

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, 5 cents each.

BUSINESS REPLY ENVELOPES: Business reply envelopes 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

(Limit 8 ounces)—On circulars and other miscellaneous printed matter, also on merchandise, 2c for the first 2 ounces or fraction, plus 1c for each additional ounce or fraction.

On books and catalogs having 24 or more pages; also, seeds, cuttings, bulbs, roots, scions, and plants—1½c for each 2 ounces or fraction.

Bulk Rate

14c per pound, but not less than 1c each. Bulk rates are available only to the holders of permits under Sec. 562, P. L. & R., and require at each mailing a minimum of 20 pounds or 200 identical pieces separated by states and cities into bundles of 10 or more. An annual fee of \$10.00 is charged for a permit to mail under this section.

When returned to sender under "Return Postage Guaranteed," all third class requires regular rates.

Fourth-Class—(Parcel Post)

(Limit of weight, over 8 ounces and not exceeding 70 pounds; limit of size, 100 inches in length and girth combined). Includes merchandise, books, catalogs and other printed matter and other mailable matter not in first or second class.

The regular pound rates for the various parcel post zones are:

Zone	Up to and 10 lbs.		Over 10 lbs.
	Cents	Cents	Cents
Local	10	1.0	0.75
First & second	12	2.1	2.0
Third	13	3.0	2.8
Fourth	14	4.5	4.25
Fifth	15	6.0	5.50
Sixth	16	7.5	7.25
Seventh	17	9.5	9.25
Eighth	18	11.5	11.25

AIR MAIL SERVICE

United States Air Mail Service
Six cents for each ounce or fraction thereof; limit of weight 8 ounces; to any part of the United States. May be registered, insured, sent C. O. D. or Special Delivery.

Post Cards 4 cents each.

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 except weight limit of 60 lbs.).

Air Mail Mexico

Rate of postage to Mexico: Six cents for each ounce.

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

United States Air Mail Service to Central America, South America, the West Indies and other Foreign Countries.

For information regarding this service telephone your local post office.

Air Parcel Post

Air postage on parcels weighing 8 oz. or less is 6c per oz.

Zones	Over 8 oz. to 1 pound	Additional pounds
1 & 2	55c	4c
3	60c	8c
4	65c	14c
5	70c	24c
6	75c	33c
7	75c	45c
8	80c	65c

On matter of the First Class in excess of 8 ounces sent as air mail, the air parcel post rate will apply, unless this is less than 3 cents per ounce in which case the 3-cent per ounce rate will apply.

FEEES IN ADDITION TO REGULAR POSTAGE

SPECIAL DELIVERY

FIRST CLASS ONLY—2 pounds or less, 15 cents; over 2, not over 10 pounds, 25 cents; over 10 pounds, 35 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	25c
Over 2 lbs., but not over 10 lbs.	35c
Over 10 lbs.	45c

"Special Delivery" must be so indorsed.

SPECIAL HANDLING

(Without Special Delivery)

FOURTH CLASS: 2 pounds or less, 15 cents; over 2, not over 10 pounds, 24 cents; over 10 pounds, 25 cents. "Special Handling" must be so indorsed.

DOMESTIC ORDINARY MAIL SENDERS' RECEIPTS FOR

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 Order Fees

Limit for each money order is \$100.

Amount of Money Order	Fee Cents
From \$ 0.01 to \$ 5.00	10
From 5.01 to 10.00	13
From 10.01 to 50.00	25
From 50.01 to 100.00	35

Registry

Domestic mail matter prepaid at the first-class rate of postage, may be registered against loss, rifling or damage upon payment of the following fees:

REGISTRY

Indemnity Limit	Fee
\$ 0.01 to \$ 5.00	\$0.25
5.01 to 25.00	.35
25.01 to 50.00	.40
50.01 to 75.00	.45
75.01 to 100.00	.50
100.01 to 200.00	.60
200.01 to 300.00	.70
300.01 to 400.00	.85
400.01 to 500.00	1.00
500.01 to 600.00	1.10
600.01 to 700.00	1.20
700.01 to 800.00	1.30
800.01 to 900.00	1.40
900.01 to 1000.00	1.50

Registered mail having a declared value in excess of maximum indemnity covered by the registry fee paid, shall be charged additional fees or surcharges.

Collect-on-delivery mail sealed against postal inspection and bearing postage at the first-class rate may also be registered. The fees on registered C. O. D. mail range from 40 cents to \$1.40, according to amount to be collected up to \$200, or amount of indemnity desired not exceeding \$1,000. Consult postmaster for particulars.

COLLECT-ON-DELIVERY

(Third and Fourth Class Mail)

C.O.D. FEES

For collections and indemnity not to exceed	Fee Cents
\$ 2.50	20
5.00	25
25.00	35
50.00	45
100.00	55
150.00	60
200.00	65

INSURANCE

INSURANCE FEES (3d and 4th Class)

Amount of Insurance	Fee Cents
\$ 0.01 to \$ 5.00	5
5.01 to 10.00	10
10.01 to 25.00	15
25.01 to 50.00	20
50.01 to 100.00	25
100.01 to 200.00	30

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 except those containing small articles of considerable value which should be registered.

Wrap parcel post carefully in heavy paper and tie the 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.