

# U. S. POSTAL INFORMATION

## POSTAGE RATES AND CLASSIFICATION

For information regarding classification, postage rates, and mailability of domestic mail of all classes, entry and mailing of publications as second-class matter, metered and permit mail, bulk rate mailings of third-class matter, Business Reply Cards and Envelopes, apply at your local post office.

## DOMESTIC POSTAL RATES

### First-Class

**LETTERS:** 3 cents for each ounce or fraction of an ounce. (Local delivery same rate.)

**POST CARDS:** 1 cent each within prescribed sizes.

**BUSINESS REPLY CARDS:** 2 cents each; Air Mail 7 cents each.

**BUSINESS REPLY ENVELOPES:** Ordinary or Air Mail, 1 cent in addition to regular postage.

**BUSINESS REPLY ENVELOPES:** Business reply envelopes for local delivery 1 cent in addition to regular postage. Apply at Post Office for Permit.

### Second-Class

**NEWSPAPERS AND PERIODICALS** (Transient rate): 1 cent for each 2 ounces or fraction of 2 ounces or fourth-class rate, whichever is lower.

### Third-Class

**MISCELLANEOUS:** 1½ cents for each 2 ounces or fraction of 2 ounces, up to and including 8 ounces. **BOOKS AND CATALOGS,** 24 pages or more (including covers) 22 of which must be printed. **SEEDS, ETC.,** 1 cent for each 2 ounces or fraction of 2 ounces, up to and including 8 ounces.

**BULK THIRD CLASS** (Up to 8 oz.): Not less than either 20 pounds or 200 separately addressed identical pieces 12 cents for each pound or fraction, but not less than 1 cent per piece. Apply at P. O. for permit to mail.

**BOOKS, SEEDS, PLANTS, Etc.** (Bulk up to 8 oz.): 8 cents for each pound or fraction, but not less than 1 cent per piece. Matter mailed at bulk rates can not be Registered, Insured or sent C. O. D.

All bulk mail must be separated by state and office, tied and labeled.

These rates do not apply to mail for Canada and other Foreign Countries.

### Fourth-Class—(Parcel Post)

Includes printed matter, merchandise and all other matter weighing in excess of 8 ounces except first and second class matter. Parcels limited to 100 inches, length and girth combined. Weight limit 70 pounds.

### Local Delivery

Within the Postal

District.....8c for 1st lb.

1c for each add. 2 lbs.

### First and Second Zones

Up to 150 miles.....9c for 1st lb.

1.4c for each add. lb.

### Third Zone

150 to 300 miles.....10c for 1st lb.

2.4c for each add. lb.

### Fourth Zone

300 to 600 miles.....11c for 1st lb.

4c for each add. lb.

### Fifth Zone

600 to 1,000 miles.....12c for 1st lb.

5.9c for each add. lb.

### Sixth Zone

1,000 to 1,400 miles.....13c for 1st lb.

7.6c for each add. lb.

### Seventh Zone

1,400 to 1,800 miles.....15c for 1st lb.

9.8c for each add. lb.

### Eighth Zone

Over 1,800 miles.....16c for 1st lb.

11.9c for each add. lb.

## Fourth-Class

**PARCELS MAILED ON RURAL ROUTES:** 2 cents less per parcel than indicated in foregoing table for local delivery and 3 cents less for other than local delivery.

**LIBRARY BOOKS:** First, Second and Third Zones, and State, 3 cents for first pound or fraction, 1 cent each additional pound or fraction. Libraries, organizations or associations entitled to mail books at these rates should apply at post office for permit.

**SHORTPAID MATTER:** First-class matter mailed shortpaid one rate (3 cents) shall be rated 3 cents due for collection upon delivery, and 4 cents due for each shortpaid ounce or fraction of an ounce when shortpaid more than one rate.

## AIR MAIL SERVICE

### United States Air Mail Service

Eight cents for each ounce or fraction thereof; to any part of the United States. The rate of 6 cents for each half ounce or fraction thereof will continue to apply to Air Mail sent to or by the armed forces of the United States overseas served through Army and Navy Post Offices.

May be registered, insured, sent C. O. D. or Special Delivery.

Air mail stamps and distinctively-stamped envelopes are issued for prepayment of postage on air mail. Ordinary stamps may also be used.

