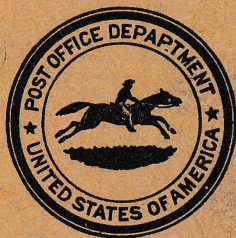


# POSTAL INFORMATION



SEVENTH EDITION

JULY, 1914

REGAN PRINTING HOUSE  
CHICAGO, ILLINOIS

**Contributed By Mike Ludeman**  
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**MODEL FORMS OF ADDRESS.**

After — days return to  
JOHN C. SMITH,  
146 State St.,  
Wilkesville, N. Y.

Stamp.

MR. FRANK B. JONES,  
2416 Front Street,  
OSWEGO,  
OHIO.

After — days return to  
JOHN C. SMITH,  
Rural Route No. 1,  
Wilkesville, N. Y.

Stamp.

MR. FRANK B. JONES,  
Rural Route No. 3,  
OSWEGO,  
OHIO.

**OFFICE OF THE POSTMASTER GENERAL,  
Washington; D. C.**

This pamphlet contains general information upon subjects relating to the Postal Service. It is published for the use and guidance of the public, and is for free distribution.

**A. S. BURLESON,**

Postmaster General.

# DOMESTIC MAIL MATTER

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## 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, and to or from the United States postal agency at Shanghai, China, 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, and the Republic of Panama. The domestic rates apply also to letters, but not to other articles, addressed to Great Britain, Ireland, and Newfoundland, and to letters for Germany dispatched only by steamers which sail direct to German ports.

**PREPAYMENT OF POSTAGE** on domestic matter at time of mailing, by stamps affixed, is required. By special permission, however, postage on matter of the third and fourth classes mailed in quantities of not less than 2,000 identical pieces may be paid in money.

**CONCEALED MATTER.** 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.

## FIRST-CLASS MATTER.

**FIRST-CLASS MATTER INCLUDES** written matter, namely: Letters, postal cards, post cards (private mailing cards), and all matter wholly or partly in writing, whether sealed or unsealed (except manuscript copy accompanying proof-sheets or corrected proof-sheets of the same and the writing authorized by law on matter of other classes). Also matter sealed or otherwise closed against inspection.

**RATES OF POSTAGE.** Letters and other first-class matter, two cents for each ounce or fraction thereof. Post cards and postal cards, one cent each.

**"DROP LETTERS,"** addressed for delivery at the office where mailed, one cent for each ounce or fraction thereof when deposited at post offices where letter carrier service is not established. Letters addressed to patrons served by rural or star route carriers, or deposited in boxes along such routes, are subject to postage at the rate of two cents an ounce or fraction thereof. There is no drop rate on mail other than letters.

**THE LIMIT OF WEIGHT** of first-class matter is four pounds.

## SECOND-CLASS MATTER.

**SECOND-CLASS MATTER INCLUDES** newspapers and periodicals bearing notice of entry as second-class matter. No limit of weight is prescribed.

**RATE OF POSTAGE.** Newspapers and periodical publications of the second class, when sent unsealed by others than the publisher or a news agent, one cent for each four ounces or fraction thereof, on each separately addressed copy or package of unaddressed copies. To be entitled to this rate the copies must be complete. Incomplete copies are third-class matter.

**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.

## THIRD-CLASS MATTER.

**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 or parcel post mail.)

**Typewriting and carbon and letter-press copies** thereof are the equivalent of hand-writing and are classed as such in all cases. 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 postage at the first-class (letter) rate, whether sealed or unsealed.

**Reproductions or imitations of handwriting and typewriting** obtained by means of the printing press, neostyle, 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 one cent for each two ounces or fraction thereof, on each individually addressed piece or package.

**THE LIMIT OF WEIGHT** of third-class matter is four pounds. Parcels of printed matter weighing more than four 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 a space sufficient for a legible address, postmark and the necessary postage stamps.

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 a written or printed name and address of the sender, may be inclosed with a circular or other third-class matter without affecting its classification.

**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.

**Corrections in proof-sheets** include the alteration of the text and insertion of new matter, as well as the correction of typographical and other errors; include also marginal instructions to the printer necessary to the correction of the matter or its proper appearance in print. Part of an article may be entirely rewritten if that be necessary for correction. Corrections should be upon the margin of or attached to the proof-sheets. Manuscript of one article can not be inclosed with proof or corrected proof-sheets of another except at the first-class rate.

## FOURTH-CLASS MATTER (DOMESTIC PARCEL POST).

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

**EXTENT AND USEFULNESS OF PARCEL POST.** The domestic parcel post offers a convenient, quick, and efficient means of transporting mailable parcels to any post office in the United States or its possessions. The service reaches more places than any other transportation agency. It brings producers and consumers into closer contact, thus opening the way to reducing the high cost of living. Special treatment and advantages are accorded to shipments of farm products weighing between 20 and 50 pounds. Low postage rates, based on the service rendered, are provided. The rates to nearby zones are particularly advantageous. Parcels may be insured against loss and may be sent C. O. D.

**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, a fraction of a pound being considered a full pound:



ZONES

Weight in Pounds	Local	ZONES							
		1st Up to 50 miles	2nd 50 to 150 miles	3rd 150 to 300 miles	4th 300 to 600 miles	5th 600 to 1000 miles	6th 1000 to 1400 miles	7th 1400 to 1800 miles	8th Over 1800 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						
22	.16	.26	.26						
23	.16	.27	.27						
24	.17	.28	.28						
25	.17	.29	.29						
26	.18	.30	.30						
27	.18	.31	.31						
28	.19	.32	.32						
29	.19	.33	.33						
30	.20	.34	.34						
31	.20	.35	.35						
32	.21	.36	.36						
33	.21	.37	.37						
34	.22	.38	.38						
35	.22	.39	.39						
36	.23	.40	.40						
37	.23	.41	.41						
38	.24	.42	.42						
39	.24	.43	.43						
40	.25	.44	.44						
41	.25	.45	.45						
42	.26	.46	.46						
43	.26	.47	.47						
44	.27	.48	.48						
45	.27	.49	.49						
46	.28	.50	.50						
47	.28	.51	.51						
48	.29	.52	.52						
49	.29	.53	.53						
50	.30	.54	.54						

ZONES—PARCEL POST GUIDE AND MAPS. For parcel post purposes the United States is divided into units of area thirty minutes square. Such units form the basis of the eight postal zones. To ascertain in which zone a post office is located from the office of mailing, a parcel post guide, costing 55 cents, and map, costing 20 cents, are jointly used. The guide applies to all offices, but a separate map is required for each unit. A zone key is furnished with the guide for use in the units of area in which some of the largest post offices are located, and makes the map for those units unnecessary. The guide and maps may be purchased by sending a money order to the Third Assistant Postmaster General, Washington, D. C. Stamps are not accepted.

**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 post office 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.

**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.

**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 two ounces or fraction thereof in all cases), weighing more than 4 ounces and not exceeding 4 pounds 6 ounces when mailed to Canada, Mexico, Cuba and the Republic of Panama. (Parcels weighing up to 11 pounds may be sent to Mexico and the Republic of Panama as foreign parcel post mail under the parcel post conventions with those countries.)

**THE LIMIT OF WEIGHT** of fourth-class matter is 50 pounds for parcels mailed for delivery within the first and second zones, and 20 pounds for all other zones.

**LIMIT OF SIZE.** Parcel post matter may not exceed 72 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.** The written additions permissible upon third-class matter (see page 4) also may be placed on fourth-class matter, together with any marks, numbers, names, or letters for purpose of description, or they may be placed 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.

**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.

**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.

**COMMUNICATIONS ATTACHED TO PARCELS.** When it is desired to send a communication with a parcel on which postage at the fourth-class rate has been fully prepaid, the communication may be placed in an envelope fully prepaid at the first-class rate and addressed to correspond with the address on the parcel and then be tied to or otherwise securely attached to the outside of the parcel in such manner as to prevent its separation therefrom and not to interfere with the address on the parcel. The stamps to cover the postage on the parcel must be affixed to the wrapper of the parcel, and those to pay the postage on the communication must be affixed to the envelope of the communication. Parcels to which such communications are attached are treated as fourth-class matter. Only one special-delivery fee is required on such parcels sent as special-delivery matter.

**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.

**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.

**MEATS AND MEAT-FOOD PRODUCTS.** Before meat or meat-food products of cattle, sheep, swine, or goats 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.

