

Holograph memoranda on accounting, checking and packing.

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Artic. 1 That and Agent or Importer appointed to pay all charges of copper & coynage & salaries & incidents, & to receive the copper money & account for the whole.

3 That the bargains be made for copper by the Officers of the Mont & the copper be paid for by the said Agent according to such bargains signified to him under the hands of the said Officers & not otherwise.

2 That the half pence & farthings be made of pure malleable copper without any mixture of Brass or Tin, by the master of the Mint accord to such a contract as shall be made between her Majesty & the said Master

4 That When the copper is coyned the Master deliver the new copper moneys by weight to two Tellers one for the Queen & one for the Agent to tell the same & examin the tale by weight & put up the money in paper 5^s or 10^s in a paper & tye up every one two or four papers in a parcell with packthred & set a known scale upon the knot in order to delivery, & deliver the same to the Agent, or his Order to be dispersed & certify the Tale to the Master. The seale to be kept by the Queens teller or in a box under both their keys.

5 That the Agent take the Masters Receipts of the Copper & the Copper-mans receipt of the Price & that the Master be discharged by taking up his receipts for so much copper as he delivers to the Tellers.

That upon delivery of copper money to the tellers the Master be paid by the Agent for coynage & give the Agent receipts expressing the weight & tale of the copper.

7 That the Tellers enter in a book the weight & take of all the copper money received by them & that the Master enter in a book the weight of all the copper received & delivered by him. And that the Agent upon making up his accounts produce certificates signed by the Master & Tellers of all the copper coyned with the time of the Account

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That the Master receive the copper by weight upon his Notes the same being first assayed & be discharged by delivering back the same weight of money & takingg back his Notes as in the coynage of gold & silver.

That the Master be allowed a Clerk to attend the deliveries & Meltings & enter all receiprs & deliveries between himself the Merchant the Melter the Moneyer the Graver &c.

THat assay the blanks & moneys in weight (& also in goodness if it be thought necessary) before all persons concerned.

That the Master be allowed for coynage per lw^t if the blanks be cast & not assayed in fineness, or $\frac{1}{4}$ ^d
more for hazzards if cast & assayed, or if they be cut out of milled barrs & not assayed in fineness or $\frac{1}{2}$ ^d
more for hazzards if assayed.

That where payments are made in copper money there be an allowance of p^r cent. Or an Exchanger be
appointed with an allowance of p^r cent for changing the copper money into silver.

THat a pound weight be cut into so much money as will pay for the copper at the market price & make a
seigniorage for defraying all other charges. And if at any time the money prove a little too light or too heavy
the Master be allowed the next time to coyn it a little to heavy or too light (within the remedy of $\frac{1}{2}$ ^d p^r lw^t)
for keeping the recconing eaven.

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The Master receives money out of the Treasury for paying for copper coynage & incident charges, for which
he is charged by his receipt.

The master receives blanks by Tunns & pays for the same according to contracts made between the Officers
of the Mint & the blank-maker & is dischargd of so much money & charged with so many Tunns of blanks
by the blank-makers receipts.

The Master delivers so many Tunns of Copper to the Queens order for ready money & is discharged thereof
by the receipts of that Order. And the farthings are told & put into baggs by tale & the tale mentioned in the
receipts. And the Master pays the money into the Treasury & takes receipts or Tallys for it.

The Master makes up all this account of moneys & Tuns of Tin by those receipts & is allowed in the account
for coynage & for trouble & hazzards in charges discharges & making up the account, & incident charges.

NB That the baggs or some of them may be weighed after telling to see how the weight & tale agree, & how
exact the clerks are in telling, & where any suspicion of error occurs the bagg may be told over again

NB That the Assaymaster may be appointed to view the farthings when coyned & brought up to be weighed
& delivered & to examin such as he most suspects to be bad metal.

NB that the Master coyn only so many Tunns as shall from time to time be bespoke by people who will
receive them & pay ready money for them so soon as they are coyned.
