

U. S. POSTAL INFORMATION

DOMESTIC POSTAL RATES

First-Class

LETTERS, Etc.: 6 cents for each ounce or fraction of an ounce up to 13 ounces (over 13 ounces - consult post office).

POSTAL or POST CARDS: 5 cents each within prescribed sizes.

BUSINESS REPLY MAIL: Consult your local post office.

IMPORTANT: All envelopes, cards, and self-mailers LESS than 3x4 1/4 inches in size are not mailable.

Second-Class

NEWSPAPERS AND PERIODICALS (Transient Rate): 5 cents for first 2 ounces and 1 cent for each additional ounce or fraction thereof, or fourth class rate which ever is lower.

Third-Class

LIMIT: Up to but not including 16 oz.

Circulars, miscellaneous printed matter, books, catalogues and merchandise, 6 cents first 2 ounces or fraction plus 2 cents each additional ounce or fraction.

Bulk Rates

Consult your local post office.

Fourth Class—Parcel Post

Fourth class mail embraces mailable matter not included in the first or second class, weighing 16 ounces or more.

Parcels mailed BETWEEN FIRST CLASS POST OFFICES (except Alaska and Hawaii) carry the following weight and size limits:

SIZE: 72 inches in length and girth combined (All Zones).

WEIGHT: 40 lbs. (Local, 1st and 2nd zones) 25 lbs. (3rd through 8th zones).

Weight and size limits of 100 inches in length and girth combined, and 70 lbs. apply in the case of parcels:

1. Mailed at any post office or on any rural or star route for delivery at any second, third, or fourth class post office or for delivery by any rural or star route carrier.

2. Containing baby fowl, live plants, trees, shrubs, or agricultural commodities.

3. Articles that qualify at the Special Fourth-Class Rate or Library Rate.

4. Mailed for delivery at most Army or Fleet Post Offices (consult post office for exceptions), or to

any territory or possession of the United States.

5. Any post office in Alaska or Hawaii.

Fourth Class (Parcel Post) Zone Rates

ZONE	From 16 oz. to 2 lbs Cents
Local	40
1 and 2	50
3	50
4	55
5	60
6	70
7	75
8	80

For "additional pound" charges consult your post office.

AIR MAIL

All mailable matter except that liable to damage by changes in temperature or atmospheric pressure may be sent by air mail.

Rate is 10 cents per ounce on Air Mail letters weighing not more than 7 ounces. Post cards within prescribed limits of size - 8 cents.

Zone rates apply to Air Mail weighing over 7 ounces (consult your post office).

SPECIAL SERVICE FEES IN ADDITION TO REGULAR POSTAGE

Special Delivery

Weight	Air Mail and First-Class	Other Classes
Not over 2 lbs.	.30	.55
Over 2, not over 10 lbs.	.45	.85
Over 10 lbs.	.60	.80

Special Handling

(3rd and 4th class only)

Weight	Fee
2 lbs. and under	.25
Over 2, not over 10 lbs.	.35
Over 10 pounds	.50

Money Order Fees

From \$ 0.01 to \$10	.25
From \$10.01 to \$50	.35
From \$50.01 to \$100	.40

Registry

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

Indemnity Limit	Fee
\$ 0.00 to \$ 100	\$.075
100.01 to 200	1.00
200.01 to 400	1.25
400.01 to 600	1.50
600.01 to 800	1.75
800.01 to 1,000	2.00

For value over \$1,000 consult your local post office.

COLLECT-ON-DELIVERY

Amount to be collected or insurance coverage desired	COD fees
\$ 0.01 to \$10	\$.60
10.01 to 25	.70
25.01 to 50	.80
50.01 to 100	.90
100.01 to 200	1.00

DOMESTIC INSURED MAIL

Amount of Insurance	
\$ 0.01 to \$15	\$0.20
15.01 to 50	.30
50.01 to 100	.40
100.01 to 150	.50
150.01 to 200	.60

CERTIFIED MAIL SERVICE

Certified Mail provides proof of delivery without indemnity. Only first class DOMESTIC mail having no intrinsic value may be mailed under the Certified Mail Service. This does not exclude articles of a nonnegotiable character and other matter which would involve a cost of duplication if lost or destroyed.

Certified Mail coupons are available at any post office. Complete information indicated on receipt portion, detach sticker and affix to face of envelope. If proof of mailing is desired, present article prepared as outlined above to clerk for postmarking of your receipt portion; otherwise, it may be deposited as other first class mail.

Fee in addition to postage .30 cents

RETURN RECEIPTS

The following fees apply to return receipts for Registered Mail, Certified Mail, and mail insured for more than \$15.00:

Requested at time of mailing:

Showing to whom and when delivered	\$.10
Showing to whom, when and address where delivered	\$.35

Requested after mailing:

Showing to whom and when delivered	\$.25
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RESTRICTED DELIVERY

Applicable to Registered Mail, Certified Mail, COD Mail and mail insured for more than \$15.00. \$0.50

AIDS TO PROPER MAILING

Do not use "Township" as part of your address.

Write name and address plainly and completely.

Place name and address of sender on all mail.

Prepay postage fully on all letters and parcels.

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

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

Morning mailing speeds delivery.

Use ZIP CODE numbers in your TO and FROM addresses.