**NURSERY STOCK,** including all field-grown florists' stock, trees, shrubs, vines, cuttings, grafts, scions, buds, fruit pits and

9

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 from which such nursery stock is shipped has been inspected within a year and found free from injurious insects, and the parcel containing such nursery stock is plainly marked to show the nature of the contents and the name and address of the sender.

**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, named, numbered or lettered station, or delivered to a rural or other carrier duly authorized to receive such matter. Smaller parcels may be deposited in letter or package boxes.

### **INSURANCE OF FOURTH-CLASS MAIL.**

**FEES AND CONDITIONS.** Fourth-class or domestic parcel post mail (but no other) may be insured against loss upon payment of a fee of 5 cents for value not exceeding \$25, or 10 cents for value not exceeding \$50, in addition to the postage, both to be prepaid with stamps affixed.

Such mail may be insured at any post office or station thereof, or by rural carriers. The sender must fill out an insurance tag, which will be furnished him on request, to be attached to the parcel.

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

**INDEMNITY FOR LOST INSURED PARCELS** is paid for their actual value within the limit of insurance. No indemnity is payable on account of mere partial damage. However, when an article is so damaged as to render it wholly worthless, it is regarded as lost, provided it was packed and indorsed in accordance with the postal requirements (see pages 10-12). No indemnity is paid for labor, workmanship, etc., in repairing partial damage.

### **COLLECT-ON-DELIVERY SERVICE.**

**CONDITIONS AND FEE.** 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, on payment of a fee of 10 cents in addition to the postage, both to be prepaid with stamps affixed. The amount to be collected and remitted to the sender must 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. fee also covers insurance against loss up to \$50.

**A RECEIPT** is given the sender of a C. O. D. parcel at the time of mailing but no return receipt is furnished, as the remittance shows that delivery has been made.

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

**INDEMNITY FOR LOST C. O. D. PARCELS** is paid for the actual value not to exceed \$50, under the conditions governing the payment of indemnity for lost insured parcels.

## PREPARATION AND WRAPPING OF MAIL MATTER.

**ENVELOPES** 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 it may be damaged. It is recommended that stamped envelopes, on sale at all post offices, be used.

**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.

**Nailed Boxes.** Parcel post mail may be inclosed in boxes to which the lids are nailed or screwed, provided the lids can be readily removed with a chisel or screw-driver for examination of 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 weighing twenty pounds or under are generally carried inside mail bags with other mail; those weighing over twenty pounds are usually carried outside mail bags. They should be wrapped with that understanding.

Parcels improperly or insufficiently wrapped will not be accepted for transmission in the mails.

**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 paste-board 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, liquid measure.** 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. Any number of bottles separately packed as herein prescribed may be included in a single package if the limit of weight and size for fourth-class matter be not exceeded.

(c) **Bottles containing liquid** may also be packed in strong and tight receptacles of wood, metal or waterproof corrugated pasteboard. Space must be left all around the bottle, which must be filled with bran, sawdust or other absorbent material in sufficient quantity to absorb all the liquid if the bottle should get broken.

(d) **When in a metal container, the weight limit of the parcel is the same as for other fourth-class matter.** The container must be securely sealed and inclosed in a strong box.

(e) **When in parcels weighing more than twenty pounds, mailable liquids in securely-sealed glass bottles or metal cans will be accepted for mailing to offices in the first and second zones when packed in strong boxes and surrounded with sawdust or other suitable substance to protect the contents from breakage.** All such packages to be marked "FRAGILE—THIS SIDE UP," or with similar inscription, and to be transported outside of mail bags.

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 local delivery when so packed in a basket or other container as to prevent damage to other mail.

Eggs will be accepted for mailing regardless of distance, when each egg is separately wrapped and surrounded with excelsior, cotton or other suitable material and packed in a strong container made of double-faced corrugated pasteboard, metal, wood or other suitable material and wrapped so that nothing can escape from the package. All such parcels shall be labeled "EGGS."

Eggs in parcels weighing more than twenty pounds will be accepted for mailing to offices in the first and second zones when packed in crates, boxes, buckets or other containers having tight bottoms to prevent the escape of anything from the package and so constructed as properly to protect the contents. Such packages to be marked "EGGS—THIS SIDE UP" and to be transported outside of mail bags.

**PERISHABLE ARTICLES.** Parcels containing perishable articles shall be marked "PERISHABLE." Articles likely to spoil within the time reasonably required for transportation and delivery shall 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, when so packed or wrapped as to prevent damage to other mail, will be accepted for local delivery either at the office of mailing or on any rural route starting therefrom. When inclosed in an inner cover and a strong outer cover of wood, metal, heavy corrugated pasteboard, or other suitable material, and wrapped so that nothing can escape from the package, they will be accepted for mailing to all offices to which in the ordinary course of mail they can be sent without spoiling.

**Butter, dressed fowls, vegetables, fruits, and other perishable articles** in parcels weighing more than twenty pounds will be accepted for mailing to offices in the first and second zones when suitably wrapped or inclosed and packed in crates, boxes or other suitable containers having tight bottoms to prevent the escape of anything from the package and so constructed as properly to protect the contents. All such parcels to be transported outside of mail bags.

Vegetables and fruits which do not decay quickly will be accepted for mailing to any zone if packed so as to prevent damage to other mail.

## 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 sent to the Division of Dead Letters. 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 not be used as a part of the address when delivery by city or rural carrier is desired, but only in cases 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 TRANSMITTAL, 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.** Ordinary 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.

### RETURN CARDS.

**THE SENDER'S NAME AND ADDRESS MUST** be placed on all fourth-class or parcel post mail 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.

**TIME SPECIFIED.** A return request should not specify a number of days fewer than three nor more than thirty.

**HOTEL ENVELOPES.** If the sender of a letter mailed in the envelope of a hotel desires to have the letter returned if not delivered, he should add to the hotel card a request to that effect, as unclaimed letters bearing the card of a hotel, club, school, college, or other public institution, which has evidently been printed upon the envelopes to serve as an advertisement, will not be returned unless the sender so requests.

**POSTAGE STAMPS** should be securely affixed to the upper right corner of the address side, care being taken that one does not overlap another.

**SPACE MUST BE LEFT** 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.

### 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—2 cents—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, and goats, presented without the required certificate of inspection or exemption. See page 8.

**NURSEY STOCK** not accompanied with certificate of inspection. See page 8.

**POISONS, LIQUORS, LIVE ANIMALS, FOWLS, ETC.**

All matter harmful in its nature, as poisons; explosive or inflammable articles; matches; live animals, fowls, insects and reptiles; guano or any article exhaling a bad odor; and vinous, spirituous or malt liquors. The postal laws provide a severe penalty for the mailing of poisons, explosives or inflammable articles, and intoxicating liquors.

**TINSEL, GLASS.** Post cards and postal cards, bearing particles of glass, metal, mica, sand, tinsel, or other similar substances, are unmailable, except when inclosed in envelopes tightly sealed to prevent the escape of such particles, or when treated in such manner as will prevent the objectionable substance from being rubbed off.

**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.

## POST CARDS (PRIVATE MAILING CARDS).

**TRANSMISSIBLE, WHEN AND WHERE.** Post cards manufactured by private persons, consisting of an unfolded piece of cardboard in quality and weight substantially like the Government postal card, not exceeding in size  $3\frac{1}{2}$  by  $5\frac{1}{2}$  inches, nor less than  $2\frac{3}{4}$  by 4 inches, bearing either written or printed messages, are transmissible without cover in the domestic mails (including the possessions of the United States), and to Canada, Cuba, Mexico, Republic of Panama, and city of Shanghai (China), at the postage rate of 1 cent each, and in the foreign mails at the rate of 2 cents each.

**ADVERTISEMENTS AND ILLUSTRATIONS** may appear on the back of the card and on the left half of the face.

**NON-CONFORMING CARDS, RATE.** Cards which do not conform to the foregoing conditions are chargeable with postage at the letter rate, if wholly or partly in writing, or at the third-class rate, if entirely in print.

**UNDER COVER, RATE.** Cards mailed under cover of sealed envelopes (transparent or otherwise), are chargeable with postage at the first-class rate; if inclosed in unsealed envelopes, they are subject to postage at the first-class rate if wholly or partly in writing, or the third-class rate if entirely in print—to be prepaid with stamps affixed to the envelope. Stamps affixed to matter inclosed in envelopes are not recognized in payment of postage thereon.

