

*For Free
Distribution*

Postal Information

Tenth Edition

July, 1922



HUBERT WORK

Postmaster General



WASHINGTON
Government Printing Office

1922

Contributed By Mike Ludeman
Downloaded from StampSmarter.com

Notice to the Public—

Letters without street address or box number are subject to delay.

Firms' letter heads should bear their street address, as well as post office and State.

Return address on all mail facilitates its return if undeliverable.

Use typewriter or ink, never pencil, in addressing envelopes.

See "ADDRESSING MAIL,"
page 15.

Model Forms of Address—

AFTER 5 DAYS RETURN TO
JOHN C. SMITH,
145 STATE ST.,
WILKESVILLE, N. Y.

STAMP

MR. FRANK B. JONES,

RURAL ROUTE No. 3, Box 45,

OSWEGO,
OHIO.

AFTER 5 DAYS RETURN TO
JOHN C. SMITH,
RURAL ROUTE No. 1, Box 74
WILKESVILLE, N. Y.

STAMP

SMITH, DOE, JONES & Co.,

24789 ALASKA AVE.,

CHICAGO,
ILLINOIS.

DOMESTIC MAIL MATTER.

CLASSIFICATION AND RATES OF POSTAGE.

DOMESTIC MAIL MATTER includes mail addressed for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States, and to that for transmission to or from the United States or its possessions and officers or members of crews of United States naval vessels, to or from the United States postal agency at Shanghai, China, and other places where the United States mail service is in operation, and to officers and men of the United States Navy in the United States Naval Hospital at Yokohama, Japan, and is divided into four classes: **First, Second, Third, Fourth (Parcel Post).**

Domestic rates and conditions, with certain exceptions, apply to mail addressed to Canada, Cuba, Mexico, the Republic of Panama, and certain other countries of Central and South America. (See p. 25.) The domestic rates apply also to letters, but not to other articles, addressed to certain foreign countries, named on page 25.

PREPAYMENT OF POSTAGE on domestic matter at time of mailing, by stamps affixed, is required. By special permission, however, postage may be paid in money on first-class matter and on identical pieces of matter of the second, third, and fourth classes mailed in not less than the minimum quantities prescribed.

When stamps are so affixed to mail that one overlaps another, concealing part of its surface, the stamp thus covered is not taken into account in prepayment.

Postmasters are not required to affix stamps to mail.

COLLECTION OF POSTAGE DUE AT OFFICE OF ADDRESS.—When a piece of mail reaches the office of address without postage having been fully prepaid, the required amount of postage due will be collected of the addressee on delivery.

Postmasters can not lawfully accept postage stamps in payment of postage remaining due on mail matter. The amount due must be paid in cash.

TWO CLASSES OF MATTER IN ONE PARCEL.—Matter of a higher class inclosed with matter of a lower class subjects the whole to the higher rate. Persons knowingly concealing or inclosing matter of a higher class in that of a lower class, for the purpose of evading payment of the proper postage, are liable to a fine of not more than \$100.

LETTERS ACCOMPANYING PARCELS.—Communications in properly addressed envelopes prepaid at the letter rate may be attached to the outside of and mailed with parcels of third or fourth class matter prepaid at the rate for such matter or that of the second class, prepaid at the rate of 1 cent for each 4 ounces. Combination envelopes or containers having separate portions for a letter and matter of a lower class may be used for mailing together two classes of matter. Packages or parcels with which communications are mailed in this manner are treated as second, third, or fourth class matter, as the case may be, and only one special-delivery fee is required thereon.

ADDITIONS TO SECOND-CLASS MATTER.—On the wrapper, or the matter itself there may be written or printed (1) the name and address of the sender, preceded by the word "from"; (2) the name and address of the person to whom sent; (3) the words "sample copy," or "marked copy," or both, as the case may be.

On the matter itself the sender may place all that is permitted on the wrapper; correct typographical errors in the text; designate by marks, not by words, a word or passage in the text to which it is desired to call attention.

Other writing will subject the package to the first-class rate.

Communications may be attached to second-class matter under the conditions set forth on page 1.

PERIODICAL PUBLICATIONS NOT DESIRED may be refused and not removed from the post office, or they may be returned to the postmaster indorsed "Refused." The Post Office Department does not determine questions regarding the liability of a subscriber for the subscription price of a publication.

A subscriber to a publication should promptly notify the publisher of any change in his address.

THIRD-CLASS MATTER

embraces circulars, newspapers, and periodicals not admitted to the second class, nor embraced in the term "book," miscellaneous printed matter on paper not having the nature of an actual personal correspondence, proof sheets, corrected proof sheets, and manuscript copy accompanying the same, and matter in point print or raised characters used by the blind. Books are included in fourth-class mail, as are also parcels of miscellaneous printed matter weighing more than 4 pounds.

Matter produced by the photographic process (including blue prints) is printed matter. Matter printed on material other than paper is fourth class.

CIRCULARS.—A circular is a printed letter sent in identical terms to several persons. It may bear a written, typewritten, or hand-stamped date, name, and address of person addressed and of the sender, and corrections of mere typographical errors. When a name (except that of the addressee or sender), date (other than that of the circular), or anything else is handwritten or typewritten in the body of a circular for any other reason than to correct a genuine typographical error, the circular is subject to the first-class (letter) rate whether sealed or unsealed.

Reproductions or imitations of handwriting and typewriting obtained by means of the printing press, mimeograph, multigraph, or similar mechanical process, will be treated as third-class matter, provided they are mailed at the post office or other depository designated by the postmaster in a minimum number of 20 identical unsealed copies. If mailed elsewhere or in less quantity they will be subject to the first-class rate.

MATTER FOR THE BLIND.—Letters and reading matter for the blind are transmissible in the mails under certain conditions at special rates, which may be ascertained from the postmaster.

THE RATE OF POSTAGE on unsealed third-class matter is 1 cent for each 2 ounces or fraction thereof on each individually addressed piece or package.

THE LIMIT OF WEIGHT of third-class matter is 4 pounds. Parcels of printed matter weighing more than 4 pounds which do not exceed the limit of weight and size for fourth-class matter come within that class and are mailable at the parcel-post rates.

ADDITIONS TO THIRD-CLASS MATTER.—On the wrapper, envelope, or the tag or label attached thereto, or upon the matter itself, in addition to the name and address of the addressee, there may be written or printed the name, occupation, and residence, or business address, of the sender, preceded by the word "from." There may also be placed on the wrapper, envelope, tag, or label, either written or otherwise, the inscription "Do not open until Christmas," or words to that effect, and any printed matter mailable as third class, but there must be left on the address side space (not less than $3\frac{1}{2}$ inches) for a legible address and for all directions permissible thereon, for postage stamps, postmarking, rating, and any words necessary for forwarding or return.

The words "Please send out," or "Post up," or other similar directions or requests, not a part of the address, nor necessary to effect delivery, may not be placed upon the wrapper of third-class matter or upon the matter itself without subjecting it to postage at the letter rate.

On the matter itself the sender may place all that is permitted on the wrapper and may make marks other than by written or printed words to call attention to any word or passage in the text, and may correct any typographical errors. There may also be written or printed upon any photograph, or other matter of the third class, a simple manuscript dedication or inscription not in the nature of personal correspondence. Such words as "Dear Sir," "My dear friend," "Yours truly," "Sincerely yours," "Merry Christmas," "Happy New Year," and "With best wishes," written upon third-class matter, are permissible inscriptions. A serial number written or impressed upon third-class matter does not affect its classification.

Written designation of contents, such as "printed matter," "photo," is permissible upon the wrapper of third-class matter.

Inclosures.—A single card bearing the written name and address of the sender, or an envelope bearing the written or printed name and address of the sender, may be inclosed with a circular or other third-class matter without affecting its classification. (See page 1 relative to two classes of matter in one parcel.)

Hand-stamped imprints on third-class matter will not affect its classification except when the added matter is in itself personal or converts the original matter into a personal communication; in the latter case, however, the mailing at one time at the post-office window or other depository designated by the postmaster of not less than 20 identical unsealed copies will be sufficient evidence of impersonal character to entitle such matter to the third-class rate.

Communications may be attached to third-class matter under the conditions set forth on page 1.

For permissible correction in proof sheets mailed at third-class rate, see Postal Guide at any post office.

FOURTH-CLASS MATTER (DOMESTIC PARCEL POST)

embraces that known as domestic parcel-post mail and includes merchandise, farm and factory products, seeds, cuttings, bulbs, roots, scions, and plants, books (including catalogues), miscellaneous printed matter weighing more than 4 pounds, and all other mailable matter not embraced in the first, second, and third classes.

RATES OF POSTAGE—TO BE FULLY PREPAID—UNSEALED—are as follows:

(a) Parcels weighing 4 ounces or less, except books, seeds, plants, etc., 1 cent for each ounce or fraction thereof, any distance.

(b) Parcels weighing 8 ounces or less containing books, seeds, cuttings, bulbs, roots, scions, and plants, 1 cent for each 2 ounces or fraction thereof, regardless of distance.

(c) Parcels weighing more than 8 ounces containing books, seeds, plants, etc., parcels of miscellaneous printed matter weighing more than 4 pounds, and all other parcels of fourth-class matter weighing more than 4 ounces are chargeable, according to distance or zone, at the pound rates shown in the following table (except as provided in paragraph (d)), a fraction of a pound being computed as a full pound:

Fourth-class (domestic parcel post) zone rates.

Weight in pounds.	Lo- cal.	Zones.							
		1st, up to 50 miles.	2d, 50 to 150 miles.	3d, 150 to 300 miles.	4th, 300 to 600 miles.	5th, 600 to 1,000 miles.	6th, 1,000 to 1,400 miles.	7th, 1,400 to 1,800 miles.	8th, over 1,800 miles.
1	\$0.05	\$0.05	\$0.05	\$0.06	\$0.07	\$0.08	\$0.09	\$0.11	\$0.12
2	.06	.06	.06	.08	.11	.14	.17	.21	.24
3	.06	.07	.07	.10	.15	.20	.25	.31	.36
4	.07	.08	.08	.12	.19	.26	.33	.41	.48
5	.07	.09	.09	.14	.23	.32	.41	.51	.60
6	.08	.10	.10	.16	.27	.38	.49	.61	.72
7	.08	.11	.11	.18	.31	.44	.57	.71	.84
8	.09	.12	.12	.20	.35	.50	.65	.81	.96
9	.09	.13	.13	.22	.39	.56	.73	.91	1.08
10	.10	.14	.14	.24	.43	.62	.81	1.01	1.20
11	.10	.15	.15	.26	.47	.68	.89	1.11	1.32
12	.11	.16	.16	.28	.51	.74	.97	1.21	1.44
13	.11	.17	.17	.30	.55	.80	1.05	1.31	1.56
14	.12	.18	.18	.32	.59	.86	1.13	1.41	1.68
15	.12	.19	.19	.34	.63	.92	1.21	1.51	1.80
16	.13	.20	.20	.36	.67	.98	1.29	1.61	1.92
17	.13	.21	.21	.38	.71	1.04	1.37	1.71	2.04
18	.14	.22	.22	.40	.75	1.10	1.45	1.81	2.16
19	.14	.23	.23	.42	.79	1.16	1.53	1.91	2.28
20	.15	.24	.24	.44	.83	1.22	1.61	2.01	2.40
21	.15	.25	.25	.46	.87	1.28	1.69	2.11	2.52
22	.16	.26	.26	.48	.91	1.34	1.77	2.21	2.64
23	.16	.27	.27	.50	.95	1.40	1.85	2.31	2.76
24	.17	.28	.28	.52	.99	1.46	1.93	2.41	2.88
25	.17	.29	.29	.54	1.03	1.52	2.01	2.51	3.00
26	.18	.30	.30	.56	1.07	1.58	2.09	2.61	3.12
27	.18	.31	.31	.58	1.11	1.64	2.17	2.71	3.24
28	.19	.32	.32	.60	1.15	1.70	2.25	2.81	3.36
29	.19	.33	.33	.62	1.19	1.76	2.33	2.91	3.48
30	.20	.34	.34	.64	1.23	1.82	2.41	3.01	3.60
31	.20	.35	.35	.66	1.27	1.88	2.49	3.11	3.72
32	.21	.36	.36	.68	1.31	1.94	2.57	3.21	3.84
33	.21	.37	.37	.70	1.35	2.00	2.65	3.31	3.96
34	.22	.38	.38	.72	1.39	2.06	2.73	3.41	4.08

Fourth-class (domestic parcel post) zone rates—Continued.

