2 16 6	13 1 13 2	6 3 8 6 6 c 6 8 4 6 10 8	2I I 2I 2	9 18 4					
5 . 2 2 11 4 1. 3 2 13 8		6 8 4		10 0					
5 0 1 18 0	14 0	6 10 8	21 3						
22 11 4 3 3 13 6 5 0 2 16 0		3 .0.0	1	7 7					
5 2 3 0 8 5 3 3 3 0 7 0 3 5 4	14 1	6 13 0 6 15 4 6 17 8 7'0 0	22 1	10 78					
5 2 2 3 0	14 2	4 15 4	22 2	0 01 01					
5 2 3 0 8 5 3 3 3 0 7 0 3 5 4	14 3	7'00		10 12 4					
		111	\	10 14 8					
1 13 7 8	5. 1	7 4.8	1	10.17 6					
7- 2 3 10 6.	1.5 2	7 . 4 . 8		10-19 4					
7 3 3 2 2 2 4 8	15. 3	9 I	123 3	11 1 8					
2 2 2		7-9-4	1-24-01	#-10:-4 C					
	:								

ereerereerereereereerereere

The USE of this TABLE.

F You Buy any Thing by the Great, or Long-Hundred, [reckoning 112 Pounds to the Hundred,] and would know; by the Pound, what the Hundred is Valued at, Observe the following DIRECTIONS.

Example I.

IF You Buy Goods at [4 Penee, 3 Farthings,] the Pound; Look in the Fable for 4 d. 3 q. in the First Column, and against it in the Second Column you will find 2 l. 4 s. 4 d. And so much, at that Rate, 112 Pounds come to.

Example II.

IF 1 C Weight, or 112 Pound, [cost 4 Pounds, 1 Shilling, 8 Pence;] To know how much it is by the Pound, Look 41. 15. 8d. in the Fourth Column of the Table, and right against it, in the Column next the Lest-Hand, you will find 8 d. 3q. And so much, at that Rate, it comes to by the Pound.

Again; If You Buy One Hundred Weight of Goods, [for 4 Pounds, I Shilling, 8 Pence,] and retail it at 10 Pence the Pound, it comes to, at that Rate, 41. 13 5. 4 d. Then take 41. 1 s. 8 d. from it, and you will find yourself, by the Remainder, 11 s. 8 d. Gainer, &c. And, in this Manner, you may, with much Ease, Calculate any Quantity, according to the True Value, contained in this TABLE.

A TABLE

A TABLE to Cast up Expences.

								. 1		
By I	Day.	By	We	ék.	By	Mon	th.	Ву	Ϋ́e	аг.
s.	d.	1.	s.	d.	l.	s.	d.	l.	s.	d.
0	1	د	Ċ.	7	0	2	4	1.4	ΙĢ	5
ō	`2	0	1	ż	0	4	8	3	0	10
o,	3	0	I	.9	0	. 7	0		Į Į	31
Ö	4	0	2	4	0	ģ	4	6	1	3
ွ		0	2	11	Ö	11	8		1 2	1
						, -			2	6
0	þ	0	3	6	0	16	0	9	2	
0	7	0	4	1	0		4	,	_	11
۵,		0	٠4	8	10	18	8	12.	3	4
0	. 9	G	5.	3	1	I	0		13	9
0	10	0	5	10	1.	3	4	15	4	2
-	· 111	0.	6	5	1	5.	8		14	. 7
· , ī	0	0	7	ó	ı	5	0	18	5	0.
2	0	0	14	0	2	16	0	36 1	Ó	0
	0	i	1	· o '	4	4	0		15	•
3 :	Ö	i	8	0	5	12	0	73	ó	0
		-					-			
٤	0	ľ	15	0	7	8	0	91	5	٥
	.0	2	2	. 0	8		0	4	10	0
7	. 0	2	9	Q.	9	16	0	127 1	15	0
.8	0	2	16	0	11	4	0	146	0	0
9	0	3	3	0	12	12	-′0	164	5	٥
10,	0	3	.10	٥	14	0	10	182 1	0	٥
11	0	3.	17	0	15	8	0	200 1	5	١٥
12	. 0	4	. 4	0	ιć	16	0	219.	ó	0
13	0	4	II.	0	18	4	0	237	5	0
	0	4	18	0	19	12	0		ó	0
14				<u>,</u>					_	0
15	. 0	5	5	0	21	8	0		0	٥
	0	5.	12	0	22	16	0	292		0
1.7	0	5	19	Ó	23		0	310	5	•
18	0		6	0	25	. 4	٥	, ,		
19	. 6	6	13	0	26	12	0	346 1	5	- 1
20	-Øi	7	0	0	28	0	0	365	0	U
_										

L' Penny a Day but a small Summ appears, Yet much the same doth make in Twenty Years: A Groat a Day seems but a Small Expence, Yet makes ith Year Six Pounds, and Twenty Pence.

A TABLE to Cast up Expences.