**FOLDED ADVERTISING CARDS.** and other matter entirely in print, arranged with a detachable part for use as a post card; are mailable as third-class matter.

**DOUBLE OR FOLDED POST CARDS** are not authorized by law.

## POSTAL CARDS.

**POSTAL CARDS** are furnished at the postage value represented by the stamp impressed thereon; single postal cards for domestic and foreign correspondence at 1 cent and 2 cents each, respectively, and reply (double) postal cards at 2 cents and 4 cents each, respectively.

**ADDITIONS.** Government postal cards may bear written, printed, or other additions as follows:

**Addresses** on postal cards may be either written, printed, or affixed thereto.

**Advertisements, illustrations, or writing** may appear on the back of the card and on the left third of the face.

**The face** of the card may be divided by a vertical line placed approximately 1-3 of the distance from the left end of the card; the space to the left of the line to be used for the message, but the space to the right for the address only.

**UNAUTHORIZED ADDITIONS.** The addition to a postal card of matter other than as above authorized will subject it, when mailed, to postage at the letter rate, if wholly or partly in writing, or at the rate for the added matter, if it bears no writing. In such case the postage value of the stamp impressed on the card will not be impaired.

**SHEETS OF POSTAL CARDS** are furnished for printing purposes, but to be good for postage the cards must be cut to regulation size. For sizes of sheets see Official Postal Guide at any post office.

**INTERNATIONAL POSTAL CARDS.** The United States international 2-cent single and reply postal cards should be used for correspondence with foreign countries, except Canada, Cuba, Mexico, Republic of Panama, the Philippine Islands, and city of Shanghai (China), to which the domestic 1-cent single and reply cards are mailable; but when these international cards can not be obtained, it is allowable to use the United States domestic 1-cent single and reply postal cards with 1-cent United States adhesive postage stamps affixed thereto.

**REDEMPTION.** Uncanceled, unserviceable, and spoiled postal cards not treated by bronzing, enameling, or other process of coating, may be redeemed in postage stamps or other stamped paper only at 75 per cent of their postage value when presented by the original purchaser, but parts or pieces of cards will not be redeemed.

**REMAILING.** Used postal cards conforming to the conditions prescribed for post cards may be remailed upon prepayment of 1-cent postage with stamp affixed.

**REPLY POSTAL CARDS.** Either half of a domestic reply postal card may be used separately. Such postal cards

should be folded before mailing, and the initial half should be detached when the reply half is mailed for return.

## POSTAGE STAMPS.

**DENOMINATIONS.** Postage stamps are issued in the following denominations: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 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. Postmasters are not required to affix stamps to mail.

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

24 1c stamps.....	25 cents	12 2c stamps ...	25 cents
96 1c stamps.....	97 cents	24 2c stamps ...	49 cents
24 1c and 24 2c stamps		48 2c stamps ...	97 cents
	73 cents		

**STAMPS ARE ISSUED IN COILS** of 500 and 1,000, perforated or unperforated, with the stamps endwise or sidewise on paper cores  $\frac{1}{4}$ -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 handling and 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, and Tutuila, but not in the Canal Zone or the Philippine Islands, except that embossed stamped envelopes, single one-cent postal cards, and the reply half of one-cent 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 embossed stamped envelopes, newspaper wrappers, or postal cards, 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  $\frac{1}{32}$  inch in diameter and the whole space occupied by the identification device shall not exceed  $\frac{1}{4}$ -inch square.

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

**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.

**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 twelve different sizes of stamped envelopes, the smallest  $2\frac{1}{4}$  by  $5\frac{1}{2}$ , the largest  $4\frac{3}{8}$  by  $10\frac{1}{8}$  inches, in three qualities and five colors of paper, as follows: First quality, white and amber; second quality, buff and blue; third quality, manila. The denominations are 1, 2, 4 and 5 cent. (See list on pages 34 and 35.)

**STAMPED NEWSPAPER WRAPPERS** are issued in 1-cent and 2-cent denominations and in two sizes.

**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 insures the return of undeliverable letters to the writer.

**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, "John 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.

### WINDOW ENVELOPES.

**"WINDOW" ENVELOPES,** having an opening or a transparent panel in the front, through which the address upon

the inclosure is disclosed, are mailable under conditions which may be learned upon inquiry of postmasters.

## 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 out-going mail therein. Collections will also be made from such U. S. 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 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, page 20.)

**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 post office 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 thirty 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.** 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 in emergencies. Carriers are not permitted to stop and deliver mail to patrons who meet them on the street, unless such delivery can be made without unreasonable delay.

**Private Mail Receptacles.** Patrons at offices having city delivery are urged to provide private mail receptacles or cut slots in the doors at their residences and places of business for the receipt of mail, which will permit its safe delivery in the absence of the addressee instead of having it carried by and delivered on a later trip. Private receptacles are also a great convenience to householders, obviating the necessity of their responding to carriers' calls at inconvenient moments. The use of private mail boxes also facilitates the work of the carriers and enables them to give more expeditious service and reach the patrons on the end of the routes at an earlier hour.

**RURAL DELIVERY.** Mail is delivered by rural and star route carriers to persons who properly place mail boxes on the lines of travel of such routes. Mail boxes on rural routes must conform to the prescribed specifications and be approved by the Post Office Department. Mail will be delivered only to the boxes of persons to whom it is addressed or the boxes of persons duly authorized to receive it. Mail addressed to a rural mail box number only is not deliverable. Rural carriers may deliver mail to patrons whom they meet on the route, provided their identity is known and such delivery does not unduly delay the carriers.

**DELIVERY TO ADDRESSEE OR AGENT.** Mail is delivered to the person addressed or according to his written order. An order to make delivery to another person is implied in cases where the addressee is in the habit of receiving his mail through his clerk, servant, agent, or some member of his family, or other person, and recognizes or acquiesces in such delivery.

**HUSBAND OR WIFE.** Neither husband nor wife can control the delivery of mail addressed to the other against the wishes of the one to whom it is addressed. In the absence of instructions to the contrary, the wife's letters will be placed in the husband's box and delivered to him with his letters, unless they be known to live separately.

**MINORS.** The delivery of mail addressed to a minor is subject to the orders of the parent or guardian upon whom the minor is dependent.

**PERSONS OF THE SAME NAME.** Where two or more persons of the same name receive mail at the same post office, they should adopt, where practicable, some form of address or other means by which their mail may be distinguished.

**OFFICIALS.** Mail addressed to a public official, or to an officer of a corporation, by his title, will be delivered to the person actually holding the office designated in the address, the assumption being that the mail is intended for the officer as such.

**PENSIONERS.** Pension check letters will be delivered only to the pensioner addressed or to his or her clerk, servant, agent, or some member of the pensioner's family through whom mail is habitually received. Such letters addressed to a pensioner who is dead, or has permanently removed, or has been declared mentally incompetent, or, in case of a widow, has remarried, will be returned to the sender.

**ADVERTISED MAIL.** The addressee of an advertised letter or other piece of mail is required to identify it and pay a fee of one cent before receiving it.

**WRONG DELIVERY.** A person receiving mail not intended for him should return it promptly to the post office for proper disposition. If such mail has been opened by mistake it should be endorsed, "Opened by mistake," with the signature of the person receiving it.

### SPECIAL DELIVERY SERVICE.

**SPECIAL DELIVERY SERVICE** is the prompt delivery of mail by messenger during prescribed hours to persons who reside within the carrier limits of city delivery offices, to patrons of rural service who reside more than one mile from post offices but within one-half mile of rural routes, and to residents within one mile of any post office. Special delivery mail is not expedited in transit between post offices.

**HOW OBTAINED.** This service is obtained by placing on any letter or article of mail a special delivery stamp or ten cents worth of ordinary stamps in addition to the lawful postage. When ordinary stamps are used the words "Special Delivery" must be placed on the envelope or wrapper, directly under but never on the stamps; otherwise the letter or article will not be accorded special delivery service.

**HOURS OF DELIVERY.** From 7 a. m. to 11 p. m. at city delivery offices, and from 7 a. m. to 7 p. m. at all other offices, or until after the arrival of the last mail, provided that be not later than 9 p. m. Special delivery matter will be delivered at post offices of the first and second classes on Sunday, and at other offices if open on Sunday. Special delivery will be made at all offices on holidays.