Weight in pounds.	Lo- cal.	Zones.							
		1st, up to 50 miles.	2d, 50 to 150 miles.	3d, 150 to 300 miles.	4th, 300 to 600 miles.	5th, 600 to 1,000 miles.	6th, 1,000 to 1,400 miles.	7th, 1,400 to 1,800 miles.	8th, over 1,800 miles.
35	\$0.22	\$0.39	\$0.39	\$0.74	\$1.43	\$2.12	\$2.81	\$3.51	\$4.20
36	.23	.40	.40	.76	1.47	2.18	2.89	3.61	4.32
37	.23	.41	.41	.78	1.51	2.24	2.97	3.71	4.44
38	.24	.42	.42	.80	1.55	2.30	3.05	3.81	4.56
39	.24	.43	.43	.82	1.59	2.36	3.13	3.91	4.68
40	.25	.44	.44	.84	1.63	2.42	3.21	4.01	4.80
41	.25	.45	.45	.86	1.67	2.48	3.29	4.11	4.92
42	.26	.46	.46	.88	1.71	2.54	3.37	4.21	5.04
43	.26	.47	.47	.90	1.75	2.60	3.45	4.31	5.16
44	.27	.48	.48	.92	1.79	2.66	3.53	4.41	5.28
45	.27	.49	.49	.94	1.83	2.72	3.61	4.51	5.40
46	.28	.50	.50	.96	1.87	2.78	3.69	4.61	5.52
47	.28	.51	.51	.98	1.91	2.84	3.77	4.71	5.64
48	.29	.52	.52	1.00	1.95	2.90	3.85	4.81	5.76
49	.29	.53	.53	1.02	1.99	2.96	3.93	4.91	5.88
50	.30	.54	.54	1.04	2.03	3.02	4.01	5.01	6.00
51	.30	.55	.55	1.06
52	.31	.56	.56	1.08
53	.31	.57	.57	1.10
54	.32	.58	.58	1.12
55	.32	.59	.59	1.14
56	.33	.60	.60	1.16
57	.33	.61	.61	1.18
58	.34	.62	.62	1.20
59	.34	.63	.63	1.22
60	.35	.64	.64	1.24
61	.35	.65	.65	1.26
62	.36	.66	.66	1.28
63	.36	.67	.67	1.30
64	.37	.68	.68	1.32
65	.37	.69	.69	1.34
66	.38	.70	.70	1.36
67	.38	.71	.71	1.38
68	.39	.72	.72	1.40
69	.39	.73	.73	1.42
70	.40	.74	.74	1.44

(d) Parcels subject to the pound rates, mailed for delivery within first or second zone, are, when the distance by the shortest regular mail route from the office of origin to the office of delivery is 300 miles or more, chargeable with postage at the rate of 6 cents for the first pound and 2 cents for each additional pound, a fraction of a pound being computed as a full pound.

The local rate applies to parcels mailed under the following conditions:

- (1) At any post office for local delivery at such office;
- (2) At any city letter carrier office, or at any point within its delivery limits, for delivery by carriers from that office;
- (3) At any postoffice from which a rural route starts, for delivery on such route, or when mailed at any point on a rural route for delivery at any other point thereon, or at the office from which the route starts, or for delivery on any other rural route starting from the same office.

ZONES—POSTAL GUIDE AND KEYS.—For parcel post purposes the United States is divided into units of area 30 minutes square, which form the basis of eight postal zones. To ascertain in which zone a post office is located from the office of mailing it is first necessary to find the unit number of the office of address and then refer to the zone key for the mailing office. The unit numbers are shown in the State list of post offices in the Official Postal Guide. The guide is applicable to all offices but a separate zone key is required for each unit. For information relative to obtaining guides and keys, see page 24.

ALASKA, HAWAIIAN AND PHILIPPINE ISLANDS, ETC.—The eighth zone rate of 12 cents for each pound or fraction thereof on all parcels weighing more than 4 ounces (except books, seeds, cuttings, bulbs, roots, scions, and plants weighing 8 ounces or less), applies (1) between the United States and the Hawaiian Islands; (2) between the United States and its postal agency at Shanghai, China; (3) between any two points in Alaska and between any point in Alaska and any other point in the United States; (4) between the United States and the Canal Zone; (5) between the United States and the Philippine Islands; (6) to, from, or between Guam, Tutuila and Manua and other islands of the Samoan group east of longitude 171° west of Greenwich, and the United States and its other possessions; (7) between the United States and its naval vessels stationed in foreign waters; and other places where the United States mail service is in operation.

The rate of postage on gold coin, gold bullion, and gold dust offered for mailing between any two points in Alaska, or between any point in Alaska and any point in the United States or its possessions, is 2 cents an ounce or fraction thereof, regardless of distance. Such gold coin, gold bullion, or gold dust must be inclosed in sealed packages not exceeding 11 pounds in weight and sent by registered mail.

CANADA, CUBA, MEXICO, AND REPUBLIC OF PANAMA.—The rate of 12 cents for each pound or fraction thereof also applies to fourth-class matter, including seeds, cuttings, bulbs, roots, scions, and plants (but excepting books and other printed matter, on which the rate is 1 cent for each 2 ounces or fraction thereof in all cases), weighing more than 4 ounces and not exceeding 4 pounds 6 ounces when mailed to Canada, Cuba, Mexico and the Republic of Panama. (Parcels for Mexico weighing up to 20 pounds and for the Republic of Panama up to 50 pounds may be sent as foreign parcel post mail under the parcel post conventions with those countries.)

THE LIMIT OF WEIGHT of fourth-class matter is 70 pounds for parcels mailed for delivery within the first, second, and third zones, and 50 pounds for all other zones, including Manila, P. I., but parcels for other places in those Islands (except Iloilo, Cebu, and Zamboanga, for which the limit is 44 pounds) may not exceed 20 pounds. Shipments by one sender to one addressee on the same day, where a star-route haul is involved, are limited to 200 pounds, but this does not apply to perishable matter.

LIMIT OF SIZE.—Parcels may not exceed 84 inches in length and girth combined. In measuring a parcel the greatest distance in a straight

line between the ends (but not around the parcel) is taken as its length, while the distance around the parcel at its thickest part is taken as its girth. For example, a parcel 35 inches long, 10 inches wide, and 5 inches high measures 65 inches in length and girth combined.

NAME AND ADDRESS OF SENDER.—A parcel of fourth-class matter may not be accepted for mailing unless it bears the name and address of the sender, which should be preceded by the word "from."

ADDITIONS TO FOURTH-CLASS MAIL.—Any marks, numbers, names, or letters for purpose of description may be placed on fourth-class matter or on the wrapper or cover, tag or label.

There may be written on the blank leaves or cover of any book a simple manuscript dedication or inscription not in the nature of personal correspondence. Space sufficient for a legible address, postmark, and the necessary postage stamps must be left on the address side of parcels.

Inscriptions such as "Merry Christmas," "With best wishes," "Do not open until Christmas," or words to that effect may be written on fourth-class mail, or on a card inclosed therewith.

INCLOSURES.—There may be inclosed with fourth-class matter a written or printed invoice showing the name and address of the sender and of the addressee; the names and quantities of articles inclosed, together with inscriptions indicating "for purpose of description," the price, style, stock number, size, and quality of the articles; the order or file number, date of order, and date and manner of shipment; and the initials or name of the salesman, or of the person by whom the articles were packed or checked. (See p. 1 relative to two classes of matter in one parcel.)

PUBLIC LIBRARY BOOKS, otherwise mailable as parcel-post matter, may bear any printed or written mark constituting a necessary inscription for the purpose of a permanent library record.

COMMUNICATIONS MAY BE ATTACHED TO PARCELS under the conditions set forth on page 1.

SEALED PARCELS OF MERCHANDISE or other fourth-class matter may be mailed at the fourth-class rates of postage provided the parcels are labeled in printing to show the nature of contents, as, for example, "MERCHANDISE—FOURTH-CLASS MAIL," together with the name and address of the manufacturer, producer, or shipper, and the inscription "Postmaster: This parcel may be opened for postal inspection if necessary."

PROPRIETARY ARTICLES OF MERCHANDISE, such as harmless medicinal preparations, soaps, tobacco, food products, etc., put up in fixed quantities, in original sealed packages by the manufacturer so as to allow examination of the packages in their simplest mercantile form and labeled in printing so as to show the nature of contents, quantity, and name of the manufacturer, are mailable at the fourth-class rates of postage. If such sealed packages are inclosed in an outer wrapper, the latter must not be sealed unless it is also labeled in printing in the manner indicated.

MEATS AND MEAT-FOOD PRODUCTS.—Before meat or meat-food products of cattle, sheep, swine, goats, or horses may be accepted for mailing from one State or Territory to another State or Territory, the certificate of inspection or exemption required by section 477, Postal Laws and Regulations, must be filed with the postmaster. Such certificates must be prepared and furnished by the sender.

GAME.—The dead bodies of any wild animals or birds, or parts thereof, including furs, skins, plumage, etc., lawfully killed and offered

for shipment, may be accepted for mailing only when the parcels are plainly marked to show the actual nature of the contents and the name and address of the sender. The dead bodies, or parts thereof, of any wild animals or birds which have been killed or offered for shipment in violation of the laws of a State, Territory, or District are unmailable, persons sending such articles and the addressees knowingly receiving them in violation of law being liable to a fine of not more than \$200.

PLANTS AND PLANT PRODUCTS, including all field-grown florists' stock, trees, shrubs, vines, cuttings, grafts, scions, buds, fruit pits and other seeds of fruit and ornamental trees or shrubs, and other plants and plant products for propagation, except field, vegetable, and flower seeds, bedding plants, and other herbaceous plants, bulbs, and roots, may be admitted to the mails only when accompanied with a certificate from a State or Government inspector to the effect that the nursery or premises from which such stock is shipped has been inspected within a year and found free from injurious insects, and the parcel containing such stock is plainly marked to show the nature of the contents and the name and address of the sender.

When the United States Department of Agriculture, under authority of the plant quarantine act, quarantines any State or area on account of a plant disease or insect infestation, the mailing of plants or plant products from such State or area is subject to the restrictions imposed by such order.

Plants and plant products addressed to places in Arizona, Arkansas, California, District of Columbia, Florida, Hawaii, Mississippi, Montana, Utah, and Washington are subject to terminal inspection before delivery to addressee; and all parcels containing plants or plant products, when sent to such places must be plainly marked on the outside to show the nature of contents, failure to do so being an offense punishable by a fine of not more than \$100.

PLACE OF MAILING.—Parcels of books, seeds, and plants, weighing more than 8 ounces, and parcels of other fourth-class matter weighing more than 4 ounces, must be mailed at a post office, branch post office, classified or contract station, or delivered to a rural or other carrier duly authorized to receive such matter. Smaller parcels may be deposited in street letter or package boxes. Fourth-class matter can not be mailed at railway post-office cars.

SENDER'S RECEIPT FOR ORDINARY PARCEL.—When desired, a receipt is furnished the sender of an ordinary fourth-class parcel by the mailing office upon payment of 1 cent. This fee does not insure the parcel against loss, and no receipt is obtained from the addressee on delivery. If either of the latter facilities is desired, the insurance service should be patronized.

INSURANCE OF FOURTH-CLASS MAIL.