By the Year.	By the Month.	By the Week.	By the Day.					
1.	l. s. d J.	1. s. d.f.	1. s. df					
1	0 1 6 2	0 42	0 0 0 3					
2	0 3 03	0 0 9 1	0 0 1 1					
′.3	0 4 7 1	0 1 13	0 0 2 0					
4	0613	0 1 6 2	0 0 2 3					
	0.780	0 1 11 0'	0 0 3 1					
, 6,	0 9 2 2	0 2 3 2	0 0 40					
7 8.	0 10 9 0	0 2 8 1	0 0 4 2					
	0 12 3 1	0 3 0 3	0 0 5 1					
9.	0 13 9 3	0 3 5 2	0 0 6 0					
10	0 15 4 0	0 3 10 0	0 0 6 2					
11	0 16 10 2	0 4 2 3	0 0 7 I.					
12	0 18 5 0	0 4 7 1	0 0 8 0					
13	0.19 11 1	0 4 11 3	0 0 8 0					
14	1 1 5 3	0 5 4 2	0:0:91					
15	1 3 0 1	0 5 9 0	0.0.93					
16	1 4 6 2	0 6 13	0 0 10 2					
.17	1 6 10	0 6 6 1	0.011.1					
18	1 7 7 2	0 6 10 3	0 0 11 3					
19	1 9 13	0 7 3 2	0 1 0 2					
20	1 10 8 1	0780	0 1 11					
30		0,11 6.0	0 1 7 3					
40	3 1 4 2	0 15 40	0 2 2 1					
50	3 16 8 2	0 19 2 1	0 2 9 0					
. 60	4 12 03	1 3 0 1	0 3 3 2					
70 80	5 7 4 3 6 2 9 0	1 6 10 1	0 3 10 0					
90	6 2 9 0	1 14 6 1	0 4 4 2					
100 200	7 13 5 Q	1 18 4 1	0 5 5 3					
300		1 -	0 10 11 2					
400	23 O 3 I 30 13 8 2	5 15 0 3						
500	38 7 1 2	7 13 5 0	7. 7.					
1000	76 14 3 0	9 11 9 1	1 7 4 3					
l		!	<u> </u>					
* In these Two Tables, the Month is only 28 Days.								

In these Two Tables, the Month is only 28 Days.

A CALCULATION OF PORTUGAL COIN.

	<u>;~.</u>							
Or`	ì	8 s.	11/	-7 s	1/.	165.	3 £.	12
No I	. 0	18 0	1	7 0	11 1	16 0	3	T2 3
2	1	16 a	2	14 0	3	12 0	7	
3 3	2	14 0	4	10	5	8 0	10	.16 G
, 4	3	12 0		8. a	7	4.0	14	8 c
.	4	10 0	۶ ا	15 0	9	0 0	18	10.0
6	5	80	8	2 0	10	16 Q	21	12 0
	1.6	60	9	90	12	12 0	1 -25	A 0
- 7	7	4 0	Tó		- 14	80	28	16 0
9	1 8	20	12	. 3.0	16	4 0	32	·8 e
10	9	00	13	10 0	18.	0 40		C C
- 11	9	18 0	14	17 0	19	16 o		12 0
12	10	16 0	16	4 0	21	12 0	43	4 :
13	11	14 0		TÍ O	23	-80	46	16 o
14	12	12 0		16 0	25	4 0	50	8 c
15	13	10 0	20	50	27	00	54	00
16	14	8 Q	21	12 0	28	16 o	57	12-0
	17	60		10 0	30	12.0	57	4 3
17	16		-24	60	32	8.0	64	16
19	17	20	25	13 0		4 0	- 68	8
20	18	0.0	27	0 9	₩36	0,0,	72	.o.
30	27	0 0	- 40	10 0	54	10	108	0 3
40	36	00	54	00	72	00	144	်ဝေး
- 50	45	0.0	67	10 0	90	0,0	180	0 0
60	54	0.0	-81	0 0	108	0.0	216	0.0
. 70	63	00	94	10 0	126	0.0	252	0.0
80	72	00	108	00	144	00	288	0.0
90	8 1	0 0		10 0	162	0 0	324	0 0
100	go	00	135	0 0	180	0.0	360	C, C
200	180	0.0	270	0,0	35 6	0.0	720	€ 0
300	270	00	405	. 0, 0	540	0 0	1080	0.7
400	360	00	540		720	0.0	1440	, o 🦠
500	450	00	675	C O.	/ 900	00	1800	0.0
600	540	00	810	0 0	1080	3.0	2160	0.0
700	630	0.0	45	00	1260	0 0	2520	. o o
800	720	00	1080	0 0	1440	00	2880	0 0
900	810		1215	OQ	1020	00	3240	, o c
1000	GOD -		1350	00	1800	00	3600	(C)
2000		0 0	2700	0.0	3600	OΩ	7200	C O
3000		0.0	4050	d o	5400	0.0	10000	/o o
4000		0.0	5400	0 0	7200	00	14400	C O
5000	4500	90	6750	0 0	3000	00	10000	0,0

PRESERVATION SERVICE

SHELFMARK 10920 9.25

THIS BOOK HAS BEEN
MICROFILMED (199 6)

RPI
MICROFILM NO SEE ESTC