**ONE DELIVERY ONLY ATTEMPTED.** When special delivery mail can not be delivered for the reason that no one is present to receive it or for other cause, notice is left at the place of address and the mail returned to the post office, and it is thereafter treated in all respects as ordinary mail.

**FORWARDING.** Special delivery mail may be forwarded under the same rules as ordinary mail, and is then entitled to special delivery service unless an attempt was made to effect delivery at the office of original address.

**DOES NOT INSURE UNUSUAL SAFETY.** When it is

desired to send money or other valuables by special delivery the matter should also be registered or insured. A special delivery stamp does not insure unusual safety or a personal delivery to the party addressed.

## RETURN OF MAIL.

**FIRST CLASS.** Letters and other mail of the first class prepaid one full rate (2 cents); official matter and reply (double) postal cards, and single postal and post cards deposited for local delivery, when undeliverable, will be returned to the sender without additional postage, provided such mail bears the name and address of the sender. Single postal cards and post cards not deposited for local delivery will not be returned to the sender.

If the sender does not specify the number of days within which such mail shall be delivered, then it will be returned as follows: (a) After five days, if intended for delivery by city or rural carrier; (b) after ten days, if addressed "transient" or "general delivery" to a city; and (c) after fifteen days, if addressed to an office not having city carrier service and not intended for delivery by rural carrier.

**A DEFINITE RETURN ADDRESS** is required. The mere request to return to "office of mailing," as indicated by the postmark, is not sufficient.

**OTHER CLASSES.** When matter of other than the first class which is of obvious value, or bears a pledge to furnish return postage, can not be delivered, the postmaster will notify the sender of that fact; and such matter will be returned to the sender only upon new prepayment of postage. After notification of non-delivery such matter will be held not longer than two weeks, unless the office of mailing be so remote from the office of address that a response could not be received from the sender within that time.

**IF THE SENDER HABITUALLY FAILS TO REDEEM HIS PLEDGE** to furnish return postage, no further notices will be sent him in regard to undelivered mail.

**RECALL OF MAIL.** When the sender of a letter desires to recall it, his application must be submitted to the postmaster at the office of mailing.

**RETENTION IN POST OFFICE AT ADDRESSEE'S REQUEST.** Letters bearing return cards can not be held at the addressee's request, at the office of address, beyond the time indicated in the return card.

**WHEN REMAILING A LETTER** which has been returned to the sender as undeliverable, it should be placed in a new envelope in order to avoid confusion and secure prompt transmission. A new prepayment of postage is required.

## FORWARDING OF MAIL.

**ORDERS FOR.** A person desiring to have his mail forwarded should file with the postmaster at the office of address a request signed in writing, giving his present address, the full address to which mail is to be forwarded, and specific information as to the time during which the order is to be observed. If a person who has filed such an order at a post office returns to the delivery of that office before the expiration of the time indicated in his forwarding order he should immediately have the order canceled.

**WHAT MAIL MAY BE FORWARDED AFTER DELIVERY.** Upon being properly re-addressed and deposited



in the post office originally addressed, or a street letter box of such office, mail may be forwarded after delivery. This applies to mail erroneously delivered or addressed; to mail addressed in care of another; and to mail opened inadvertently upon misdelivery, in which case it should be indorsed "Opened by mistake" and signed by the person who opened it.

**FIRST CLASS.** Only first-class mail can be forwarded from one post office to another without a new prepayment of postage. This includes letters and other first-class matter prepaid one full rate (2 cents), postal cards, post cards (private mailing cards), and official matter.

**OTHER CLASSES.** A new prepayment of postage on mail of the second, third and fourth classes must be made by the addressee or someone for him, every time it is forwarded, as follows: (a) Second-class matter, 1 cent for each four ounces or fraction thereof; (b) third-class matter, one cent for each two ounces or fraction thereof; (c) fourth-class or parcel post matter, at the rate applicable between the forwarding office and the one to which the mail is forwarded.

**EXCEPTIONS.** A change of street number to secure delivery at the office of address is not a "forwarding" and does not subject the mail to additional postage.

Patrons of any office who, on account of a change in the postal service, receive their mail from another post office, may have mail matter of all classes transmitted to that office without additional charge for postage, provided they first file with the postmaster at the former office a request to have their mail so sent. This is not to be construed as "forwarding" within the meaning of the law.

Mail matter of all classes addressed to persons in the service of the United States (civil, military, or naval) whose change of address is caused by official orders will be transmitted until it reaches the addressee without a new prepayment of postage.

**HOTELS, CLUBS, ETC.** Managers of hotels and officers of clubs, boards of trade, and exchanges, should not hold unclaimed mail addressed to their care longer than ten days, except at the request of the person addressed, and should redirect it for forwarding if the present address is known; otherwise, such mail should be returned to the post office.

**UNNECESSARY INSCRIPTIONS NOT PERMITTED.** Inscriptions not necessary to proper forwarding subject the matter to 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. 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 one cent for each notice sent him.

## UNDELIVERED MAIL.

**ADVERTISED.** All undelivered and unreturnable mail of the first class (except postal cards and private mailing cards) and valuable matter of the third and fourth classes are advertised by posting a weekly list in the post office. A charge of 1 cent in addition to any postage due is collected on advertised mail if delivered.

**UNDELIVERABLE LETTERS AND SEALED PARCELS (FIRST-CLASS MATTER)**, which can not be delivered to addressees or returned to senders, are sent to the Division of Dead Letters 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. If valuable inclosures are found, a record is made, and if not returned at once to the owner, they may be reclaimed within four years 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 the post office at the headquarters of the division of the Railway Mail Service in which the parcels or articles are detained, where they are held for twelve months, subject to inquiry, after which they can not be reclaimed. Matter addressed to foreign countries mailed in violation of law or treaty stipulation is sent to the Division of Dead Letters.

**UNDELIVERABLE SINGLE POSTAL CARDS AND POST CARDS** are destroyed or disposed of as waste paper by postmasters.

**INQUIRIES** relating to undelivered letters of domestic origin should be addressed to the Fourth Assistant Postmaster General, Division of Dead Letters, and should state to whom and to what post office the letter 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. Inquiries for parcels of third and fourth-class matter should be made on Form 1510, with which post offices are provided, and referred by postmasters to the Inspector in Charge of the division in which the office of mailing is located.

## MISCELLANEOUS.

**ALASKA.** All mails for Alaska are dispatched from Seattle, Washington. During the season of navigation all classes of mail are dispatched. During the winter season (from about October 1 to June 1), on account of the difficulty of transportation, the dispatch of mail for Alaska, except for offices on the southern coast, is limited, preference being given first, to letters in their usual and ordinary form and postal cards; second, to single newspapers and magazines addressed to public libraries, newspaper publishers and to individuals. Books, catalogs, newspapers and periodicals sent to dealers for purpose of trade or otherwise, and merchandise (parcel post matter), can not be forwarded to interior offices during the winter season. But, as an exception to the foregoing, when the weight limit of mail for dispatch will permit, packages of seeds, not exceeding one pound per package, and articles of merchandise, not exceeding a few ounces each, as the proper officers of the service have reason to believe contain articles of urgent necessity, such as eyeglasses, medicines, etc., for individual use, but not intended primarily for trade, may be inclosed in the mails for dispatch.

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 two 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 eleven pounds in weight and sent by registered mail.

**COMPLAINTS AND INQUIRIES.** All complaints in regard to mail should be addressed to the postmaster, 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 Department. More than one subject should not be treated in the same letter, and the communication should bear the address of the officer in charge of the Bureau to which the business relates, as follows:

The Chief Clerk, Post Office Department: Relative to the Official Postal Guide, telegraph rates for Government messages, advertising for the Department and postal service, and miscellaneous complaints and inquiries not covered below.

The Solicitor, Post Office Department: The delivery of mail the ownership of which is in dispute, the mailability of alleged indecent, obscene, scurrilous, and defamatory matter, dunning postal cards, and matter relating to lottery schemes, endless chain enterprises, etc.

The Chief Inspector, Post Office Department: Relative to loss, robbery, damage or destruction, wrong delivery, tampering and interception of mail, and schemes to defraud. A statement of the facts and all letters and literature, with envelopes, should accompany complaints concerning schemes to defraud.

