

Instructions for William Stewart, to be observed by him in the Duke of Queensberry's Family during his Grace's absence in England.*

1. I HAVE now delivered you a sign'd list of the wholle servants to be intertain'd in my family during my absence, and you are discharged to allow any others to be therein, or get meat, drink, or any thing else, without having my wife's positive orders to the contrair.

2. You are to advert, that no idle or useles people haunt about the hous, under pretence of visiting any of the inferior servants, as their frinds and acquaintances, so as that there may be as little opportunities as possible for extravagantly spending of provisions, such as bread, drink, &c.; and this ye are strickly to advert to, as ye will be answerable.

3. You are to employ any brewers you think proper to provide the family in good ale, and take from them ffour nyne gallⁿ. barrels of two shillings ale weekly, and one six of small ale, which I consider a sufficient allowance to serve ye whole familie; and you are not to allow the butler to exceed the sd. quantitie weekly, otherwise to assure him he shall pay for it himself; and this you are to observe strickly, unless you receive my wife's orders to ye contrair.

4. You are to employ any baxter you think fitt to furnish my sd familie in good bread, cheapest and best, and take from him every morning ten dozens of new bak'd rolls, to serve the familie every day; and you are not to allow the butler to receive any mor in,
except

* From the original in the Antiquarian Musaeum.

except you get my wife's orders to ye contrair; and what loaf bread is necessair for the kitchen is to be got from the said baxter, and placed in the house-book accordingly.

5. You are to give daily to the butler ready money for all kinds of provisions my wife shall order him to buy in the market for her own table, likewise for what is necessair to be bought for the whole servants, the exact prices whereof is to be every day placed in the house-book, which you are to peruse each night; and my wife will call for it once a week, or oftner, and put her *mark* to it, which is to be your warrand for the money you give the said butler weeklie: And, to make the said book the more exact, you are to mark on the margin thereof the total of the expence each day for provisions to the 1st, 2^d, and 3^d tables, distinguishing what's extraordinair therein; so that, at my return, I may know if the familie has been frugally and discreetly managed by you in my absence.

6. You are to cause the butler give the whole servants their dyets according to custom, giving to all such their allowance frugally, and without just cause of complaint; and you are to allow for the under servants two fish days in the week, three of salt beef, and two of fresh meats, to be bought in the mercat; and, for the best servants, they are to have what meat comes off my wife's table at dinner and supper; and, if that be not sufficient to serve, they are to have more meat made redly for them, the quantitie whereof is left to your and the butler's discretion and management.

7. The best servants are to dine and sup in some convenient rouse be themselves, and the undermost be themselves, except the washerwomen and housemaids, whose business cannot allow them.

8. You or the butler are every day to make a bill of what my wife shall order, either of you, for her table at dinner and supper
which

which bill she will keep to compare with the house-book; and the butler is likewise to give you another bill of what is to be made ready for servants each day, so as that you may both examine if the said meat be frugally and discreetly divided amongst them, and if they have truly got the exact quantities insert in the book, that all possible caution may be taken to prevent the provision allowed on the servants being put to a wrong use.

9. You are to take all wayse to prevent spending of coals extravagantly, and that there be no more fires kept in rooms but where they ought, and cause fill up the ends of the grate in the chimney of the kitchen, so that the range may not be too long, as it now is, to spend coals unnecessary in my absence; and, to the effect you may discover what number of coals is weekly spent therein, cause measure such a number of deals* of coals as you judge sufficient, and cause deliver to the cook for the use of the kitchen; likewise take the same method as to the laundrie-fire, and coals for the washing-house; so that it may be known if in the foresaid places the coals are spent extravagantly, as is informed.

10. You are to advert to keep an exact nickstuck betwixt you and the coalzier, of the number of deals of coals received in, and pay him for every half score of deals come in, or when fewer, as he desires it, so that there may be no confusion of long accompts betwixt you; and if, after inquiry, you find he does not serve the family so cheap as others will, you are ordered to change him.