FEES AND CONDITIONS.—Fourth-class or domestic parcel-post mail (but no other) may be insured against loss, rifling, or damage in an amount equivalent to its actual value or the cost of repairs, but not to exceed \$5 upon payment of a fee of 3 cents; \$25 upon payment of 5 cents; \$50 upon payment of 10 cents; or \$100 upon payment of 25 cents, in addition to the postage; but indemnity will not be allowed for the loss of such mail addressed to the Philippine Islands, unless the loss occurred in the Postal Service of the United States. Parcels can not be insured to foreign countries, including Canada, Cuba, Mexico, and the Republic of Panama.

Fourth-class mail may be insured at any post office or station thereof, or by rural carrier. The sender will be given a receipt for each parcel

insured, which should be retained and presented later if claim for indemnity is made. (See p. 22 as to use of firm mailing books.) It is advisable that valuable articles, such as packages of currency, sacks of coin, jewelry, precious stones, and articles of similar nature, be sent as sealed first-class registered mail because of additional safeguards provided for such mail.

RETURN RECEIPTS FOR INSURED PARCELS may be obtained by indorsing the parcels "Return receipt desired."

INDEMNITY FOR LOST OR DAMAGED INSURED PARCELS is paid for their actual value or cost of repairs within the limit of insurance covered by fee paid. Indemnity for damage is paid only when the article involved was prepared to enable it to withstand all handling to which it would be customarily subjected, and when information as to the nature of its contents was furnished, upon request, to the postal employee accepting it. Indemnity is not paid on account of the loss of or damage to first-class mail erroneously insured instead of being registered.

Delivery of insured mail is effected under the regulations and instructions governing the delivery of registered mail (see p. 22), except that receipts are taken from addressees to serve as records for offices of address, only when delivery is made by other than city carriers at free delivery offices.

COLLECT-ON-DELIVERY SERVICE.

FEES AND CONDITIONS.—Parcels of fourth-class or parcel-post matter (but no other) may be sent C. O. D. from one domestic money-order post office to another, including those in the Canal Zone and the Philippine Islands, on payment of a fee of 10 cents in addition to the postage, both to be prepaid with stamps affixed when the amount to be remitted to the sender does not exceed \$50, and on payment of a fee of 25 cents when the amount to be remitted does not exceed \$100. The remittance is made by post-office money order, the fee therefor being included in the amount collected from the addressee. A C. O. D. tag furnished by the postmaster must be filled in by the sender and attached to the parcel. The C. O. D. fees automatically insure parcels against loss, damage, or nonremittance for their actual value up to \$50 for a 10-cent fee and up to \$100 for a 25-cent fee, except that indemnity is limited to \$50 for any one parcel addressed to the Philippine Islands. (See p. 22 as to use of firm mailing books.)

A **RECEIPT** is given the sender of a C. O. D. parcel at the time of mailing and should be retained and presented later if claim for indemnity is filed.

EXAMINATION OF CONTENTS OF A C. O. D. PARCEL is not permitted until it has been receipted for and all charges paid.

DELIVERY OF C. O. D. mail is effected under the regulations and instructions governing the delivery of registered mail.

UNMAILABLE MATTER.

DEFINITION.—Unmailable domestic matter—that is, matter which is not admissible to the United States mails for dispatch or delivery in the United States, or in any of its possessions—includes:

ADDRESS DEFECTIVE.—All matter illegibly, incorrectly, or insufficiently addressed.

POSTAGE NOT PREPAID.—First-class matter not prepaid one full rate and all other matter not fully prepaid.

OVERWEIGHT AND OVERSIZE.—All matter exceeding the limit of weight or size prescribed by law.

GAME killed or offered for mailing in violation of law.

MEAT AND MEAT FOOD PRODUCTS of cattle, sheep, swine, goats, and horses, presented without the required certificate of inspection or exemption. (See p. 9.)

PLANTS AND PLANT PRODUCTS prohibited from shipment by quarantine order or not accompanied with required certificate. (See p. 10.)

POISONS, LIQUORS, LIVE ANIMALS, FOWLS, ETC.—All matter harmful in its nature, as poisons; explosive or corrosive articles; matches; live animals, fowls, insects, and reptiles (except day-old chicks, bees, etc.); any article exhaling a bad odor; and vinous, spirituous, or multi-liquors. The postal laws provide a severe penalty for the mailing of poisons, explosives, or harmful articles and intoxicating liquors.

TINSEL, GLASS.—Post cards and postal cards, bearing particles of glass, metal, mica, sand, tinsel, or similar substances.

OBSCENE AND INDECENT.—All obscene, lewd, or lascivious matter, and every article or thing intended, designed, or adapted for any indecent or immoral purpose, or for the prevention of conception or procuring abortion, or matter of a character tending to incite arson, murder, or assassination.

DEFAMATORY, DUNNING, ETC.—Postal, post, or other cards, mailed without wrappers, and all matter bearing upon the outside cover or wrapper any delineation, epithets, terms, or language of an indecent, lewd, lascivious, obscene, libelous, scurrilous, defamatory, threatening, or dunning character, or calculated by the terms or manner or style of display, and obviously intended to reflect injuriously upon the character or conduct of another.

LOTTERY AND FRAUD.—All matter concerning any lottery, so-called gift concert, or other enterprise of chance or concerning schemes devised for the purpose of obtaining money or property under false pretenses.

PREPARATION AND WRAPPING OF MAIL MATTER.

ENVELOPES OR WRAPPERS of weak or unsubstantial paper should not be used. Mail is handled often and subjected to pressure and friction in the mail bags, and frequently is delivered from moving trains; hence, if not inclosed in strong envelopes or wrappers it may be damaged. It is recommended that stamped envelopes, on sale at all post offices, be used. Envelopes, cards, folders, etc., should be of standard sizes. Those less than 2½ by 4 or larger than 4 by 9 inches can not be conveniently handled and are therefore highly objectionable.

WINDOW ENVELOPES, to be mailable, must meet the requirements prescribed therefor, which may be ascertained from the postmaster.

EXAMINATION.—Second, third, and fourth class matter must be so wrapped or enveloped that the contents may be examined easily by postal officials. When not so wrapped, or when bearing or containing writing not authorized by law, the matter will be treated as of the first class. (See "Sealed Parcels" on p. 9.)

Nailed boxes.—Parcel-post mail may be enclosed in boxes to which the lids are nailed or screwed, provided the lids can be readily removed with a chisel or screwdriver for examination or contents.

WRAPPING.—All matter should be securely wrapped so as to bear transmission without breaking, or injuring mail bags, their contents, or

the persons handling them. Many articles are damaged in the mails for the reason that they are not properly wrapped to withstand the necessary handling.

Parcels improperly or insufficiently wrapped will not be accepted either as ordinary or as insured mail.

Umbrellas, canes, golf sticks, and similar articles must be reinforced by strips of wood or otherwise sufficiently wrapped to withstand handling and transportation.

Hats must be packed in strong boxes; if in ordinary pasteboard hat boxes, they must be properly crated.

Cut flowers, candies, etc., should be inclosed in strong and suitable boxes.

Stove castings and pieces of machinery should be protected with excelsior or similar material and wrapped in cloth or strong paper or be properly boxed or crated.

Mailable hides and pelts must be thoroughly wrapped to prevent the escape of grease.

HARMFUL ARTICLES not absolutely excluded from the mails, but which, from their form or nature, might, unless properly secured, destroy, deface, or otherwise damage the contents of the mail bag or harm the person of any one engaged in the postal service, may be transmitted in the mails only when packed in accordance with the postal regulations.

Sharp-pointed or sharp-edged instruments or tools must have their points and edges protected so that they can not cut through their covering, and be thoroughly wrapped.

Powders and all pulverized dry substances must be so wrapped that none of the contents of the package will sift out.

Pastes, salves, etc., not easily liquefiable, must be inclosed in water-tight containers and placed in strong boxes and securely wrapped.

LIQUIDS.—Admissible liquids in packages not exceeding the limit of weight of fourth-class matter will be accepted for mailing when intended for delivery at the office of mailing or on a rural route starting therefrom when inclosed in a glass or metal container securely inclosed and heavily wrapped, provided it is not necessary to transport them over steam or electric railways.

Admissible liquids and oils, pastes, salves, or other articles easily liquefiable, will be accepted for mailing, regardless of distance, when they conform to the following conditions:

(a) When in strong glass bottles holding 4 ounces or less, the total quantity sent in one parcel shall not exceed 24 ounces, liquid measure. Each bottle shall be wrapped in paper or other absorbent substance and then all placed in a box made of cardboard or other suitable material and packed in a container made of double-faced corrugated pasteboard of good quality. The corners of the container must fit tightly and be reinforced with tape so as to prevent the escape of any liquid if the contents should be broken, and the whole parcel shall be securely wrapped with strong paper and tied with twine. Single bottles of liquid holding 4 ounces or less may also be packed as prescribed in the following paragraphs, (b) and (c):

(b) When in glass bottles holding more than 4 ounces, the total quantity sent in one parcel shall not exceed 16 ounces. The bottle must be very strong and must be inclosed in a block or tube of metal, wood, papier-mache or similar material; and there must be provided between the bottle and the block or tube a cushion of cotton, felt, or other absorbent. The block or tube, if of wood or papier-mache, must be at least one-eighth of an inch thick for bottles holding 8 ounces or less, and at least three-sixteenths of an inch thick for bottles holding more than 8

ounces. The block or tube must be rendered water-tight by an application on the inside of paraffin or other suitable substance, and must be closed by a screw-top cover with sufficient screw threads to require at least one and one-half complete turns before it will come off. The cover must be provided with a washer, so that no liquid could escape if the bottle should be broken. Such bottles may also be packed in strong and tight receptacles of wood, metal or waterproof corrugated pasteboard if surrounded with bran, sawdust, or other absorbent material in sufficient quantity to absorb all the liquid if the bottle should be broken.

(c) Mailable liquids, in quantities of more than 16 ounces, when in securely sealed glass bottles, will be accepted for mailing when packed in strong boxes and surrounded with sawdust or other suitable substance to protect the contents from breakage. All such packages must be marked "FRAGILE—THIS SIDE UP," or with similar inscription, and will be transported outside of mail bags.

(d) Liquid in securely closed metal containers may be mailed when suitably boxed or crated; but, when in extra strong metal containers, such as heavy milk cans, the boxes or crates may be omitted.

(e) All packages containing liquid must be marked "FRAGILE."

FRAGILE ARTICLES.—Articles easily broken must be very securely wrapped for safe transmission.

Glass, crockery, fragile toys, etc., must be so packed as to prevent the escape of particles or pieces from the packages if broken in transit.

Cigars should be packed in a manner to prevent damage by shock or jar.

Maps, drawings, paintings, etc., must be suitably protected with stout material to prevent damage. When not flat, they should be rolled around a stout stick and carefully wrapped or inclosed in a strong pasteboard tube.

All such articles should be marked "FRAGILE."

Eggs will be accepted for mailing when packed in crates, boxes, baskets, or other suitable containers, so constructed as properly to protect the contents. Such packages will be transported outside of mail bags. All parcels containing eggs must be plainly marked "EGGS." When necessary they should be marked "THIS SIDE UP."

Eggs for hatching will be accepted for mailing when each egg is wrapped separately and surrounded with excelsior, wood wool, or other suitable material, and packed in a basket, preferably with a handle, or other suitable container, lined with paper, fiber board, or corrugated pasteboard, in such a way that nothing can escape from the package. Such parcels must be labeled "EGGS FOR HATCHING," "KEEP FROM HEAT AND COLD," "PLEASE HANDLE WITH CARE," or other suitable words, and will be handled outside of mail sacks.

PERISHABLE ARTICLES.—Parcels containing perishable articles shall be marked "PERISHABLE." Articles likely to spoil within the time reasonably required for transportation and delivery will not be accepted for mailing.

Butter, lard, and perishable articles, such as fish, fresh meats, dressed fowls, vegetables, fruits, berries, and articles of a similar nature, which decay quickly, will be accepted for mailing to any office which in the ordinary course of mail they can reach without spoiling, when inclosed in crates, boxes, baskets, or other suitable containers, so constructed as properly to protect the contents and prevent the escape of anything therefrom. If necessary for safe shipment, such parcels will be transported outside of mail bags. Berries, fruits, and vegetables will not be accepted for mailing unless they are in good dry shipping condition.