The First Assistant Postmaster General: Relative to the appointments, service and conduct of postmasters, delivery of mail, post office hours, and location of presidential post offices.

The Second Assistant Postmaster General: Relative to the transportation of mails, railway mail service, foreign mails, and the admission of matter to the mails which from its form or character would be liable to injure the mails or the person of postal employees.

The Third Assistant Postmaster General: Relative to money order and postal savings business, classification of mail and rates of postage, admissibility of matter as parcel post mail, registered, insured and C. O. D. matter, penalty and franking privileges, postage stamps and stamped paper, and box rents.

The Fourth Assistant Postmaster General: Relative to the rural delivery and star route services, to the establishment, discontinuance and change of site of a fourth-class post office, and concerning matter which has been sent to the Division of Dead Letters.

**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.

**PERIODICAL PUBLICATIONS.** The Post Office Department does not determine questions regarding the liability of a subscriber for the subscription price of a publication. Publications which are not desired may be refused and not removed

from the post office, or they may be returned to the postmaster indorsed "Refused."

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

**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.

**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 or registered.

**LISTS OF NAMES OR OTHER INFORMATION.** Postmasters and all others in the postal service are forbidden to furnish lists of names of persons receiving mail at their offices or give information as to the addresses, character, or standing of patrons.

**PENSIONERS' OATHS.** Fourth-class postmasters and rural carriers are required to administer oaths to pensioners and witnesses in the execution of pension vouchers, and have authority to receive from the pensioners for each voucher a sum not exceeding 25 cents. Rural carriers are not required to deviate from their routes to execute vouchers.

**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 offence, 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.

## REGISTRY SYSTEM.

**ADVANTAGES.** The registry system provides for careful transmission to any post office in the world of money and other valuable mail, furnishes receipts to the mailer, and provides for indemnity in case of loss.

**WHAT SHOULD BE REGISTERED.** All valuable letters and sealed parcels, and those for which a return receipt or special care in delivery is desired, should be registered.

**WHAT MAY BE REGISTERED—WHERE, AND BY WHOM.** Any matter, properly addressed and bearing the name and address of the sender, admissible to the domestic mails (except fourth-class mail, which may be insured), or to the Postal Union mails (except foreign "Parcel Post" packages for Barbadoes, Curacao, Dutch Guiana, France, Great Britain, Guadeloupe, Martinique, the Netherlands and Uruguay), may be registered. Foreign "Parcel Post" mail must be taken to the post office to be registered, but other mail may be registered at any post office or post office station, by rural carriers, and when sealed and not cumbersome, by city carriers in residential districts.

**THE REGISTRY FEE** for each separate article, foreign or domestic, is 10 cents in addition to the postage, both to be fully prepaid.

**RETURN RECEIPTS.** When the sender desires a return receipt he should indorse the address side of the envelope or wrapper "Return receipt desired."

An article for registration should not be placed in a street letter box or in a mail drop at the post office. Firm registration books are supplied without cost to those registering large quantities of mail. All matter registered as first-class must be securely sealed.

**INDEMNITY FOR LOST REGISTERED MAIL** will be paid as follows:

**Domestic** mail, first-class (sealed) up to \$50, actual value; third-class (unsealed), up to \$25, actual value.

**Foreign** mail, amount claimed within limit of 50 francs (\$9.65), for total loss (not partial loss or rifling), of a registered article exchanged between the United States and a Postal Union country, except foreign parcel post matter and losses beyond control ("force majeure").

**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 or rifling with the envelope or wrapper.

**THE DELIVERY OF REGISTERED MAIL** may be restricted by the sender under certain conditions, which may be ascertained from the postmaster.

**FORWARDING AND RETURN.** The conditions under which ordinary mail is forwarded or returned apply also to registered matter. No additional registry fee is required in such case.

**IDENTIFICATION.** Unknown persons applying or inquiring for registered mail, as senders or addressees or their authorized representatives, will be required to establish their identity satisfactorily before the mail or information about it is given them.

## 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. Postal money orders should be used whenever available instead of cash for remittances by mail; when money orders are not available, the money should be sent by registered mail. 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.

**FEEES** for money orders payable in the United States (which includes Hawaii and Porto Rico) and its possessions, comprising the Canal Zone, Guam, the Philippines, and Tutuila, Samoa; also for orders payable in Bermuda, British Guiana, British Honduras, Canada, Cuba, Mexico, Newfoundland, at the United States Postal Agency at Shanghai (China), in the

**Bahama Islands and in certain other islands in the West Indies:**

For orders from \$ 0.01 to \$ 2.50	3 cents
from 2.50 to 5.00	5 cents
from 5.01 to 10.00	8 cents
from 10.01 to 20.00	10 cents
from 20.01 to 30.00	12 cents
from 30.01 to 40.00	15 cents
from 40.01 to 50.00	18 cents
from 50.01 to 60.00	20 cents
from 60.01 to 75.00	25 cents
from 75.01 to 100.00	30 cents

**THE 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 money order drawn in favor of a person residing on a rural route may be paid through the carrier if entrusted 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.

**INVALID ORDERS.** 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.

**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 Postal Savings System provides facilities for depositing savings at interest, with the security of the United State Government for repayment.

**SERVICE FREE.** No charge or fee is collected or required in connection with the opening of an account or the subsequent deposit or withdrawal of money. The proper money order fee is charged, however, when withdrawals are made by mail.

**DEPOSITS.** Any person of the age of ten years or over may become a depositor. The account of a married woman is free from the control or interference of her husband. No person can have more than one account at the same time.

An account can not be opened for less than \$1, nor can fractions of \$1 be deposited or withdrawn. Amounts less than \$1 may, however, be saved by the purchase of 10-cent postal savings cards and adhesive 10-cent postal savings stamps. A postal savings card with nine postal savings stamps affixed will be redeemed in cash for \$1, or will be accepted as a deposit of \$1 either in opening an account or adding to an existing account. No person is permitted to deposit more than \$100 in any one calendar month, nor to have a balance to his credit at one time of more than \$500, exclusive of interest. An account may be opened through a representative. After an account is opened deposits may be made through a representative or by mail.

**CERTIFICATES OF DEPOSIT.** Depositors receive postal savings certificates covering the amount of each deposit made. These certificates are issued in fixed denominations of \$1, \$2, \$5, \$10, \$20, \$50 and \$100, and are valid until paid, without limitation as to time. Postmasters are not permitted to receive savings certificates for safekeeping.

**INTEREST.** Interest will be allowed on all certificates at the rate of 2 per cent for each full year that the money remains on deposit, beginning on the first day of the month following the month in which the deposit is made. Interest continues to accrue on deposits as long as the certificates remain outstanding.

**WITHDRAWALS.** A depositor may at any time withdraw the whole or any part of his deposits, with any interest payable, by surrendering at his depository office savings certificates covering the desired amount. Withdrawals may also be made through a representative or by mail.

**BONDS.** Any depositor may, under certain conditions, exchange the whole or any part of his deposits, in sums of \$20 or any multiple of \$20 up to and including \$500, for United States coupon or registered bonds, bearing interest at the rate of 2½ per cent, such bonds to be exempt from all taxes or duties of the United States as well as from taxation in any form by or under State, municipal, or local authority. Postal savings bonds are not counted as part of the balance of \$500 allowed to one depositor. On the application of any holder these bonds will be purchased at par by the Board of Trustees of the Postal Savings System.

**INFORMATION.** Further information concerning the Postal Savings System may be obtained by applying at any depository post office or by addressing the Third Assistant Postmaster General, Division of Postal Savings, Washington, D. C.

# FOREIGN MAIL MATTER.

## RATES OF POSTAGE.

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

	Cents.
Letters for Canada, Cuba, Mexico, Republic of Panama, city of Shanghai (China), England, Ireland, Newfoundland, Scotland and Wales, per ounce . . . . .	2
Letters for Germany by direct steamers, per ounce . . . . .	2
Letters for all other foreign countries, and for Germany when not dispatched by direct steamers:	
For the first ounce or fraction of an ounce . . . . .	5
For each additional ounce or fraction of an ounce . . . . .	3
Single post cards (including souvenir cards), each . . . . .	2
Reply postal cards, each . . . . .	4
Printed matter of all kinds, for each two ounces or fraction of two ounces. . . . .	1
Commercial papers, for the first ten ounces or less . . . . .	5
For each additional two ounces or fraction of two ounces . . . . .	1
Samples of merchandise, for the first four ounces or less . . . . .	2
For each additional two ounces or fraction of two ounces. . . . .	1
Registration fee in addition to postage . . . . .	10

## CLASSIFICATION.

Articles for or from foreign countries (except Canada, Cuba, Mexico and the Republic of Panama, and the United States Postal Agency at Shanghai) 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.