Air mail should be plainly marked "VIA AIR MAIL" in the space immediately below the stamps and above the address.

Canada (same as above)

### Air Mail Mexico

Rate of postage to Mexico: Ten cents for each ½ ounce.

Dispatched by the United States Air Mail Service and in Canada or in Mexico by the Air Mail Services in those countries. For additional information telephone your local post office.

### United States Air Mail Service to Central America, South America and the West Indies

For information regarding this service telephone your local post office.

### Air Mail in Other Foreign Countries

For information regarding this service in Foreign Countries, apply at or telephone your local post office.

## FEES IN ADDITION TO REGULAR POSTAGE

### SPECIAL DELIVERY

**FIRST CLASS ONLY—**2 pounds or less, 10 cents; over 2, not over 10 pounds, 20 cents; over 10 pounds, 25 cents.

**MAIL OTHER THAN THAT OF THE FIRST CLASS** will be given the most expeditious handling and transportation practicable, and in addition receive immediate delivery at the office of address, upon payment of the following special-delivery fees:

2 lbs. or less .....15c  
Over 2 lbs., but not over 10 lbs.....25c  
Over 10 lbs. ....35c

"Special Delivery" must be so indorsed.

### SPECIAL HANDLING

(Without Special Delivery)

**FOURTH CLASS:** 2 pounds or less, 10 cents; over 2, not over 10 pounds, 15 cents; over 10 pounds, 20 cents.

"Special Handling" must be so indorsed.

## SENDERS' RECEIPTS FOR DOMESTIC ORDINARY MAIL

A receipt (certificate of mailing) is furnished the sender of domestic ordinary mail of any class upon payment of 1 cent for each piece. This fee does not insure against loss, rifling or damage, but merely furnishes evidence of mailing, and no receipt will be obtained from the addressee on delivery. Additional duplicate receipts may be obtained upon payment of 1 cent each.

## MONEY ORDERS

Not exceeding \$ 2.50.....	10c
Not exceeding 5.00.....	14c
Not exceeding 10.00.....	19c
Not exceeding 20.00.....	22c
Not exceeding 40.00.....	25c
Not exceeding 60.00.....	30c
Not exceeding 80.00.....	34c
Not exceeding 100.00.....	37c

## Registry

Domestic mail matter prepaid at the first-class rate of postage, may be registered against loss upon payment of the following fees. The C. O. D. service has also been extended to domestic registered mail upon payment of fees shown hereunder:

## REGISTRY

Fee	Fee
Up to \$ 5...\$0.20	\$400 to \$500..\$0.95
\$ 5 to 50... .25	500 to 600..1.05
50 to 75... .35	600 to 700..1.15
75 to 100... .40	700 to 800..1.20
100 to 200... .55	800 to 900..1.25
200 to 300... .65	900 to 1000..1.35
300 to 400... .80	

All registered matter may be sent C. O. D. Fee for return receipt, except C. O. D.'s, 4 cents extra. Limit of C. O. D. collection \$200. When declared value of registered matter exceeds \$1000 a small zone rate surcharge is made.

## COLLECT-ON-DELIVERY

(Third and Fourth Class Mail)

Not exceeding \$ 5.00.....	24c
Not exceeding 25.00.....	34c
Not exceeding 50.00.....	44c
Not exceeding 100.00.....	64c
Not exceeding 150.00.....	80c
Not exceeding 200.00.....	90c

No C. O. D. service to Canal Zone.

## INSURANCE

Indemnity not exceeding \$ 5.00..	10c
Indemnity not exceeding 25.00..	20c
Indemnity not exceeding 50.00..	30c
Indemnity not exceeding 100.00..	50c
Indemnity not exceeding 150.00..	60c
Indemnity not exceeding 200.00..	70c

Fee for return receipt, 4 cents extra.

Limit for Canal Zone is \$200.

## AIDS TO PROPER MAILING

Write name and address plainly and completely.

Place name and address of sender on all matter.

Prepay postage fully on all letters and parcels.

Always address mail for city delivery to street and number and request correspondents to do likewise.

Use designation North or South, East or West when it is a proper part of the address and save delay in delivery.

Insure valuable parcels.

Wrap parcel post carefully in heavy paper and tie knots securely.

You will often gain a day's time in delivery by depositing mail as soon as it is ready.

Use Postal Unit numbers on mail addressed to cities where Unit Numbers are required.