ADDRESSING MAIL MATTER.

EXERCISE CARE.—Because of carelessness in addressing and preparing matter for mailing, or failure of sender to place his name and address on it, millions of letters and other pieces of mail which can not be delivered or returned to the sender, are each year treated as dead mail matter. This seriously impairs the efficiency of the postal service and causes much additional expense. The practice of some business concerns of omitting street numbers, etc., from their stationery and advertisements results in increasing the volume of insufficiently addressed mail. The department urgently requests the public to exercise the greatest possible care to see that mail is sufficiently and correctly addressed, in order to secure its prompt and certain delivery, thereby relieving the postal service of much unnecessary expense and increasing its efficiency.

For model forms of address see inside front cover page.

Write plainly the name of the person addressed, street and number, or number of rural route, post office and State in full. When the name of the State is abbreviated, frequently Va. and Pa., Md. and Ind., Colo. and Cal., Miss. and Minn., and others are confused and mail missent, as post offices of the same name are located in several different States.

Do not abbreviate or use lead pencil.

THE WORDS "GENERAL DELIVERY" should be used as a part of the address only when it is known or believed that the addressee calls at the general delivery for his mail.

THE WORD "PERSONAL" does not affect the delivery of mail and should be placed only on mail intended for the personal attention of the addressee.

DIRECTIONS FOR TRANSMISSION, DELIVERY, FORWARDING, OR RETURN of mail are deemed part of address.

"IN CARE OF—"—Mail addressed to one person in care of another will be delivered to the first of the two persons named who may call for it, or to the address of the person in whose care it is directed, in the absence of other instructions.

FICTITIOUS ADDRESSES.—Ordinarily mail addressed to fictitious names of persons or firms, or to no particular person, will not be delivered unless directed to be delivered at a designated place, as a post-office box, street and number, or in the care of a person or firm receiving mail at the post office of address.

SPACE MUST BE LEFT (not less than $3\frac{1}{2}$ inches) on the address side of all mail sufficient for a legible address and for all directions permissible thereon, for postage stamps, postmarking, rating, and any words necessary for forwarding or return.

AVOID DELAY by depositing mail as soon as it is ready, thus insuring prompt dispatch. Much mail is deposited just at the close of the business day, and frequently such congestion follows that all of it can not be distributed in time to be given the first dispatch.

RETURN OF MAIL.

THE SENDER'S NAME AND ADDRESS MUST be placed on all fourth-class or parcel-post mail, on all mail in window envelopes, and on all registered mail, and should be placed on all other mail, in the upper left corner of the envelope or wrapper. This will secure its return, if desired, when undelivered.

new prepayment of postage. Hotels should not use the indorsement "Forwarded" or "Returned from Hotel _____."

NOTICE OF POSTAGE FOR FORWARDING mail of the second, third, or fourth class will be sent to a person who has filed a forwarding order, unless the mail is such as may be forwarded and the postage therefor collected on delivery. (See p. 17.) After such notification the mail may be delivered to the addressee at the office from which the notice was sent, without payment of the forwarding postage, provided he shall first revoke the forwarding order, thus obviating the necessity of sending notices that are inoperative; or if he does not revoke his forwarding order, the matter may be delivered to him on payment of 1 cent for each notice sent him.

UNDELIVERABLE MAIL.

UNDELIVERABLE LETTERS AND SEALED PARCELS (FIRST-CLASS MATTER), which can not be returned to senders are sent to certain post offices, designated as branch dead letter offices, for disposal. Such matter includes unclaimed, misdirected, unaddressed, and insufficiently prepaid letters and those directed to initials only or to fictitious persons. Letters are opened and returned to writers, if practicable, except such as contain advertising matter only, the return of which is not requested. Letters returned to writer from the Dead Letter Office are subject to a fee of 3 cents, to be collected on delivery. If valuable inclosures are found a record is made, and if not returned at once to the owner, they may be reclaimed within one year from the date of their receipt.

UNDELIVERABLE PARCELS OF THIRD AND FOURTH-CLASS MATTER of obvious value which can not be returned to the sender, and articles found loose in the mails, except money and postage stamps, are sent to certain designated post offices where they are held for six months, subject to inquiry, after which they can not be reclaimed.

UNDELIVERABLE SINGLE POSTAL CARDS AND POST CARDS (other than those bearing the name and address of the sender deposited for local delivery, which are returned to the sender without charge) are destroyed or disposed of as waste paper by postmasters unless they bear the sender's return request and pledge to pay return postage.

COLLECTION OF MAIL.

CITY COLLECTIONS.—At offices where city delivery is in operation, mail is collected from street letter boxes. Carriers while on their routes will receive letters with postage stamps affixed handed them for mailing, and also small packages on which the postage is fully prepaid, if this does not interfere with the prompt delivery of mail and collections from street letter boxes. Carriers will not delay their deliveries by waiting for such matter, and are not permitted to accept money to pay postage thereon.

RURAL COLLECTIONS.—Mail for dispatch will be collected from patrons' boxes when the carrier is making deliveries and when signals are displayed on the boxes indicating that there is outgoing mail therein. Collections will also be made from such United States collection boxes as may be located along the route. Rural carriers will accept any mailable matter properly addressed and bearing the necessary postage, or accompanied with sufficient money to purchase

the same, which may be personally tendered to be delivered or dispatched; except that mail matter tendered shall not be accepted in a town or village having a post office if it is reliably ascertained that parties offering it intend by so doing to "boycott" the office to deprive it of legitimate revenue. Patrons of rural routes are expected to provide themselves with stamps, through purchase from the carriers, and to affix the proper postage to mail before depositing it in boxes for collection. When this is not practicable, coins left with mail in boxes for payment of postage should be placed in coin-holding receptacles. Rural boxes are intended solely for the reception of mail and should not be used for the depositing of unstamped and unaddressed circulars or other advertising matter.

DELIVERY OF MAIL.

METHODS.—Four methods are used for the delivery of mail: (1) The general delivery; (2) through post-office boxes; (3) by carriers in cities where delivery service is in operation; (4) by village, rural, and star route carriers. If patrons so direct, all mail intended for them, however addressed, will be delivered in one of these ways, but if such directions are not given, mail will be delivered as addressed. (See Special Delivery Service, p. 21.)

GENERAL DELIVERY.—The general delivery is intended for the use of only those patrons who are not permanently located or who can not, for good and sufficient reasons, receive mail by carrier or through a postoffice box. The general delivery should not be used where it is possible to receive mail otherwise. Persons intending to remain for thirty days or more in a city having carrier service should file their names and street address at the post office so that their mail may be delivered by carrier.

Persons applying for mail at the general delivery window, if unknown, may be required to prove their identity, and residents of cities having carrier service who call at the general delivery may be required to furnish a statement as to name and address and reason for calling at post office for mail instead of receiving it by carrier.

POST-OFFICE BOXES are provided for the convenience of the public in the delivery of mail. Box rents must be paid quarterly in advance. The use of a box is restricted to one individual, family, firm, or corporation.

The renter of a box may have delivered through it mail for his family, guests, transient boarders, employees who are members of his household, and for a period not to exceed 30 days, mail of a person addressed in his care.

A box rented by a firm may be used for the delivery of its mail, and by the consent of each member of the firm, the individual mail of each, of his household, and of the firm's office employees.

A box rented by a corporation, association, or society may be used for the delivery of mail addressed to it and its officials.

Boxes rented by schools, colleges, or public institutions, if consistent with the rules and usage thereof, may be used for the delivery of mail addressed to officers, students, employees, and inmates.

CITY DELIVERY.—Ordinary mail will not be delivered by carriers above the second floor in office buildings not equipped with elevators, nor to the different rooms or suites on any floor of apartment houses whether or not they are equipped with elevators, nor to the side or back doors of houses. Mail will not be withdrawn in order to deliver it to persons calling at the post office after it has been distributed to carriers except

Canada, Cuba, Mexico, and the Republic of Panama may be registered but not insured.

WHAT SHOULD BE REGISTERED.—Money (except when postal money orders are available); valuable papers and other articles; articles for which the sender wishes a return receipt showing delivery (such articles should be plainly indorsed on the address side "Receipt desired"); letters which the sender desires delivered to the addressee in person (these should be plainly indorsed "Deliver to addressee only"); any article of value for which the sender desires indemnity, when same is payable, in case of loss.

TO SECURE REGISTRATION OF MAIL application should be made at a post office, station, or branch, or to a city or rural carrier.

PREPARATION FOR MAILING.—Mail for registration must be legibly and correctly addressed; must bear the name and address of the sender; have postage and fee fully prepaid; be securely sealed if sent as first-class matter; and be inclosed in envelopes and wrappers of sufficient strength to withstand customary treatment in transmission. The "Extra Quality" 2-cent stamped envelope is especially recommended as a cover for registered mail. Fragile articles should be indorsed "Fragile."

INDEMNITY for the loss, rifling, or damage of first-class domestic registered mail is paid for value up to \$50; for domestic third-class registered mail for value up to \$25. No indemnity is paid in connection with second-class registered mail nor for any matter on which both postage and fee are not fully paid.

Indemnity not exceeding 50 francs is paid in connection with Postal Union registered articles (that is, letters, commercial papers, prints, and samples of merchandise) exchanged with all foreign countries and also in connection with foreign parcel post registered parcels in the case of a few of the foreign countries.

REPORTS OF LOSSES AND APPLICATION FOR INDEMNITY should be made to the postmaster at the mailing office or office of address, with particulars of registration, description of contents, and in case of partial loss, rifling, or damage, with the envelope or wrapper.

FIRM MAILING BOOKS are supplied without cost to those patrons customarily registering, insuring or sending C. O. D. three or more articles at one time. These books save time, labor, and expense on the part of the shipper as well as the post office.

THE DELIVERY OF REGISTERED MAIL may be restricted by the sender or addressee under certain conditions which may be ascertained from the postmaster. Registered mail which is not restricted in delivery will ordinarily be delivered to any responsible person who customarily receives the ordinary mail of the addressee.

AIR MAIL SERVICE.

The Post Office Department operates a transcontinental airplane route between New York, N. Y., and San Francisco, Calif., via Bellefonte, Pa.; Cleveland, Bryan, Ohio; Chicago, Ill.; Iowa City, Iowa; Omaha, North Platte, Nebr.; Cheyenne, Rawlins, Rock Springs, Wyo.; Salt Lake City, Utah; Elko, Reno, Nev.

Only first-class mail matter, including sealed packages not exceeding 30 inches in length and girth combined, is carried. The regular first-class rate of 2 cents for each ounce or fraction thereof applies to such mail. No special stamps are required, but any stamps good for postage may be used.

MISCELLANEOUS.

ALASKA.—All mails for Alaska are dispatched from Seattle, Wash. During the season of navigation all classes of mail are carried. During the winter season (from about Oct. 1 to June 1), on account of the difficulty of transportation, mail carried in Alaska, except to offices on the southern coast and those supplied by railroads, is limited, preference being given first, to letters in their usual and ordinary form and postal cards and, second, to single newspapers and magazines addressed to public libraries, newspaper publishers, and to individuals. Books, catalogues, newspapers, and periodicals addressed to dealers for purposes of trade or otherwise, and merchandise (parcel-post matter) are not carried to interior offices during the winter season, but as an exception to the foregoing, when the weight of the preferred classes of mail for dispatch will permit, parcel-post matter may be dispatched to the extent of making up the weight provided to be carried. In selecting such parcel packages to be dispatched, preference is given to packages of seeds not exceeding 1 pound in weight and small packages which the officers of the service may have reason to believe contain articles of urgent necessity, such as eyeglasses, medicines, etc., for individual use.

All mails for Alaska will be accepted at the office of mailing with the understanding that transportation will be subject to the above conditions.