**LETTERS.** When a package is prepaid in full at the letter rate it is treated as letter mail, provided it does not contain prohibited articles. Such packages may contain merchandise not sent as trade samples. Sealed or unsealed packages which appear to contain dutiable matter will be inspected by customs officers of the country of destination and the proper customs duties will be levied.

**POSTAL CARDS.** The United States international 2-cent single and reply postal cards should be used for correspondence with foreign countries, except Canada, Cuba, Mexico, the Republic of Panama, and Shanghai, to which the domestic 1-cent single and reply postal cards are available.

**Private mailing cards** are transmissible to foreign countries at the rate of 2 cents each, provided they conform to the conditions prescribed for similar cards in our domestic mails. If entirely in print and bearing no personal message, they may be sent at the rate of 1 cent each. Those addressed to Canada, Cuba, Mexico, Republic of Panama, and Shanghai may be sent at 1 cent each.

**PRINTED MATTER.** The rate of postage on printed matter in the foreign mails is one cent for each two ounces.

**COMMERCIAL PAPERS.** This class includes 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.** Packages of miscellaneous merchandise in the regular mails for foreign countries (except Canada, Cuba, Mexico, Republic of Panama and Shanghai) are restricted to *bona fide* samples or specimens



having no salable or commercial value in excess of that actually necessary for their use as samples or specimens.

Samples of merchandise 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 salable value nor bear any manuscript other than the name or profession of the sender, the address of the addressee, a manufacturer's or trade mark, numbers, prices and indications relating to the weight or size of the quantity to be disposed of, and words which are necessary to indicate precisely the origin and nature of the merchandise. Packages of samples of merchandise must not exceed twelve ounces in weight, twelve inches in length, eight inches in breadth and four inches in thickness.

#### **PERMISSIBLE ADDITIONS AND INCLOSURES.**

Packets of printed matter, commercial papers, and samples must not contain any letter or manuscript note 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, business, and residence of the sender; to visiting cards, the title and address of the sender, and congratulations, thanks, etc., not to exceed five words; the date of dispatch; the necessary corrections on proofs of printing, and the "copy" may be inclosed with the proof; correction of errors in printing other than proof; the erasure and underscoring of certain words; the insertion or correction of figures in price lists, advertisements, trade circulars, and prospectuses; the insertion of the name of the traveler, the date and place of his intended visit, in notices concerning the trips of commercial travelers; the dates of sailing on notices relating to the sailing of vessels; the name of the person invited, the date, object, and place, on cards of invitation and notices of meetings; a dedication on books, journals, photographs, Christmas and New Year's cards; fashion plates, maps, etc., may be painted; to cuttings from journals, the title, date, number and address of the journal from which they were cut may be added; an invoice may be attached to the article to which it relates.

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 upon "prints."

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 four pounds six 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-COUPON.** There may be purchased at a post office for 6 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 with which to prepay postage on a reply. The countries in which the reply-coupon is valid may be ascertained upon inquiry at a post office.

Reply-coupons issued by other countries are redeemable at United States post offices in postage stamps to the value of five cents for each reply-coupon.

**CANADA, CUBA, MEXICO AND PANAMA.** Articles of every kind or nature 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 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 four pounds six ounces are excluded from mails for Canada, Cuba, Mexico, and the Republic of Panama, and sealed packages other than letters in their usual and ordinary form, are unmailable to those countries.

The postage rate applicable in the United States to "second-class matter," except daily newspapers mailed by publisher, and news agents, addressed for delivery in Canada, is 1 cent for each four ounces or fraction of four ounces.

Plants, seeds, etc., mailed to Canada are subject to a postage rate of 1 cent an ounce up to 4 ounces, and 12 cents a pound or fraction of a pound when over that weight.

**REGISTERED MATTER.** (See Registry System, page 25.)

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

The transmission of the following articles is absolutely prohibited in the mails for foreign countries under any circumstances; viz., publications which violate the copyright laws of the country of destination; packets (except single volumes of printed books for Canada, Cuba, Mexico, the Republic of Panama, Shanghai, and Salvador, and second-class matter for Canada, Cuba, Mexico, the Republic of Panama and Shanghai) which exceed four pounds, six ounces in weight; and letters or packages containing coin, gold or silver substances, jewelry or precious articles. This prohibition against coin, etc., does not apply to Canada, Cuba, Mexico, the Republic of Panama, Shanghai, or those countries whose legislation does not prohibit their circulation in their domestic mails. So far as this Department has been advised, the conditions prescribed prevent the forwarding of the articles referred to in the mail for any country of the Postal Union except Canada, Cape Colony, Colombia, Denmark, Germany and the German Protectorates, Great Britain and certain British Colonies, Luxemburg, Peru and Siam.

Prohibited articles, if mailed sealed against inspection, will not be delivered, although they reach their destination.

**MISCELLANEOUS CONDITIONS.** **Wrapping.** All matter to be sent in the mails at less than the letter rates of postage must be wrapped securely and in such manner that it can easily be examined.

**Postage Due.** Letters with postage wholly unpaid and articles of all kinds with insufficient postage paid are chargeable with double the amount of the deficient postage.

**Forwarding.** Mail matter of all kinds received from any foreign country, including Canada, Cuba, Mexico, and the Republic of Panama, is required to 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 required to be returned without extra charge.

## FOREIGN PARCEL POST.

**ADMISSIBLE MATTER.** Packages of mailable merchandise may be sent in unsealed packages, by "Parcel Post" to the following named countries:

Australia,	Ecuador,	Martinique,
Austria,	France,	Mexico,
Bahamas,	Germany,	Netherlands,
Barbadoes,	Great Britain,	Newfoundland,
Belgium,	Greece,	New Zealand,
Bermuda,	Guadeloupe,	Nicaragua,
Bolivia,	Guatemala,	Norway,
Brazil,	Haiti,	Panama,
British Guiana,	Honduras (British),	Peru,
Chile,	Honduras (Republic of),	Salvador,
Colombia,	Hongkong,*	Sweden,
Costa Rica,	Hungary,	Trinidad, includ-
Curacao,	Italy,	ing Tobago,
Danish W. Indies,	Jamaica,	Uruguay,
Denmark,	Japan,†	Venezuela,
Dominican Republic,	Leeward Islands,	Windward Islands
Dutch Guiana,	Liberia,	

\*Parcel post packages addressed for delivery in the cities in China named in United States Postal Guide, are mailable at the postage rate and subject to the conditions applicable to parcel post packages for delivery at Hongkong.

†Parcel post packages addressed for delivery at any post office in Formosa or Korea, and the places in China and Manchuria named in United States Postal Guide, are mailable at the postage rate and subject to the conditions applicable to parcel post packages addressed for delivery in Japan.

**POSTAGE RATES.** Postage must be prepaid in full by stamps affixed at the rate of 12 cents a pound or fraction of a pound. Registry fee 10 cents in addition to postage.

**REGISTRATION.** The sender of a parcel addressed to any of the countries named in the table at the head of this section, except Barbadoes, Curacao, Dutch Guiana, France, Great Britain, Greece, Guadeloupe, Martinique, The Netherlands and Uruguay, 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."

**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.** 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.

**DIMENSIONS.** To all countries named packages are limited to three and one-half feet in length, and to six feet in length and girth combined, except that packages for Colombia and Mexico are limited to two feet in length and four feet in girth.

**WEIGHT.** Packages to certain post offices in Mexico must not exceed four pounds six ounces in weight, but those for all other countries named may weigh up to but not exceeding eleven pounds.

## PUBLICATIONS FOR SALE.

**OFFICIAL POSTAL GUIDE**, issued annually, contains three alphabetical lists of post offices, namely, one of all post offices; one of offices by States, and one of offices by States and counties; also contains full information concerning mail matter. The latest changes in post offices, amendments to the Postal Laws and Regulations, and instructions governing the postal service appear in the monthly supplements. The Guide and supplements may be consulted at any post office. Price, including monthly supplements, \$3.00 for the paper bound and \$3.50 for the cloth bound edition. Sold by the publisher, J. B. Lyon Company, Albany, N. Y.

