

"DROP LETTERS"—Addressed for delivery at the office where mailed, two cents for each ounce or fraction thereof. 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 the same as for parcel post.

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 postoffice or other depository designated by the Postmaster in a minimum number of twenty 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 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 itself without subjecting it to postage at the letter rate.

not be placed upon the wrapper of third-class matter or upon the matter itself. 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