11. You are to advert, as much as you can, that the candle be not extravagantly spent, and cause ye housekeeper receive them from the candlemaker; and keep an exact nickstuck betwixt him and you of what comes in, and accordingly pay him for them weekly or monthly, as you judge fit.

* A deal of coals is 23 hundred lib. weight.

12. You are to order the butler to take exact care of the bottles as they are emptied, and suffer none of them to be carried to servants rooms, except 2 or 3 at most to each of the best servants, which are to be marked, so as to be known, and they to make use of them, and no other, upon all occasions; and all ye rest of the servants are to have stone-bottles or pewter stoups bought for their use; and you are to discharge the butler to allow them glass bottles upon any pretence, otherwise to assure him he shall pay for all the bottles lost or broken by contravening thir orders, without my wife's positive orders to ye contrair.

13. You are to pay money to nobody except for the daily expence of the house-book, coal and candle, and for provisions of corn and hay to the stables, without first acquainting my wife, and showing her the accompt, if any be, and getting her orders in writing for payment thereof, otherwise you are not to expect it to be allowed to you, if the sum exceeds 10s. Sterling; and what merchant goods or other things are bought, are still to be positively bargained for by my wife's orders, and ready money paid, so that as little as possible may be taken on upon trust, that I be not troubled with long and confused accompts. You are to cause the butler keep an exact accompt in writing of all kind of wines spent at my wife's table at dinner and supper, or at any other time by her; and you are still to deliver to the said butler such a number of bottles of each sort of wines as are necessary upon the foresaid occasions; and you are to take account of him each night how the same are spent; likewise you are allowed to give upon extraordinary occasions, when the credit of my family requires it, such wines to strangers and to the best servants as you judge absolutely necessary; and, since you are to keep no account thereof in writing, I certainly expect you will not abuse this trust I give you; nor are you to rely on the butler's management in giving the said wines, but still, when there's need

need of giving any, to do the same yourself, you being to be judge of the necessity, so that every thing in this matter may be as discreetly and frugally managed as possible; and, from time to time, give my wife account before any of the several kinds of wines in the cellar be near ended, that she may give timeous orders for providing more, to be fit for drinking before the other be done.

15. You are to advert the silver plate be as little bruised or spoiled as possible, and make an exact inventory of what is necessary to be in the trust of the butler, cook, and porter, which they are to sign and be answerable for; and what's not is to be put in the plate-room, whereof you are to keep the key, and make an inventory of the whole plate now at Edinburgh, and likewise of that at Drumlanrig.

16. You are to order and act in every thing, though not here mentioned, relating to the frugal and prudent management of my family in my absence, in subordination to my wife's command only, as you are convinced tends most for my honour and interest, without regard to the satisfaction of any body else, and advert the whole men servants live discreetly and regularlie in the familie, and attend the business of their several stations, and obey what's commanded them; and, if the inferior women servants do not live regularlie and discreetly, you are to acquaint Catharine Gauntlett therewith, in so far as they discover the same; and you are ordered to obey entirely in all things what orders you shall receive from my wife from time to time.

17. You are to intimate to the several tradesmen in use to be employed about my familie, as also to my servants, that I will allow of no kind of work to be done about my house except they give you account of what's to be done, and have you to see the same before doing,

doing, so that you can positively attest the particular work and necessity of doing thereof, and the reasonableness of the prices charged; and unless this be done in the way foresaid, I discharge you in the future to present to me any of their accounts, being resolved to pay none of them upon any pretence.

18. You are, when money comes from the country, to pay, in the first place, all accounts owing for my father's funeralls, for which I drew precept upon Dornock; and take the receipts of what you pay in your own name; and next, you are to pay the accounts for which I have now drawn precepts on you, and you are to mind to rebate both from the funerall, and their present accompts, what's extravagantly charged, conform to the two papers apart, relative to the said accompts; for doing of all which, this shall be your sufficient warrant, and in witness of the premises, I have signed these instructions, to be observed by you, consisting of eighteen articles in one sheet; and this, at Edinburgh, this twentieth day of December 1695 years.

(Signed) QUEENSBERRIE.