COMPLAINTS AND INQUIRIES.—All complaints and inquiries in regard to mail should be addressed to the postmaster, and should state to whom and to what post office the mail matter was addressed, the name and full address of the writer or sender, the date and place of mailing, and a brief description of the contents; and, whenever possible, they should be accompanied with the envelope or wrapper of the piece of mail to which the complaint refers.

An early report should be made relative to lost or missing mail of any description. The postmaster will forward the complaint to the proper officer of the department.

Complaints in general affecting the service should likewise be made to the postmaster; but, when that course is manifestly improper under the circumstances, they should be addressed to the post office inspector in charge. Inspectors in charge are located at Atlanta, Ga.; Austin, Tex.; Boston, Mass.; Chattanooga, Tenn.; Chicago, Ill.; Cincinnati, Ohio; Denver, Colo.; Kansas City, Mo.; New York, N. Y.; Philadelphia, Pa.; St. Louis, Mo.; St. Paul, Minn.; San Francisco, Calif.; Spokane, Wash.; Washington, D. C. If the result is not wholly satisfactory, the complainant will always have the right to appeal to the Post Office Department, Washington, D. C. More than one subject should not be treated in the same letter.

COPYRIGHT.—Matter for copyright deposited with a postmaster for transmission to the register of copyrights, Washington, D. C., will be accepted for mailing free of postage and when requested, a receipt therefor will be given on a form furnished by the sender. Such matter, however, may not be sent by registered mail without prepayment of the registry fee.

LOSS OF OR DAMAGE TO ORDINARY MAIL.—There is no provision for the payment of indemnity for the loss of or damage to mail not insured, sent C. O. D., or registered.

ADDRESSES AND TESTIMONIALS.—Postmasters and all post-office employees are forbidden to furnish the names of persons receiving mail at their offices or information as to the addresses, character, or standing of patrons. It is not the practice of the department to furnish such information.

REWARDS.—Rewards will be paid for the detection, arrest, and conviction of post-office burglars, robbers, and highway mail robbers. Applications for rewards and inquiries relating to them should be addressed to the Chief Inspector, Post Office Department.

LETTER BOXES.—The willful injury or destruction of any letter box or other receptacle authorized by the Postmaster General for the receipt or delivery of mail matter, or the willful theft, destruction, or defacement of any matter contained in such box or receptacle, is a penal offense, for which the offender is liable to a fine of not more than \$1,000, or imprisonment for not more than three years.

POST-OFFICE LOBBIES.—Notices for private advertising purposes can not be placed in post-office lobbies.

PUBLICATIONS FOR SALE.

OFFICIAL POSTAL GUIDE, issued annually, contains postal information of interest to the public, instructions to postal employees, rulings of the department, lists of post offices arranged by States, alphabetically, and by counties; also a list classified as to salaries of postmasters, and a list of offices discontinued during the previous three years. The State list of the Postal Guide shows the unit numbers for use of shippers in ascertaining zone location in parcel-post service and is so arranged that the zone numbers may be easily inserted. Cloth bound, 75 cents. A zone key is furnished to each purchaser of the Guide.

SUPPLEMENTS, issued monthly except in July, contain changes regarding the Postal Service and keep the annual edition up to date. Eleven pamphlets, 25 cents. The Guide and supplements may be consulted at any post office.

ORDERS for the Postal Guide and monthly supplements, together with remittances covering subscriptions, should be made payable and addressed to The Superintendent of Documents, Government Printing Office, Washington, D. C.

POSTAL LAWS AND REGULATIONS contains laws and regulations in effect October 1, 1913, governing Postal Service and employees. A copy may be consulted at any post office. Sold, with amendments, by the Superintendent of Documents, Government Printing Office, Washington, D. C. Price, 75 cents per copy; amendments 5 cents per set, about one set issued each year.

RURAL DELIVERY MAPS of many counties in the United States on a scale of about 1 inch to the mile. These maps show public roads, rural delivery routes, post offices, houses, schoolhouses, churches, and streams. List furnished on request. Negative prints of maps will be furnished at 35 cents each by the disbursing clerk, Post Office Department, Washington, D. C.

POST ROUTE MAPS of all States, Alaska, and insular possessions show all post offices, railroads carrying mail, counties, county seats, lakes, rivers, and streams, etc., but are not complete as to rural routes. Price list furnished on request by the disbursing clerk, Post Office Department, Washington, D. C.

ALL REMITTANCES TO THE GOVERNMENT should be made by money order. Currency is sent at sender's risk. Postage stamps, foreign money, defaced or smooth coin will not be accepted.

FOREIGN MAIL MATTER.

RATES OF POSTAGE.

The rates of postage applicable to articles for foreign countries are as follows:

	Cents.
Letters for Argentina, Bahamas, Barbados, Bermuda, Bolivia, Brazil, British Guiana, British Honduras, Canada, Colombia, Costa Rica, Cuba, Dominican Republic, Dutch West Indies (including Aruba, Bonaire, Curacao, Saba St. Eustatus, and the Dutch part of St. Martins), Ecuador, Great Britain (England, Ireland, Scotland, and Wales), Haiti, Republic of Honduras, Jamaica, (including Turks, Caicos, and Cayman Islands), Leeward Islands (including Antigua, Barbuda, Redonda, St. Kitts or St. Christopher, Nevis, Anguilla, Dominica, Montserrat, and the British Virgin Islands), Martinique, Mexico, Newfoundland, New Zealand, Nicaragua, Republic of Panama, Peru, Salvador, Spain, (including Spanish Colonies), Trinidad (including Tobago), Western Samoa, and Windward Islands (Grenada, St. Vincent, the Grenadines, and St. Lucia): For each ounce or fraction thereof..	2
Letters for all other foreign countries:	
For the first ounce or fraction thereof.....	5
For each additional ounce or fraction thereof.....	3
To Argentina, Bolivia, Canada, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Mexico, Nicaragua, Peru, Republic of Panama, Republic of Honduras, Salvador and Spain (including Spanish Colonies):	
Single post (or postal) cards (including souvenir and private mailing cards), each.....	1
Reply post (or postal) cards, each.....	2
Newspapers and periodicals (second class) for each 4 ounces or fraction of 4 ounces.....	1
To all other foreign countries: Single post (or postal) cards (including souvenir and private mailing cards), each.....	2
Reply post (or postal) cards, each.....	4
Newspapers and periodicals (second class) for each 2 ounces or fraction of 2 ounces.....	1
To all foreign countries:	
Printed matter in general, for each 2 ounces or fraction of 2 ounces	1
Commercial papers—	
For the first 10 ounces or less.....	5
For each additional 2 ounces or fraction of 2 ounces.....	1
Samples of merchandise—	
For the first 4 ounces or less.....	2
For each additional 2 ounces or fraction of 2 ounces.....	1
Registration fee, in addition to postage.....	10

CLASSIFICATION.

Articles for or from foreign countries are classified as "Letters," "Post Cards," "Printed Matter," "Commercial Papers," and "Samples of Merchandise." There is no provision in the Postal Union mails for merchandise other than samples. (The foreign parcel post provides for

the transmission of articles of merchandise to nearly every country of the world, subject to the prohibitions imposed by each country concerned.)

MERCHANDISE AT LETTER RATE.—Articles not absolutely excluded from the regular mails by the provisions of postal conventions or not prohibited in such mails by the United States Postal Laws and Regulations or by the different countries of destination, may be accepted for transmission, at the risk of the sender, when fully prepaid at the international letter rate of postage, subject to whatever treatment may be accorded them by the postal administrations of the countries of destination. Their right of entry into a foreign country is determined by the officials of that country. They may be confiscated, returned as un-mailable, or subjected to fines, in addition to customs duties. Sealed or unsealed packages which appear to contain dutiable matter will be inspected by customs officials of the country of destination and will be subject to treatment in accordance with its customs regulations.

PRINTED MATTER.—The maximum weight limit of packages of printed matter (with certain exceptions, concerning which inquire at post office) is fixed at 4 pounds 6 ounces. The maximum size is fixed at 45 centimeters (18 inches) in any one direction, except that rolls of printed matter which do not exceed 75 centimeters (30 inches) in length and 10 centimeters (4 inches) in diameter may be forwarded by mail. (For other details inquire at post office.)

COMMERCIAL PAPERS include all instruments or documents written or drawn wholly or partly by hand which have not the character of an actual and personal correspondence.

SAMPLES OF MERCHANDISE in the regular mails for foreign countries are restricted to bona fide samples or specimens having no saleable or commercial value in excess of that actually necessary for their use as samples or specimens and must conform to the following conditions:

(1) They must be placed in bags, boxes, or removable envelopes in such a manner as to admit of easy inspection.

(2) They must not have any saleable value nor bear any manuscript other than the name, position, profession, and address of the sender and of the addressee, as well as the date of dispatch, the sender's signature, telephone number, telegraphic address and code, postal check or banking account, a manufacturer's or trade mark, numbers, prices, and particulars relating to weight, measurement and size, or to the quantity to be disposed of, and such as are necessary to determine the origin and the character of the goods. Packages of samples of merchandise must not exceed 18 ounces in weight, 12 inches in length, 8 inches in breadth and 4 inches in thickness.

PERMISSIBLE ADDITIONS AND INCLOSURES.—Packets of printed matter, commercial papers, and samples must not contain any letter or manuscript having the character of an actual and personal correspondence, and must be made up in such manner as to admit of being easily examined. The following manuscript additions may be made to "prints": The name, position, the profession, and the address of the sender and of the addressee, as well as the date of dispatch, the sender's signature, telephone number, telegraph address and code, and postal check or banking account; to add to visiting cards and also on Christmas and New Year cards the title and address of the sender, as well as congratulations, thanks, condolences, or other forms of courtesy expressed in five (5) words at most; to add the "copy" to the "proof," and to make changes in and additions to the proof, on separate sheets if necessary; in printed documents other than proofs to correct errors in

printing, to strike out or make prominent by marking, and to underline certain parts of the text; to add to cards of invitation and notices of meetings the name of the person invited, the date, object, and place of meeting; to add to books, papers, sheet music, periodicals, photographs, engravings, and upon all literary and artistic productions in general, engraved, printed, lithographed, or autographed, a handwritten dedication consisting of a simple tribute, as well as to attach the bill or invoice; to add to clippings from periodicals the title, date, number, and address of the periodical; to insert figures in price lists, offers for advertisements, stock quotations, marked price lists, trade circulars, and prospectuses, as well as the name of the traveler, the date, the hour, and the name of the locality through which he expects to pass, as well as the place where he will put up, in notices of that kind; to indicate on booksellers' order bulletins the works desired or offered, and to cross out or underscore the whole or any part; to printed order forms for books, periodicals, etc., all the particulars necessary to indicate precisely the identical article or edition desired, including the price of the article with and without the transportation or delivery charges; to add on notices relating to the movements of vessels the dates and hours of sailings and arrivals, as well as the names of the vessels and of the ports of departure and arrival, to add to notices of shipment the date of the shipment; and to paint fashion plates, maps, etc.

Manuscript additions other than those above indicated, and those which would deprive the print of its general character and give to it that of individual correspondence, are prohibited.

It is permitted to inclose in the same package samples of merchandise, prints, and commercial papers, but subject to the following conditions: (1) That each class of articles taken singly shall not exceed the limits which are applicable to it as regards weight and size; (2) that the total weight of the package must not exceed 4 pounds 6 ounces; (3) that the minimum charge shall be 5 cents when the package contains commercial papers and 2 cents when it consists of printed matter and samples.

REPLY COUPONS.—There may be purchased at a post office for 11 cents a reply coupon, by means of which a person in the United States can furnish his correspondent in certain foreign countries with a postage stamp or postage stamps of those countries sufficient in value to prepay postage on a single-rate letter. Reply coupons are exchanged in all countries of the Postal Union.

Reply coupons issued by other countries are redeemable at United States post offices in postage stamps to the value of 5 cents for one 50-centime or for two 25-centime coupons.

