

**Place of Mailing.**—Parcels of books, seeds, and plants, weighing more than 8 ounces, and parcels of other fourth-class matter weighing more than 4 ounces must be mailed at a post office, branch post office, named, numbered, or lettered station, or delivered to a rural or other carrier duly authorized to receive such matter. Smaller parcels may be deposited in letter or package boxes.

#### INSURANCE ON FOURTH-CLASS MAIL.

**Fees and Conditions.**—Fourth-class or domestic parcel post mail (*but no other*) may be insured against loss upon payment of a fee of 5 cents for value not exceeding \$25, or 10 cents for value not exceeding \$50, in addition to the postage, both to be prepaid with stamps affixed. It may not be registered.

Such mail may be insured at any post office or station thereof, or by rural carriers. The sender must fill out an insurance tag, which will be furnished him on request, to be attached to the parcel.

**Return Receipts for Insured Parcels** may be obtained by indorsing the parcels "Return receipt desired."

**Indemnity for Lost insured Parcels** is paid for the actual value within the limit of insurance. No indemnity is payable on account of mere partial damage. However, when an article is so damaged as to render it wholly worthless, it is regarded as lost, provided it was packed and indorsed in accordance with the postal requirements. No indemnity is paid for labor, workmanship, etc., in repairing partial damage.

#### COLLECT-ON-DELIVERY SERVICE.

**Conditions and Fee.**—Parcels of fourth-class or parcel post matter may be sent "C. O. D." from one money-order post office to another on payment of a fee of 10 cents in addition to the postage, both to be prepaid with stamps affixed. The amount to be collected and remitted to the sender must not exceed \$100. The remittance is made by post-office mail order, the fee therefor being included in the amount collected from the addressee. A "C. O. D." tag furnished by the postmaster must be filled in by the sender and attached to the parcel. The "C. O. D." fee also covers insurance against loss up to \$50 actual value.

A **Receipt** is given to the sender of a "C. O. D." parcel at the time of mailing, but no return receipt is furnished, as the remittance shows that delivery has been made.

**Examination of Contents of a "C. O. D." Parcel** is not permitted until it has been receipted for and all charges paid.

**Indemnity for Lost "C. O. D." Parcels** is paid for the actual value not to exceed \$50, under the conditions governing the payment of indemnity for lost insured parcels.

#### PREPARATION AND WRAPPING OF MAIL MATTER.

**Examination.**—Fourth-class or parcel post matter must be so wrapped or enveloped that the contents may be examined easily by postal officials. When not so wrapped, or when bearing or containing writing not authorized by law, the matter will be treated as of the first class.

**Nailed Boxes.**—Parcel post mail may be inclosed in boxes to which the lids are nailed or screwed, provided the lids can be readily removed with a chisel or screw driver for examination of contents.

**Wrapping.**—All matter should be securely wrapped so as to bear transmission without breaking, or injuring mail bags, their contents, or the persons handling them. Many articles are damaged in the mails for the reason that they are not properly wrapped to withstand the necessary handling.

Parcels weighing 20 pounds or under are generally carried inside mail bags with other mail; those weighing over 20 pounds are usually carried outside mail bags. They should be wrapped with that understanding.

Parcels improperly or insufficiently wrapped will not be accepted for transmission in the mails.

**Umbrellas, canes, golf sticks,** and similar articles must be reinforced by strips of wood or otherwise sufficiently wrapped to withstand handling and transportation.

**Hats** must be packed in strong boxes; if in ordinary pasteboard hat boxes, they must be properly crated.

**Cut flowers, candies, etc.,** should be inclosed in strong and suitable boxes.

**Stone castings and pieces of machinery** should be protected with excelsior or similar material and wrapped in cloth or strong paper or be properly boxed or crated.

**Mailable hides and pelts** must be thoroughly wrapped to prevent the escape of grease.

**Harmful articles** not absolutely excluded from the mails, but which, from their form or nature, might, unless properly secured, destroy, deface, or otherwise damage the contents of the mail bag, or harm the person of anyone engaged in the postal service, may be transmitted in the mails only when packed in accordance with the postal regulations.

**Sharp-pointed or sharp-edged instruments or tools** must have their points and edges protected so that they can not cut through their covering, and be thoroughly wrapped.

**Powders and all pulverized dry substances** must be so wrapped that none of the contents of the package will sift out.

**Pastes, salves, etc.,** not easily liquefiable must be inclosed in water-tight containers and placed in strong boxes and securely wrapped.

**Liquids.**—Admissible liquids in packages not exceeding the limit of weight of fourth-class matter will be accepted for mailing when intended for delivery at the office of mailing or on a rural route starting therefrom when inclosed in a glass or metal container securely inclosed and heavily wrapped, provided it is not necessary to transport them over steam or electric railways.

**Admissible liquids and oils, pastes, salves,** or other articles easily liquefiable, will be accepted for mailing, regardless of distance, when they conform to the following conditions:

(a) *When in strong glass bottles holding 4 ounces or less,* the total quantity sent in one parcel shall not exceed 24 ounces, liquid measure. Each bottle shall be wrapped in paper or other absorbent substance and then all placed in a box made of cardboard or other suitable material and packed in a container made of double-faced corrugated pasteboard of good quality. The corners of the container must fit tightly and be reinforced with tape so as to prevent the escape of any liquid if the contents should be broken, and the whole parcel shall be securely wrapped with strong paper and tied with twine. Single bottles of liquid holding 4 ounces or less may also be packed as prescribed in the following paragraphs (b) and (c):

Continued in back of book.