

When such receipts are desired by Agents and Individuals mailing a number of parcels at one time a "Firm Registration Book" will be used with such modifications as are necessary. Each sheet must have affixed postage stamps at the rate of one cent for each parcel listed thereon, which stamps shall be postmarked and the sheet returned to the sender. These sheets are to be filled out by the sender and a carbon copy must not be filed at the post office.

**Parcel-Post Matter Can Not Be Registered.**—Fourth-class or domestic parcel-post mail will not be registered, but may be insured against loss upon payment of a fee of three, five, ten or twenty-five cents for value not exceeding five, twenty-five, fifty or one hundred dollars, in addition to the postage, both to be prepaid with stamps affixed. (See Circular 113 for detailed information.)

**Special Delivery.**—A mailable parcel will be accorded the usual special-delivery service when a special-delivery stamp or ten cents in ordinary stamps are affixed thereto in addition to the parcel-post postage. When ordinary stamps are used the words "Special Delivery" must be placed on the wrapper.

**Unmailable Matter—Packing of Liquids, Fragile and Perishable Articles.**—For information regarding un-mailable matter and the regulations as to packing of liquids, fragile and perishable articles, the use of boxes, crates, etc., in the shipment outside of mail bags of butter, eggs, fruits, vegetables, dressed poultry and other articles; also the preparation of articles which, unless properly protected, are liable to injure another or damage the mails. (See Circular 112.)

**Insurance and C. O. D. Service.**—Fourth-class or domestic parcel-post mail (but no other) may be insured against loss or damage upon payment of a fee of three cents for value not exceeding \$5, five cents for value not exceeding \$25, ten cents for value not exceeding \$50, or twenty-five cents for value not exceeding \$100, in addition to the postage, both to be prepaid with stamps affixed. It may not be registered.

Such mail may be insured at the General Post Office or at any Parcel-Post Station.

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

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 ten cents or twenty-five cents in addition to the postage, both to be prepaid with stamps affixed. The amount to be remitted to the sender must not exceed \$100. The remittance is made by post-office money order, the fee therefor being included in the amount collected from the addressee. A "C. O. D." tag furnished by the post office must be filled in by the sender and attached to the parcel. The "C. O. D." fee also covers insurance against loss, rifling or damage up to \$50 actual value when a ten-cent fee is paid and \$100 when a twenty-five cent fee is paid.

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, Rifled or Damaged "C. O. D." Parcels is paid for the actual value under the conditions governing the payment of indemnity for insured parcels.

For further particulars regarding insurance and collect-on-delivery service see Circular 113.

#### HELP! IN CASE OF ACCIDENTS.

**Drowning.** 1. Loosen clothing, if any. 2. Empty lungs of water by laying body on its stomach and lifting by the middle so that the head hangs down. Jerk the body a few times. 3. Pull tongue forward, using handkerchief, or pin with string, if necessary. 4. Imitate motion of respiration by alternately compressing and expanding the lower ribs, about twenty times a minute. Alternately raising and lowering the arms from the sides up above the head will stimulate the action of the lungs. Let it be done gently but persistently. 5. Apply warmth and friction to extremities. 6. By holding tongue forward, closing the nostrils and pressing the "Adam's apple" back (so as to close entrance to stomach) direct inflation may be tried. Take a deep breath and breathe it forcibly into the mouth of patient, compress the chest to expel the air, and repeat the operation. 7. DON'T GIVE UP! People have been saved after hours of patient, vigorous effort. 8. When breathing begins get patient into a warm bed, give warm drinks, or spirits in teaspoonfuls, fresh air and quiet.

**Burns and Scalds.** Cover with cooking soda and lay wet cloths over it. Whites of eggs and olive oil. Olive or linseed oil, plain or mixed with chalk or whiting.

**Lightning.** Dash cold water over a person struck.

**Sunstroke.** Loosen clothing. Get patient into shade and apply ice-cold water to head.

**Mad Dog or Snake Bite.** Tie cord tight above the wound. Suck the wound and cauterize with caustic or white-hot iron at once, or cut out adjoining parts with a sharp knife.

**Venomous Insects' Stings, etc.** Apply weak ammonia, oil, salt water or iodine.

**Fainting.** Place flat on back; allow fresh air and sprinkle with water.

**Electricity.** Release from current not touching body or wire with hands, metal or a wet stick. Handle body by its clothing, with rubber gloves and shoes if possible; if not, cover hands with dry woolen cloth and stand on dry boards. Then induce artificial respiration as in case of drowning. Rub limbs and massage body.

#### ANTIDOTES FOR POISONS.

**First.** Send for a Physician.

**Second.** INDUCE VOMITING, by tickling throat with feather or finger, drinking hot water or strong mustard and water. Swallow Sweet Oil or whites of Eggs.

Acids are antidotes for ALKALIES, and vice versa.

#### SPECIAL POISONS AND ANTIDOTES.

Acids. MURIATIC, OXALIC, ACETIC, SULPHURIC } Soap-suds, magnesia, Lime-water.  
(Oil of Vitriol), NITRIC (Aqua Fortis)

Prussic Acid. Ammonia in water. Dash water in face.

Carbolic Acid. Flour and water, mucilaginous drinks.

Alkalies. POTASH, LYE, HARTSHORN, AMMONIA. Vinegar or Lemon juice in water.

Arsenic, Rat Poison, Paris Green. Milk, raw Eggs, Sweet Oil, Limewater, Flour and water.

Strug Poison, Lead, Saltpetre, Corrosive } Whites of Eggs, or Milk in large doses.  
Sublimate, Sugar of Lead, Blue Vitriol.

Chloroform, Chloral, Ether. Dash cold water on head and chest. Artificial respiration. Piece of ice in rectum.

Carbonate of Soda, Copperas, Cobalt. Soap-suds and mucilaginous drinks.

Iodine, Antimony, Tartar Emetic. Starch and water. Astringent infusions. Strong tea.

Mercury AND ITS SALTS. Whites of Eggs, Milk, Mucages.

Nitrate of Silver, Lunar Caustic. Salt and water.

Stramonium. Tincture of Nux Vomica. Mustard and water. Sulphate of Zinc. Absolute quiet. Plug the ears.

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