CANADA, CUBA, MEXICO, AND PANAMA.—Articles which are admitted to the domestic mails of the United States will be admitted under the same conditions to the mails for Canada, Cuba, Mexico, and the Republic of Panama, except that printed matter, commercial papers, and bona fide trade samples are transmissible in the regular mails at the postage rate and subject to the conditions applicable to those articles in foreign mails. Packages of printed matter other than second-class matter and single volumes of printed books the weight of which exceeds 4 pounds 6 ounces are excluded from mails for Canada, and the Republic of Panama. Sealed packages other than letters in their usual and ordinary form are unmailable to Canada, Cuba, Mexico, and the Republic of Panama.

Packages of merchandise may be sent to Canada, Cuba, Mexico, and the Republic of Panama at the postage rate of 1 cent for each ounce or fraction of an ounce for packages not weighing more than 4 ounces and at the eighth-zone rate of postage (12 cents for each pound or fraction thereof) for packages exceeding 4 ounces in weight up to 4 pounds

6 ounces. Parcels for Mexico and the Republic of Panama must be accompanied with customs declarations regardless of their weight.

Mailable merchandise for Mexico and the Republic of Panama at the option of the sender may also be sent by foreign parcel post if it conforms to the requirements of such service.

Packages of merchandise can not be insured or sent C. O. D., but may be registered for Canada, Cuba, Mexico, and the Republic of Panama.

REGISTERED MATTER.—(See Registry System, pp 21 and 22.)

PROHIBITED ARTICLES.—All articles not admissible to the domestic mails are excluded also from the foreign mails.

Certain articles other than those in the above category are prohibited transmission in the mails for foreign countries, detailed information concerning which can be obtained by inquiry of postmasters or by reference to the United States Official Postal Guide, which may be purchased as indicated on page 24.

WRAPPING.—Every package must be securely and substantially packed, bear the name and address of the sender, and must be clearly and fully addressed.

POSTAGE DUE.—Letters with postage wholly unpaid and articles of all kinds with insufficient postage paid are chargeable on delivery with double the amount of the deficient postage.

INSUFFICIENTLY PREPAID "BUSINESS" LETTERS for foreign destinations will not be dispatched, but will be returned to the senders for proper prepayment.

FORWARDING.—Mail matter of all kinds received from any foreign country will be forwarded, at the request of the addressee, from one post office to another, and, in the case of articles other than parcel-post packages, to any foreign country, without additional charge for postage.

RETURN.—Letters and other articles of apparent value, if undeliverable, are returned to or from the country of origin without extra charge, except in the case of foreign parcel-post packages.

FOREIGN PARCEL POST.

COUNTRIES.—Packages of mailable merchandise may be sent in unsealed packages, by "Parcel Post," to practically all the countries of the world. Parcels for Argentina, Italy, and Panama must be accepted for mailing, even though sealed and closed against inspection, provided they conform to other conditions prescribed. Parcels for foreign countries can not be insured nor sent C. O. D.

ALLOWABLE DIMENSIONS.—The limit of weight and prohibitions applicable to packages for foreign countries may be ascertained at the post office.

THE POSTAGE RATE for all countries, colonies, and places is 12 cents a pound or fraction of a pound, but in addition there are, in many cases, transit charges, the amount of which can be ascertained at the post office. Postage and transit charges must be prepaid by postage stamps affixed.

REGISTRATION.—The sender of a parcel addressed to any of the countries which provide for the registration of packages may have the same registered by paying a registry fee of 10 cents, and will receive the "return receipt" without special charge therefor when envelope or wrapper is marked "Return receipt demanded." As many countries have no provision for the registration of packages, senders should apply to the post office for information regarding this feature of the service.

INDEMNITY.—Under the conventions with Chile, Denmark, Finland, Mexico, Norway, El Salvador, and Sweden, the sender of a

registered parcel-post package is entitled, in case of loss, damage, or rifling, to an indemnity equal to the amount of the actual loss incurred, but not exceeding the equivalent of 50 francs (approximately \$9.65), and not exceeding 25 francs (about \$4.83) in the case of parcels for Mexico not exceeding 11 pounds in weight.

PLACE OF MAILING.—Matter intended for parcel post must be taken to the post office for inspection and there deposited in the mails. It must not be deposited in a letter box.

LETTERS PROHIBITED.—As a general rule, a letter or communication of the nature of personal correspondence must not accompany, be written on, or inclosed with any parcel. If such be found, the letter will be placed in the mails, if separable, and if the communication be inseparably attached, the whole parcel will be rejected.

MONEY ORDER SYSTEM.

ADVANTAGES.—The postal money order system offers to the public a safe, cheap, and convenient method of making remittances by mail to all parts of the United States and its possessions, as well as foreign countries. The practice of forwarding currency in ordinary mail is an incitement to theft. In case of train wreck also, or of other casualty incident to transportation, money may be destroyed or otherwise lost. But a money order, though lost, may be duplicated from the record of its issue. The public, therefore, is urged to use the postal money order system. Postal money orders, in short, should be used whenever available instead of cash for remittances by mail and when such orders can not be obtained the letter containing the money should always be registered. Money order business is transacted at all post offices where practicable.

APPLICATION FOR A MONEY ORDER must be made on a form furnished for that purpose and be presented at the money order window of the post office or one of its stations. Money orders are issued for any desired amount from 1 cent to \$100, and when a larger sum than \$100 is to be sent any number of additional orders may be obtained. Applications may be made through rural carriers, who will furnish the necessary forms and give receipts for the amounts.

INTERNATIONAL MONEY ORDERS, payable in almost any part of the world, may be obtained at all of the larger post offices and at many of the smaller ones.

FEES FOR DOMESTIC MONEY ORDERS, payable in the United States, including Hawaii, Porto Rico, and Virgin Islands, United States (late Danish West Indies), or in its possessions, embracing the Canal Zone, Guam, the Philippine Islands, and Tutuila (Samoa), or at the United States Postal Agency at Shanghai (China); also for orders payable in Bermuda, British Guiana, British Honduras, Canada, Cuba, and Newfoundland, and in the following islands in the West Indies: Antigua, Bahamas, Barbados, Dominica, Grenada, Jamaica, Martinique, Montserrat, Nevis, St. Kitts, St. Lucia, St. Vincent, Trinidad and Tobago, and Virgin Islands (British):

For orders from—	Cents.	For orders from—	Cents.
\$0.01 to \$2.50.....	3	\$30.01 to \$40.....	15
\$2.51 to \$5.....	5	\$40.01 to \$50.....	18
\$5.01 to \$10.....	8	\$50.01 to \$60.....	20
\$10.01 to \$20.....	10	\$60.01 to \$75.....	25
\$20.01 to \$30.....	12	\$75.01 to \$100.....	39

FEES FOR FOREIGN MONEY ORDERS payable in any country on which a money order may be drawn, other than those named above, may be ascertained upon inquiry at the post office.

PAYMENT.—A money order will be paid to the person named therein, or his indorsee, or his agent or attorney upon his written order. Domestic money orders issued in the continental United States, excepting Alaska, will be paid at any money order office in the continental United States, excepting Alaska, if presented within 30 days following the date of issue. Thereafter payment will be made only at the office drawn on. A domestic order which has not been paid within one year from the last day of the month of its issue is invalid, but the owner may secure payment of the amount by making application to the Post Office Department through the postmaster at any money-order office.

A money order drawn in favor of a person residing on a rural route may be paid through the carrier if intrusted to him for collection, with a written request addressed to the postmaster that payment be so made.

REPAYMENT.—A domestic order may be repaid at the office of issue within one year from the last day of the month of its issue. Repayment of the amount of an international order may be effected after the consent of the country drawn on has been obtained.

IDENTIFICATION.—The person presenting a money order for payment, or making inquiry relative thereto, will, if unknown, be required to prove his identity before payment will be made or information concerning the order will be given.

INDORSEMENTS.—More than one indorsement on a money order is prohibited; but additional signatures may be affixed for the purpose of identifying the payee or indorsee, or of guaranteeing his signature.

LOST ORDERS.—When a domestic money order has been lost, the owner may, upon application to the postmaster at any money-order office, obtain a duplicate, to be issued in its stead, within one year from the last day of the month of issue.

POSTAL SAVINGS SYSTEM.

PURPOSE.—The United States Government accepts interest-bearing postal savings deposits from the public and guarantees to repay them on demand.

WHO MAY DEPOSIT.—Any person 10 years old or over may open a postal savings account in his or her own name by depositing one or more dollars in any post office authorized to accept postal savings deposits. No person may at the same time have more than one account either at the same office or at different offices. The account of a married woman is free from any control or interference by her husband. Post-office employees are forbidden to give any information concerning an account to any person except the depositor.

AMOUNT THAT MAY BE DEPOSITED.—A person may deposit any number of dollars, and at any time, until the balance to his credit amounts to \$2,500, exclusive of accumulated interest.

OPENING ACCOUNTS.—A person desiring to open a postal savings account should apply at the post office, where full instructions will be given. If for any good reason an intending depositor can not apply at the post office, a representative may be sent, who will be instructed how to proceed. A person residing at a post office not authorized to accept postal savings deposits may open an account at a depository office by mail, through his local postmaster, who will give full instructions on application.

DEPOSITS.—After a postal savings account has been opened deposits may be made either in person, by a representative, by money order, or by registered mail. Postal savings deposits are acknowledged by postal savings certificates which are made out in the name of the depos-

itor and serve as receipts. The certificates are not negotiable or transferable. If certificates are lost, stolen, or destroyed, new certificates may be issued.

WITHDRAWALS.—A depositor may at any time withdraw all or any part of his postal savings deposits, upon demand, from the post office where the deposits were made. Withdrawals may be made in person, through a representative, or by mail.

INTEREST.—Postal savings certificates bear simple interest at the rate of 2 per cent a year. Interest begins on the first day of the month following the month in which the certificate is issued and becomes due and payable at the expiration of each full year from the day interest begins as long as the principal remains on deposit. No interest will be paid for a fraction of a year.

POSTAL SAVINGS CARDS AND STAMPS.—Amounts less than \$1 may be saved by purchasing postal savings stamps at 10 cents each. A savings card with 10 savings stamps affixed will be accepted as a deposit of \$1 either in opening a postal savings account or in adding to an existing account, or it may be redeemed in cash.

POSTAL SAVINGS BONDS.—A depositor may exchange the whole or a part of his deposits for registered or coupon United States postal savings bonds, bearing 2½ per cent interest, issued in denominations of \$20, \$100 and \$500. When bonds are issued in exchange for postal savings deposits the balance to the credit of the depositor is reduced accordingly, and he may make further deposits until his account reaches \$2,500. A circular on postal savings bonds may be had at any depository post office.

INFORMATION.—If further information about the Postal Savings System is desired it may be obtained by applying at any post office or by addressing the Director Postal Savings, Washington, D. C.

POSTAGE STAMPS.

DENOMINATIONS.—Postage stamps are issued in the following denominations: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 20, 30, and 50 cent; 1, 2, and 5 dollar, and 10-cent special delivery.

VARIETIES ON SALE.—Only the kinds and denominations of stamps and other postage-stamped paper for which there is demand are kept on sale at the smaller post offices.

SOLD BY POSTMASTERS ONLY.—No postage-stamped paper is sold by the department direct; it must be bought through postmasters.

BOOKS OF 1 AND 2 CENT STAMPS, interleaved with paraffin paper, are on sale at post offices at the following prices:

	Cents.
24 one-cent stamps.....	25
96 one-cent stamps.....	97
24 one-cent and 24 two-cent stamps.....	73
12 two-cent stamps.....	25
24 two-cent stamps.....	49
48 two-cent stamps.....	97

STAMPS ARE ISSUED IN COILS of 500 and 1,000 with the stamps endwise or sidewise on paper cores one-half inch in diameter, the cost of coiling being charged to purchasers.

UNPERFORATED STAMPS in sheets of 400 each are sold upon request for use in automatic stamp-affixing or stamp-vending machines, but such stamps must be cut apart accurately.

SPECIAL-DELIVERY STAMPS, 10 cents each, secure prompt delivery of mail.

