

Holograph memorandum on packing coins for distribution.

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That the half pence & farthings be made of pure malleable copper (without any mixture of Brass or Tin) by the Master of the Mint according to such contract as shall be made between her Majesty & the said Master

That an Agent or Importer be appointed to pay all charges of copper & coynage & salaries & incidents & to receive the copper money

That the bargains for copper be made by the Officers of the Mint & the copper be paid for by the said Agent according to such bargains signified to him under the hands of the said Officers & not other-wise.

That when the copper is coyned the Master deliver the new copper moneys by weight to two Tellers or Clerks One for her Majesty & one for the Agent, to tell the same & examin the tale by weight & put up the moneys in papers 5 or 10^s in a paper & tye up every one two or four papers in a parcel with packthred & set a known seale upon the knot in order to delivery & certify the tale to the Master. The seale to be kept by the Queens Teller in a box under the keys of both the Tellers. And the Master upon delivery to be paid for hte coynage. And that the Master keep a book of the weight & the Tellers each of them a book of the weight & tale.

That the Agent take the Masters receipts of the Copper & the Copperman's receipts of the Price, & that the Master be discharged by taking up his receipts for so much copper as he delivers to the Tellers, & in his receipts of money for coynage insert the weight & tale of hte copper moneys

That the Agent in his Accounts stand charged with the receipt of copper money & discharge himself by the Receipts of the Copper-man & of the Master & Worker & by certificates of the Master & two Teller of the whole coynage in weight & tale.