**STATE LIST**, issued annually, contains the same list of post offices as is published in the large Official Postal Guide, and a list of offices discontinued during the previous three years. Price, including monthly supplements, \$1.50. Sold by the publisher, J. B. Lyon Company, Albany, N. Y.

**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. Price, 75 cents per copy. Sold, with amendments, by the Superintendent of Documents, Government Printing Office, Washington, D. C.

**PARCEL POST GUIDE AND MAP**. Both are necessary in determining domestic parcel post rates. The guide contains an alphabetical list of post offices by States with their respective parcel post unit numbers. For further information see page 6.

**RURAL DELIVERY MAPS** of every county in the United States in which rural service has been established are now being made on a scale of one inch to the mile. These maps show all public roads, rural delivery routes, the locations of post offices, houses, school houses, churches, and streams. List furnished on request showing maps completed to date. Negative prints of maps will be furnished at 20 cents each by the Third Assistant Postmaster General, Division of Finance, Washington, D. C.

**POST ROUTE MAPS** of all States, Alaska, and Insular Possessions, show all post offices, railroads carrying mails, counties and county seats, lakes, rivers and streams, etc., but are not complete as to rural routes. Price list furnished on request by the Third Assistant Postmaster General, Division of Finance, Washington, D. C.

**NOTE**.—All remittances to the Government must be in advance by Postal Money Order payable to the official named. Postage stamps and personal checks are not acceptable.

**PRICE LIST**  
**Stamped Envelope**

Size	Denomina- tion	Color.	Unprinted, 1,000
No. 1— 2½x5½.....	2c	White only .....	\$20.92
No. 2— 3½x5½.....	1c	White or amber.....	10.92
	2c	White or amber.....	20.92
	2c	Buff or blue .....	20.80
No. 3— 3½x5½.....	1c	White or amber.....	10.96
	2c	White or amber.....	20.96
	2c	Buff or blue. ....	20.84
No. 4— 3½x5½.....	5c	White or amber.....	50.96
	2c	White or amber.....	21.00
No. 5 3½x6½..... (Regular business size)	1c	White or amber..	11.00
	2c	White or amber..	21.00
	2c	Buff or blue. ....	20.88
No. 6— 3½x6½..... (Ungummed)	5c	White or amber.....	51.00
	1c	White only .....	10.88
No. 7— 3½x8½.....	1c	Manila.....	10.72
	2c	White or amber.....	21.44
	2c	Buff or blue. ....	21.24
	4c	White or amber.....	41.44

**PRICE LIST**  
**Stamped Envelopes.—Con**

Size.	Denomina- tion.	Color.	Unprinted, 1,000
No. 8— 4½x9½..... (Legal size)	1c	White or amber.....	11.56
	2c	White or amber.....	21.56
No. 9— 4½x10½.....	4c	White or amber.....	41.56
	2c	White or amber.....	21.72
No. 10— 3½x4½.....	4c	White or amber.....	41.72
	2c	White only. ....	20.88
No. 11— 4½x5½.....	1c	White only.....	11.04
	2c	White only. ....	21.04
	1c	White or amber.....	11.08
No. 13— 3½x6½.....	1c	Buff or blue. ....	10.96
	2c	White or amber.....	21.08
No. 14— 3½x6½.....	2c	Buff or blue. ....	20.96
	2c	White or amber.....	21.08
	2c	Buff or blue. ....	20.92

8

Printed return card		Number of envelopes for 1-cent in addition to postage value.	
1,000	500	Unprinted.	Printed (blank return card.)
\$21.12	\$10.56	10	8
11.12	5.56	10	8
21.12	10.56	10	8
21.00	10.50	12	10
11.20	5.60	10	8
21.20	10.60	10	8
21.04	10.52	11	9
51.20	25.60	10	8
21.24	10.62	10	8
11.24	5.62	10	8
21.24	10.62	10	8
21.12	10.56	11	8
51.24	25.62	10	8
11.12	5.56	11	8
10.92	5.46	13	10
21.80	10.90	6	5
21.56	10.78	8	6
41.80	20.90	6	5

34

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Printed return card		Number of envelopes for 1-cent in addition to postage value.	
1,000	500	Unprinted.	Printed (blank return card.)
12.00	6.00	6	5
22.00	11.00	6	5
42.00	21.00	6	5
22.16	11.08	5	4
42.16	21.08	5	4
21.08	10.54	11	9
11.28	5.64	9	7
21.28	10.64	9	7
11.36	5.68	9	7
11.20	5.60	10	8
21.36	10.68	9	7
21.20	10.60	10	8
21.32	10.66	9	7
21.20	10.60	10	8

35

# INDEX.

	Page
<b>DOMESTIC MAIL MATTER</b> .....	2
Additions to and inclosures with mail matter.....	3, 4, 7, 8
Addresses on mail matter.....	12, 13
Care to be exercised in writing .....	12, 13
Defective, renders matter unmailable .....	14
Fictitious, delivery of mail to .....	13
In care of a second person .....	13
Advertisements on	
Private mailing cards .....	14, 15
Stamped envelopes .....	17
Advertising cards, folded .....	15
Advertising matter in patrons' boxes.....	18
Advertising undelivered matter.....	22
Alaska, mail for. ....	7, 23
Gold mailed in, from or to .....	23
Postage rates in, from or to. ....	7, 23
Animals, game, mailability of bodies of.....	8, 14
Cattle, sheep, swine, meats of in the mails.....	8, 14
Live, prohibited in the mails .....	14
Blind, letters and reading matter for the .....	3
Bonds, postal savings.....	28
Books.....	5, 7, 8
Boxes, crates, etc.....	10, 11, 12
Bulbs, seeds, etc.....	5, 8
Butter, eggs, etc., wrapping for.....	12
Canada, Cuba, Mexico and Panama, postage rates for.....	2, 7, 31
Carbon copies. ....	3
Castings, wrapping of.....	10
Circulars .....	3
Classification of mail.....	2
Collection of mail.....	18
Collect-on-Delivery service.....	9
Complaints regarding mail matter and postal service. .	24
Concealed matter. ....	2
Copyright matter. ....	24
Correspondence with Post Office Department.....	24
Currency, acceptance of by postmasters .....	17
Dead mail matter, inquiries regarding. ....	24
Defamatory and dunning matter, unmailable.....	14
Delivery of mail .....	18
Registered. ....	26
To officials.....	20
To person addressed .....	19
To person of same name.....	20
Wrong .....	20
Deposit mail promptly to avoid delay .....	13
Domestic rates, application of, outside United States..	2, 31
Drop letters .....	2
Eggs, wrapping, etc.....	12
Envelopes of substantial paper. ....	10
Examination of mail matter. ....	10
Fee, registry. ....	25
Fees, money order. ....	26
Fictitious address, delivery of mail to.....	13
First-class matter:	
Attached to fourth-class matter .....	8

<b>DOMESTIC MAIL MATTER.—Continued.</b>	<b>Page</b>
Classification.....	2
Rate of postage .....	2
Forwarding mail matter .....	21
Registered.....	26
Special delivery service.....	20
Fourth-class (Parcel post) matter:	
Additions to.....	7
Classification.....	5
Collect-on-Delivery service.....	9
Communications attached to.....	8
Inclosures, invoices.....	8
Insurance of.....	9
Place of mailing.....	9
Preparation for mailing .....	10
Proprietary articles of merchandise .....	8
Rates of postage .....	5, 6, 7
Farm products, mailing of.....	5, 12
Fragile articles, wrapping of .....	11
Fruits, vegetables, etc., wrapping of .....	12
Game, when mailable .....	8
General delivery of mail.....	18
Germany, postage rate.....	2, 29
Glass, crockery, etc., wrapping of.....	11
Gold mailed in, from or to Alaska .....	23
Great Britain, Ireland and Newfoundland, postage rate .....	2, 29
Hand stamped imprints on mail.....	4
Harmful articles in mails.....	10, 14
Hats, wrapping of.....	10
Hides and pelts, wrapping of.....	10
Hotel, club, etc., return cards.....	13
Husband or wife, mail for .....	19
Identification of persons:	
Applying for registered mail .....	26
Presenting money orders for payment .....	27
Inclosures with mail .....	4, 8
Indemnity for lost mail:	
C. O. D. matter.....	9
Insured matter.....	9
Registered matter .....	26
Inquiries regarding mail matter, etc.....	24
Insurance of fourth-class mail.....	9
Interest, postal savings system.....	28
Internal revenue stamps.....	16
International money orders.....	26
Invoices, inclosed with fourth-class mail.....	8
Letter boxes, willful injury or destruction of.....	25
Library books.....	8
Limit of weight of mail matter.....	2, 3, 4, 7
Limit of size of mail matter.....	7
Liquids, wrapping of.....	10, 11
Liquors, unmailable.....	14
Lists of names, postmasters forbidden to furnish.....	25
Live animals prohibited in mails.....	14
Loss of mail, indemnity for.....	9, 25, 26
Lottery and fraud matter, unmailable.....	14
Maps.....	6, 33
Meats, meat-food products, fish, game, etc.....	8, 12, 14
Mexico, postage rate.....	2, 7, 31
Minors, mail for.....	20
Miscellaneous information .....	23
Money order system .....	26