GOOD FOR POSTAGE.—All postage stamps issued by the United States since 1860 are good for postage in the United States, Guam, Hawaii, Porto Rico, Tutuila, and the Virgin Islands of the United States, but not in the Canal Zone or the Philippine Islands, except that embossed stamped envelopes, single postal cards, and the reply half of double postal cards of the United States are valid for postage in the Philippine Islands when addressed to the United States. Postage stamps of the Canal Zone or Philippine Islands are not good for postage in the United States except that embossed stamped envelopes, single postal cards, and the reply half of double postal cards of the Philippine Islands, are valid for postage in the United States when addressed to the Philippine Islands.

NOT GOOD FOR POSTAGE.—Postage-due and special-delivery stamps, mutilated or defaced stamps, internal-revenue stamps, and stamps cut from postal cards, embossed stamped envelopes, or newspaper wrappers are not good for postage.

POSTAGE-DUE STAMPS are used by postmasters to witness the collection of postage on short-paid matter, and are not sold to the public.

NOT REDEEMABLE OR EXCHANGEABLE.—Postage stamps are not redeemable from the public. Nor may they be exchanged, unless presented at the post office by the original purchaser within two business days after the purchase.

PERFORATING OF STAMPS.—For the purpose of identification only, and not for advertising, postage stamps may be punctured or perforated with letters, numerals, or other marks or devices, but the puncture or perforations shall not exceed $\frac{1}{2}$ inch in diameter and the whole space occupied by the identification device shall not exceed $\frac{1}{2}$ inch square.

PHILATELIC STAMP AGENCY.—All current issues of postage stamps desired for philatelic purposes may be obtained at face value by applying to the philatelic stamp agent, Division of Stamps, Post Office Department, Washington, D. C., in person or by mail. In addition to the current issues, some discontinued varieties are available, such as the 3-cent victory, airplane, Pilgrim, etc. No old and rare stamps are on sale. A list showing available stock will be sent upon application. Remittances should be made by postal money order or registered letter and must include return postage and registry fee.

RARE AND CANCELED STAMPS.—The Post Office Department does not purchase canceled postage stamps; nor can it furnish information as to the value of rare stamps over their face value.

REMITTANCES.—Postage stamps should not be used in making remittances. Ample registry and money order facilities are provided for the safe transmission of money by mail.

CURRENCY.—Postmasters are not required to accept in payment for postage stamps, etc., any currency which is so mutilated as to be uncurrent or as to render its genuineness doubtful; nor are they required to receive more than 25 cents in copper or nickel coins in any one payment. Postmasters are expected to make change whenever possible, but are not permitted to give credit for postage.

STAMPED ENVELOPES.

DENOMINATIONS AND SIZES.—The department issues 6 different sizes of stamped envelopes—the smallest $3\frac{3}{8}$ by $5\frac{1}{4}$, the largest $4\frac{1}{2}$ by $10\frac{1}{2}$ inches—in three qualities and three colors of paper, as follows: Extra quality, white; Standard quality, white and blue, and manila. The denominations are 1, 2, 4, and 5 cent. (See list on p. 34.)

STAMPED NEWSPAPER WRAPPERS of manila paper are issued in 1-cent denomination, size $5\frac{1}{2}$ by $10\frac{1}{2}$ inches, price per 1,000, \$11.48, and 2-cent denomination, size 8 by 12 inches, price per 1,000, \$21.88.

RETURN CARD.—When stamped envelopes are purchased in lots of 500 or its multiple, of a single size, quality, and denomination, the department will, upon request through the purchaser's post office, print his return card. Such cards are not printed on newspaper wrappers or postal cards.

The return card on stamped envelopes secures the return of undeliverable letters to the sender.

NO ADVERTISEMENT will be printed on stamped envelopes by the department; but names indicating or incidentally disclosing the nature of the purchaser's business or vocation will be printed on them, if such name is used under corporate charter, copartnership agreement, or other articles of organization so designating the concern, or is the name under which the purchaser is actually doing business with the public.

The name and title of an officer of a firm, corporation, institution, association, or society will be printed when so desired; for example, "Joe Doe, Treasurer, Washington Educational Association." Such titles as "M. D.," "D. D. S.," "Rev.," "LL. D.," etc., will be printed when they are clearly for purposes of identification and not for advertisement.

REDEMPTION.—Uncanceled and spoiled stamped envelopes presented in a substantially whole condition will be redeemed by postmasters at their face value only in postage stamps, stamped envelopes, or postal cards; but stamped envelopes bearing a printed address will be redeemed only from the original purchaser. Stamped envelopes and newspaper wrappers which bear no printing indicating the original purchaser may be redeemed when presented by any responsible person.

PRICE LIST OF STAMPED ENVELOPES.

Size, numbers, and dimensions in inches.	Denominations and color.	Printed, price per 1,000.				Unprinted, price per 1,000.			
		Low back.	High back.	Extra. ¹	Window.	Low back.	High back.	Extra. ¹	Window. ²
No. 3 (3½ by 5½).....	1-cent, white or blue....	11.82	11.88	11.60	11.68
	2-cent, white or blue....	21.82	21.88	21.60	21.68
No. 5 (3½ by 6¼).....	1-cent, white or blue....	11.92	11.98	12.82	12.48	11.72	11.76	12.60	12.24
	1-cent, manila.....	11.64	11.44
	2-cent, white or blue....	21.92	21.98	22.82	22.48	21.72	21.76	22.60	22.24
No. 7 (3½ by 8½).....	5-cent, white or blue....	51.92	51.72
	2-cent, white or blue....	22.62	22.72	23.88	23.62	22.28	22.40	23.56	23.28
	4-cent, white or blue....	42.62	42.72	43.88	42.28	42.40	43.56
No. 8 (4½ by 9½).....	1-cent, white or blue....	12.88	13.02	14.44	13.86	12.48	12.64	14.04	13.48
	2-cent, white or blue....	22.88	23.02	24.44	23.86	22.48	22.64	24.04	23.48
	4-cent, white or blue....	42.88	43.02	44.44	42.48	42.64	44.04
	5-cent, white or blue....	53.02	52.64
No. 9 (4½ by 10½).....	2-cent, white or blue....	23.32	24.80	22.88	24.36
	4-cent, white or blue....	43.32	44.80	42.88	44.36
	1-cent, white or blue....	12.08	12.16	13.06	12.74	11.84	11.92	12.80	12.48
No. 13 (3½ by 6¼).....	2-cent, white or blue....	22.08	22.16	23.06	22.74	21.84	21.92	22.80	22.48

NUMBER OF ENVELOPES FOR 1 CENT IN ADDITION TO POSTAGE VALUE.

No. 5.....	5	5	3	5	5	3
No. 8.....	3	3	2	4	3	2

¹ Extra quality, furnished in white only.

² Purchasers of unprinted window envelopes must have their return cards (including name, street address, or post-office box number, post office, and State) printed in the upper left corner.

INDEX.

DOMESTIC MAIL MATTER.

Page.		Page.
<p>Additions to and inclosures with mail matter..... 1, 2, 3, 5, 9</p> <p>Addresses on mail matter... 15, 16</p> <p style="padding-left: 20px;">Care to be exercised in writing..... 15</p> <p style="padding-left: 20px;">Defective, renders matter unmailable..... 11</p> <p style="padding-left: 20px;">Fictitious, delivery of mail to..... 15</p> <p style="padding-left: 20px;">In care of a second person.. 15</p> <p>Addresses of patrons..... 23</p> <p>Advertisements:</p> <p style="padding-left: 20px;">On private mailing cards... 2</p> <p style="padding-left: 20px;">On stamped envelopes..... 33</p> <p>Advertising matter in patrons' boxes..... 19</p> <p>Airplane mail..... 22</p> <p>Alaska, mail for..... 23</p> <p style="padding-left: 20px;">Gold mailed in, from or to. 8</p> <p style="padding-left: 20px;">Postage rates in, from or to. 8</p> <p>Animals, game, mallability of bodies of..... 9, 12</p> <p style="padding-left: 20px;">Cattle, sheep, swine, meats of, in the mails..... 9, 12</p> <p style="padding-left: 20px;">Live, prohibited in the mails..... 12</p> <p>Blind, letters and reading matter for the..... 4</p> <p>Bonds, postal savings..... 31</p> <p>Books..... 5, 6, 9</p> <p>Boxes, crates, etc..... 12, 13, 14</p> <p>Bulbs, seeds, etc..... 5, 6, 10</p> <p>Butter, eggs, etc., wrapping for. 14</p> <p>Canada, Cuba, Mexico, and Panama, postage rates for. 1, 8, 25, 27</p> <p>Carbon copies..... 2</p> <p>Castings, wrapping of..... 13</p> <p>Circulars..... 4</p> <p>Classification of mail..... 1 to 10</p> <p>Collection of mail..... 18</p> <p>Collect-on-delivery service..... 11</p> <p>C. O. D. foreign mail not permissible..... 28</p> <p>Communications inclosed with or attached to parcels..... 1</p>	<p>Complaints regarding mail matter and Postal Service..... 23</p> <p>Concealed matter..... 1</p> <p>Copyright matter..... 23</p> <p>Correspondence with Post Office Department..... 23</p> <p>Currency, acceptance of by postmasters..... 32</p> <p>Damaged ordinary mail..... 23</p> <p>Damaged registered mail..... 22</p> <p>Damaged insured and C. O. D. mail..... 11</p> <p>Dead mail matter, inquiries regarding..... 23</p> <p>Defamatory and dunning matter, unmailable..... 12</p> <p>Delivery of mail..... 11, 19, 20, 21</p> <p style="padding-left: 20px;">Registered..... 22</p> <p style="padding-left: 20px;">To officials..... 20</p> <p style="padding-left: 20px;">To person addressed..... 20</p> <p style="padding-left: 20px;">To person of same name... 20</p> <p style="padding-left: 20px;">Wrong..... 20</p> <p>Deposit mail promptly to avoid delay..... 15</p> <p>Domestic rates, application of, outside United States..... 1, 8</p> <p>Drop letters..... 2</p> <p>Eggs, wrapping, etc..... 14</p> <p>Envelopes of substantial paper. 12</p> <p>Examination of mail matter... 12</p> <p>Farm products, mailing of... 5, 14</p> <p>Fee, registry..... 21</p> <p>Fees, money order..... 29</p> <p>Fictitious address, delivery of mail to..... 15</p> <p>Firm mailing books..... 22</p> <p>First-class matter..... 2</p> <p style="padding-left: 20px;">Attached to fourth-class matter..... 1</p> <p style="padding-left: 20px;">Classification..... 2</p> <p style="padding-left: 20px;">Rate of postage..... 2</p> <p>Forwarding mail matter.... 17, 18</p> <p style="padding-left: 20px;">Special-delivery service.... 21</p>	

