

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 postoffice window or other depository designated by the postmaster of not less than twenty 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 postoffice 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 twenty and fifty pounds. Low postage rates, based on the service rendered, are provided. The rates to near-by 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 four ounces or less, except books, seeds, plants, etc., one cent for each ounce or fraction thereof, any distance.

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

(c) Parcels weighing more than eight ounces containing books, seeds, plants, etc., parcels of miscellaneous printed matter weighing more than four pounds, and all other parcels of fourth-class matter weighing more than four 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:

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

(1) At any postoffice for local delivery at such office;

(2) At any city letter carrier office, or at any point within its delivery limits, for delivery by carriers from that office;

(3) At any postoffice from which a rural route starts, for delivery on such route, or when mailed at any point on a rural route for delivery at any other point thereon, or at the office from which the route starts or for delivery on any other rural route starting from the same office.

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 four ounces (except books, seeds, cuttings, bulbs, roots, scions and plants, weighing eight 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 degrees 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 one cent for each two ounces or fraction thereof in all cases), weighing more than four ounces and not exceeding four pounds six ounces when mailed to Canada, Mexico, Cuba and the Republic of Panama. (Parcels weighing up to eleven 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 fifty pounds for parcels mailed for delivery within the first and second zones, and twenty pounds for all other zones.

LIMIT OF SIZE. Parcel post matter may not exceed eighty-four 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 thirty-five inches long, ten inches wide, and five inches high measures sixty-five 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 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