**DOMESTIC MAIL MATTER.—Continued.**

	Page
Fees.....	26
Identification of persons presenting orders.....	27
Indorsements on orders.....	27
International.....	26
Invalid orders.....	27
Lost orders.....	27
Payment and repayment.....	27
Name and address of sender on mail.....	7, 12, 13
Naval vessels, postage rates.....	2, 7
Nursery stock, certificate required.....	8
Oaths of pensioners.....	25
Obscene and indecent matter, unmailable.....	14
Officials, delivery of mail to.....	20
Overweight and oversize matter, unmailable.....	14
Packing (see "Preparation for Mailing").....	10
Panama, postage rate.....	2, 7, 31
Parcel post mail (see "Fourth-Class Matter").....	5
Parcel post maps and guide.....	6, 33
Patrons' boxes, rural service.....	19
Pensioners:	
Delivery of mail to.....	20
Oaths.....	25
Periodical publications.....	3, 24
Perishable articles, wrapping, etc.....	12
Persons of same name, delivery of mail to.....	20
Place of mailing fourth-class mail.....	9
Plants.....	5, 8
Poisons, liquors, etc., unmailable.....	14
Postage-due stamps.....	16
Postage not prepaid.....	2, 14, 25
Postage, stamps not good for.....	16
Postage stamps.....	16
Affixing, manner of.....	13, 16, 17
Books of.....	16
Cut from postal cards or stamped envelopes.....	16
Denominations and varieties.....	16
Good for postage; not good for postage.....	16
In coils.....	16
Mutilated currency not received in payment for.....	17
Mutilated or defaced.....	16
Not redeemable or exchangeable.....	16
Not to be used in making remittances.....	17
Overlapping.....	17
Perforation of.....	16
Rare and canceled.....	17
Sale of; by postmasters only; not on credit.....	16, 17
Unperforated.....	16
Post cards (Private Mailing Cards), rates, etc.....	14
Postal cards:	
Additions authorized and unauthorized.....	15
International.....	15
Not returnable.....	21
Redemption.....	15
Remailing.....	15
Reply.....	15
Sheets of.....	15
Postal Guide, Official.....	33
Postal Laws and Regulations.....	33
Postal savings system.....	27
Bonds.....	28
Certificates.....	28

<b>DOMESTIC MAIL MATTER.—Continued.</b>	<b>Page</b>
Deposits and depositors .....	27
Interest.....	28
Privacy of accounts.....	27
Service free.....	27
Stamps.....	28
Withdrawals.....	28
Postmasters:	
Forbidden to furnish lists of names of patrons.....	25
Not required to affix stamps.....	16
Post office boxes .....	19
Post office lobby, advertisements posted in .....	25
Post route maps.....	33
Poultry, wrapping, etc.....	12
Powders, wrapping of.....	10
Preparation for mailing .....	10
Boxes and crates.....	10
Butter, eggs, and other farm products.....	12
Fragile articles.....	11
Hides and pelts .....	10
Liquids .....	10, 11
Perishable articles.....	12
Proprietary articles.....	8
Prepayment of postage.....	2, 14, 25
Private mailing cards .....	14
Private mail receptacles.....	19
Proof-sheets, corrections in .....	4
Proprietary articles of merchandise .....	8
Public library books .....	8
Rates of postage.....	2, 3, 5, 6, 7, 21, 23
Canada, Cuba, Mexico, Panama and Shanghai,	
China.....	2, 7, 29, 31
Great Britain, Ireland and Newfoundland.....	2, 29
Recall of mail.....	21
Redemption:	
Postage stamps .....	16
Postal cards .....	15
Stamped envelopes .....	17
Registry system:	
Conditions for registration, fee .....	25
Delivery, forwarding and return.....	26
Identification of persons applying for mail.....	26
Indemnity for lost mail.....	26
Return receipts .....	26
Remittances, how made.....	17, 26
Reply post cards .....	15
Reply postal cards.....	15
Reproduction or imitation of handwriting .....	3
Return cards.....	13
Return of mail matter .....	21
Return receipts in registry system.....	26
Rewards .....	25
Rural boxes .....	18, 19
Rural collections .....	18
Rural delivery .....	19
Maps .....	33
Second-class matter; additions to, postage rate.....	3
Seeds, bulbs, etc .....	5, 8
Size, limit of, fourth-class matter.....	7
Shanghai, China, postal agency, postage rate.....	2, 7, 29
Special delivery service.....	20
Stamps.....	16, 20

<b>DOMESTIC MAIL MATTER.—Continued.</b>	Page
Stamp <sup>ed</sup> envelopes .....	17
Price list.....	34, 35
Redemption .....	17
Return cards; advertisements not permitted .....	17
Stamp <sup>ed</sup> newspaper wrappers. ....	17, 35
Star routes, delivery of mail on.....	19
State list of post offices.....	33
Subscription prices of publications. ....	24
Third-class matter:	
Additions to.....	4
Classification.....	3
Rate of postage .....	3
Tinsel, glass, etc., unmailable .....	14
Typewriting, carbon and letter-press copies.....	3
Umbrellas, wrapping of .....	10
Undelivered mail. ....	22, 23
United States possessions, domestic rates apply to.....	2, 7
Unmailable matter .....	13, 14
Vegetables, fruits, etc., wrapping of.....	12
Weight, limit of. ....	2, 3, 4, 7
“Window” envelopes.....	17
Withdrawals from postal savings depositories.....	28
Wrapping (see “Preparation for Mailing”).....	10, 11, 12
Zones, parcel post .....	6
<b>FOREIGN MAIL MATTER</b> .....	29
Additions and inclosures permitted.....	30
Canada, Cuba, Mexico and Panama.....	31
Classification of mail matter .....	29
Commercial papers .....	29
Customs duties.....	29
Forwarding.....	31
Merchandise, samples of.....	29
Miscellaneous conditions.....	31
Money order system, international.....	26
Parcel post.....	32
Admissible matter .....	32
Dimensions of parcels.....	32
Letters prohibited.....	32
Place of mailing.....	32
Rates of postage .....	32
Registration .....	32
Limit of weight.....	32
Postage due .....	31
Postal cards, international.....	15, 29
Post cards.....	29
Printed matter.....	29
Prohibited articles.....	31
Rates of postage .....	29
Canada, Cuba, Mexico, and Panama .....	2, 7, 29, 31
Germany, Great Britain, Ireland and Newfoundland .....	29
Parcel post.....	32
Shanghai, China, postal agency.....	2, 7, 29
Registered matter .....	31
Reply coupons.....	30
Return of, if undeliverable.....	31
Samples of merchandise .....	29
Unmailable (prohibited) articles .....	31
Weight and dimensions of parcels.....	32
Wrapped securely .....	31

## **POSTAL SAVINGS SYSTEM.**

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The United States receives savings deposits from the public at post-offices designated for that purpose and is pledged to repay them on demand with accrued interest. See pages 27 and 28 for full information.

## **MONEY ORDER SYSTEM.**

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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.

## **DOMESTIC PARCEL POST.**

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The domestic parcel post system offers a convenient, quick 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 nearby zones are particularly advantageous.

The parcel post brings producers and consumers into closer contact, special treatment being accorded to shipments of farm produce weighing between 20 and 50 pounds.

Parcels may be insured against loss for a small fee and may be sent C. O. D.

## **REGISTRY SYSTEM.**

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All valuable letters and sealed parcels 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.