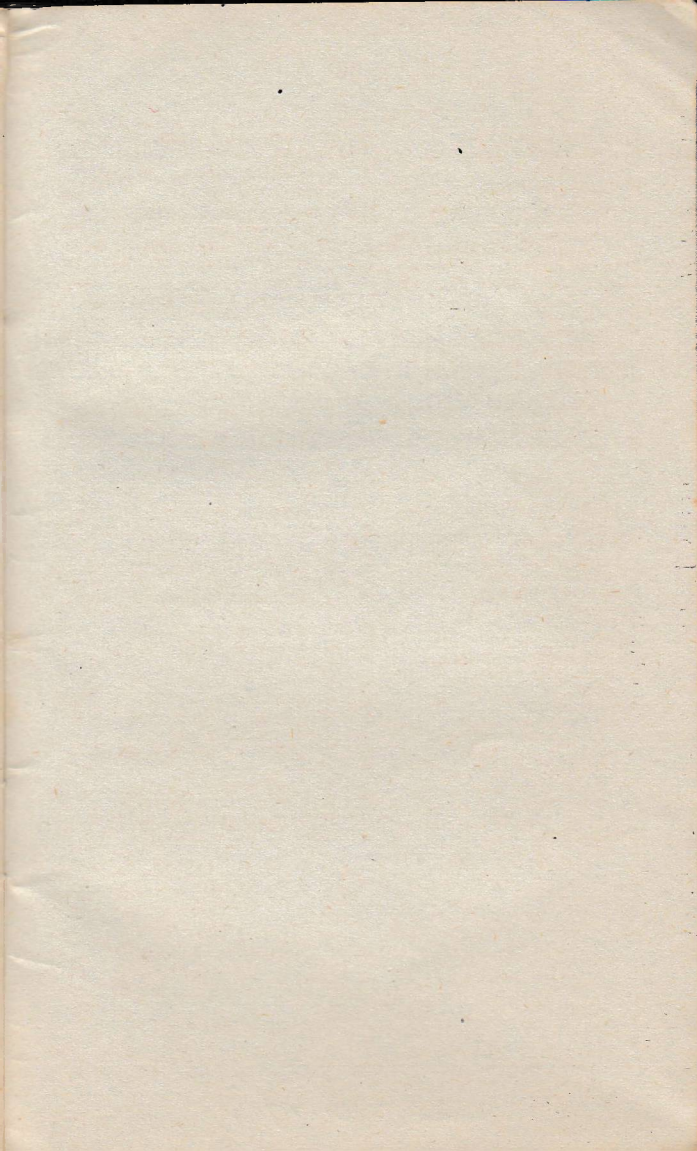
	Page.		Page.
Fourth-class (parcel post) matter:		Library books.....	9
Additions to.....	9	Limit of weight of mail matter.....	2, 3, 4, 8
Classification.....	5	Limit of size of mail matter.....	8
Collect-on-delivery service.....	11	Liquids, wrapping of.....	13, 14
Communications attached to.....	1	Liquors, unmailable.....	12
Farm products, mailing of.....	5, 14	List of names, postmasters forbidden to furnish.....	23
Inclosures, invoices.....	9	Live animals in mails.....	12
Insurance of.....	10, 11	Loss of mail, indemnity for.....	11, 22, 23
Place of mailing.....	10	Lottery and fraud matter, unmailable.....	12
Preparation for mailing.....	12 to 14	Maps.....	14, 24
Proprietary articles of merchandise.....	9	Meats, meat-food products, fish, game, etc.....	9, 12, 14
Rates of postage.....	5 to 8	Mexico, postage rate.....	1, 8
Fragile articles, wrapping of.....	14	Minors, mail for.....	20
Fruits, vegetables, etc., wrapping of.....	14	Miscellaneous information.....	23, 24
Game, when mailable.....	9	Money-order system.....	29, 30
General delivery of mail.....	19	Fees.....	29
Glass, crockery, etc., wrapping of.....	14	Identification of persons presenting orders.....	30
Gold mailed in, from or to Alaska.....	8	Indorsement on orders.....	30
Hand-stamped imprints on mail.....	5	International.....	29
Harmful articles in mails.....	13	Lost orders.....	30
Hats, wrapping of.....	13	Payment and repayment.....	30
Hides and pelts, wrapping of.....	13	Name and address of sender on mail.....	9, 15
Hotel, club, etc., return cards.....	16	Naval vessels, postage rates.....	8
Husband or wife, mail for.....	20	Nursery stock, certificates required.....	10
Identification of persons:		Obscene and indecent matter, unmailable.....	12
Applying for registered mail.....	19	Officials, delivery of mail to.....	20
Presenting money orders for payment.....	30	Overweight and oversize matter, unmailable.....	12
Inclosures with mail.....	1, 5, 9	Packing (<i>see</i> Preparation for mailing).....	12 to 14
Indemnity for lost mail:		Panama, postage rate.....	1, 8
C. O. D. matter.....	11	Parcel-post mail (<i>see</i> Fourth-class matter).....	5 to 14
Insured matter.....	11	Parcel-post keys and guide.....	8, 24
Registered matter.....	22	Patrons' boxes, rural service.....	18, 20
Not applicable to ordinary mail.....	23	Pensioners' mail.....	20
Inquiries regarding mail matter, etc.....	23	Periodical publications.....	3, 4
Insurance of fourth-class mail.....	10	Perishable articles, wrapping, etc.....	14
Insured foreign mail not permissible.....	10, 28	Persons of same name, delivery of mail to.....	20
Interest, postal savings system.....	31	Philatelic stamp agency.....	32
International money orders.....	29	Place of mailing fourth-class mail.....	10
Invoices, inclosed with fourth-class mail.....	9	Plants.....	10
Letters inclosed with parcels.....	1	Poisons, liquors, etc., unmailable.....	12
Letters attached to parcels.....	1	Postage-due stamps.....	32
Letter boxes, willful injury or destruction of.....	24	Postage not prepaid.....	11
Liability of subscribers.....	4		

	Page.		Page.
Postage, stamps not good for...	32	Preparation for mailing...	12 to 14
Postage stamps.....	31, 32	Boxes and crates.....	12 to 14
Affixing, manner of.....	1	Butter, eggs, and other	
Books of.....	31	farm products.....	14
Cut from postal cards or		Fragile articles.....	14
stamped envelopes.....	32	Hides and pelts.....	13
Denominations and varie-		Liquids.....	13
ties.....	31	Perishable articles.....	14
Good for postage; not good		Proprietary articles.....	9
for postage.....	32	Prepayment of postage.....	1
In coils.....	31	Private mailing cards.....	2
Mutilated currency not re-		Private mail receipts.....	20
ceived in payment for.....	32	Proof sheets, corrections in.....	5
Mutilated or defaced.....	32	Proprietary articles of merchan-	
Not redeemable or ex-		dise.....	9
changeable.....	32	Public library books.....	9
Not to be used in making		Rates of postage.. 1, 2, 3, 4, 5, 6, 7, 8	
remittances.....	32	Canada, Cuba, Mexico, Pan-	
Overlapping.....	1	ama, and Shanghai,	
Perforation of.....	32	China.....	1, 3, 8
Philatelic purposes, for....	32	Recall of mail.....	16
Rare and canceled.....	32	Receipts for registered mail....	22
Sale of; by postmasters		Receipts for insured mail.....	11
only; not on credit....	31, 32	Receipts for C. O. D. mail.....	11
Unperforated.....	31	Receipts for ordinary mail.....	10
Post cards (private mailing		Redemption:	
cards), rates, etc.....	2	Postage stamps.....	32
Postal cards:		Postal cards.....	3
Additions authorized and		Stamped envelopes.....	33
unauthorized.....	3	Registry system:	
International.....	3	Conditions for registration,	
Redemption.....	3	fee.....	21, 22
Reply.....	3	Delivery.....	22
Return of.....	16	Identification of persons ap-	
Sheets of.....	3	plying for mail.....	19
Postal Guide, Official.....	24	Indemnity for lost mail....	22
Postal Laws and Regulations..	24	Return receipts.....	22
Postal savings system.....	30, 31	Remittances, how made.c....	29, 32
Bonds.....	31	Reply postal cards.....	3
Certificates.....	30	Reproduction or imitation of	
Deposits and depositors....	30	handwriting and typewriting.	4
Interest.....	31	Return cards.....	15, 16
Privacy of accounts.....	30	Return of mail matter.....	15, 16
Stamps.....	31	Return receipts (<i>see</i> re-	
Withdrawals.....	31	ceipts).....	11, 22
Postmasters:		Rewards.....	24
Forbidden to furnish lists		Rural boxes.....	18, 20
of names of patrons.....	23	Rural collections.....	18
Not required to affix stamps	1	Rural delivery.....	20
Post office boxes.....	19	Maps.....	24
Post office lobby, advertise-		Second-class matter; additions	
ments posted in.....	24	to, postage rate.....	3, 4
Post route maps.....	24	Seeds, bulbs, etc.....	5, 6, 10
Poultry, wrapping, etc.....	14	Size, limit of, fourth-class matter	8
Powders, wrapping of.....	13	Shanghai, China, postal agency,	
		postage rate.....	1, 8

Page.	Page.		
Shippers' mailing book.....	22	Two classes of matter in one parcel.....	1
Special delivery service.....	21	Typewriting, carbon and letterpress copies.....	2
Stamps.....	21	Umbrellas, wrapping of.....	13
Stamped envelopes.....	32, 33	Undelivered mail.....	18
Price list.....	34	United States possessions, domestic rates apply to.....	1, 8
Redemption.....	33	Unmailable matter.....	11, 12
Return cards; advertisements not permitted.....	33	Vegetables, fruits, etc., wrapping of.....	14
Stamped newspaper wrappers.....	33	Village carriers.....	19
Star routes, delivery of mail on.....	19, 20	Weight, limit of.....	2, 3, 4, 8
State list of post offices.....	24	"Window" envelopes.....	12
Subscribers, liability of for subscription prices of publications.....	4	Withdrawals from postal savings depositories.....	31
Testimonials not furnished.....	23	Wrapping (<i>see</i> Preparation for Mailing).....	12 to 14
Third-class matter:		Zones, parcel post.....	8
Additions to.....	5		
Classification.....	4		
Rate of postage.....	4		
Tinsel, glass, etc., unmailable... 12			

FOREIGN MAIL MATTER.

Additions and inclosures permitted.....	26	Postal cards, international... 3, 25	
Canada, Cuba, Mexico, and Panama.....	25, 27	Post cards.....	25
Classification of mail matter.....	25	Printed matter.....	26
Commercial papers.....	26	Prohibited articles.....	28
Customs duties.....	26, 28	Rates of postage.....	25, 27, 28
Forwarding.....	28	Canada, Cuba, Mexico, and Panama.....	1, 8, 25, 27
Merchandise, samples of.....	26	Parcel post.....	28, 29
Miscellaneous conditions.....	28	Registered matter.....	21, 22, 28
Money order system, international.....	29	Reply coupons.....	27
Parcel post.....	28, 29	Return of, if undeliverable.....	28
Admissible matter.....	28	Samples of merchandise.....	25, 26
Dimensions of parcels.....	28	Unmailable (prohibited) articles.....	28
Letters prohibited.....	29	Weight and dimensions of parcels.....	26, 28
Place of mailing.....	29	Wrapped securely.....	28
Rates of postage.....	28	Written matter in parcels.....	29
Registration.....	28	Written matter attached to parcels.....	29
Limit of weight.....	28		
Postage due.....	28		



2010.01.17

POSTAL SAVINGS SYSTEM.

The United States Postal Savings System is a valuable aid in the practice of economy and thrift. See pages 30 and 31.

MONEY ORDER SYSTEM.

Use postal money orders instead of cash for sending money by mail. Money may be sent with safety by this means to all parts of the United States and its possessions and to most foreign countries.

TREASURY SAVINGS CERTIFICATES AND STAMPS.

Treasury Savings Certificates, maturity value \$25, \$100, and \$1,000, and maturing five years from date of issue, may be bought at money-order post offices at flat prices of \$20, \$80, and \$800, respectively. They may be redeemed before maturity for the purchase price plus about 3½ per cent on the investment. They are registered against loss and theft and are exempt from State and local taxation (except estate and inheritance taxes) and from the normal Federal income tax.

Treasury Savings Stamps afford a convenient means of saving the purchase price of Treasury Savings Certificates. They are sold at \$1 each and are noninterest bearing.

PARCEL POST.

The Domestic Parcel Post System offers a convenient and efficient means of transmitting parcels of merchandise, including farm and factory products, to any post office in the United States or its possessions. Low postage charges based on the service rendered are provided. The rates to near-by zones are particularly advantageous.

Parcels may be insured against loss or damage for a small fee, and may be sent C. O. D., in which event they are automatically insured.

Foreign Parcel Post.—Merchandise may be sent by foreign parcel post to almost every country of the world at low cost.

REGISTRY SYSTEM.

All valuable letters and sealed packages should be registered.

The Registry System provides special safeguards and careful delivery. A receipt showing delivery is furnished when requested by the sender.

Limited indemnity is paid in case of loss, damage, or rifling of domestic registered mail, and for the total loss of foreign registered mail except parcel-post matter.