

**Rates for Books.**—The rate of postage on parcels of printed books weighing *eight ounces or less* is one cent for each two ounces or fraction thereof.

Parcels of books weighing *more than eight ounces* are subject to the parcel-post or zone rates of postage shown on page 1.

"The term 'books' is used in its ordinary and generally accepted sense, and embraces printed books of all classes in their usual form, whether bound in paper or a more substantial binding, including printed catalogs."

Blank books, and partially printed books, mainly blank, are chargeable with postage at the rate of one cent for each ounce or fraction thereof on parcels weighing four ounces or less and the regular pound rates, according to zones, on parcels weighing more than four ounces.

**Miscellaneous Printed Matter.**—Parcels of miscellaneous printed matter (third-class matter) *not exceeding four pounds in weight* are subject to postage at the third-class rate—one cent for each two ounces or fraction thereof.

Parcels of miscellaneous printed matter weighing *more than four pounds*, which are within the limit of weight and size for parcel post matter, are mailable at the zone rates of postage.

Miscellaneous printed matter includes all printed matter not coming within the term "single book" and not constituting newspapers and periodicals which are entered as second-class matter. Patrons who desire to ascertain the classification of articles in the mail or the amount of postage required for any printed matter are advised to submit a specimen at the office of the Assistant Postmaster or at the nearest carrier station.

**Places Where Parcels Must Be Mailed.**—Parcels subject to the zone rates must be mailed at the General Post Office or at a lettered or local-named station or branch post office, or such numbered stations as have been designated to receive parcel-post matter.

Uninsured parcels not subject to the zone rates may be mailed at the most convenient point. They may be mailed in street package boxes and at all numbered stations as well as the General Post Office and carrier stations.

**Name and Address of Sender.**—Parcels must bear the name and address of the sender, preceded by the word "From."

**How to Address Parcels.**—Addresses should be complete and plainly written in ink. The name and address of the sender should be placed on the upper left corner, the name and address of the addressee on the lower right corner, and the stamps on the upper right corner of parcels. In case a tag is used, the name and address of the sender and addressee should also be written on the wrapper of the parcel, for use should the tag become detached. Space sufficient for a legible address, postmark, the necessary postage stamps, and any words necessary for forwarding or return must be left on the address side of parcels.

In order that the delivery of mail may be facilitated and expedited, it is highly important that complete addresses be given and to this end the street and number, Post Office Box or Rural Route number, if any, should be shown.

**Wrapping and Packing of Parcels.**—Parcels must be prepared for mailing in such manner that the contents can be easily examined.

Parcels of fourth-class matter shall not be accepted for mailing unless packed so as to insure safe shipment and permit the contents to be easily examined. (See Sec. 474 in Circular 112). Such matter inclosed in boxes to which the lids are nailed or screwed may be accepted for mailing at the fourth-class rates of postage if, with reasonable effort, the lids can be removed by the use of a chisel, screw driver, or other suitable instrument, for the purpose of permitting examination of the contents. When a postmaster to whom is presented for mailing a bag which is sewed up is satisfied from an examination of it that it contains only fourth-class mail, he should accept it at the fourth-class rates of postage and mark it: "Examined at mailing office; contains only fourth-class mail." (Par. 3, Sec. 469, P. L. & R.)

Proprietary articles of merchandise, such as harmless medicinal preparations, soaps, tobacco, food products, etc., put up in fixed quantities in original sealed packages by the manufacturer so as to allow examination of the packages in their simplest mercantile form, and *labeled in printing* so as to show the nature of contents, quantity, and name of the manufacturer, are mailable at the fourth-class rates. If such sealed packages are inclosed in an outer wrapper, the latter must not be sealed, unless it is also labeled in printing in the manner indicated.

**Limit of Weight and Size.**—Parcels which exceed the limit of weight and size stated on page 1 will be refused.

In measuring a parcel the greatest distance in a straight line between its ends, *but not around the parcel lengthwise*, shall be taken as the length, while the distance around it at its thickest part shall be taken as the girth. For example, a parcel 10 inches wide, 5 inches high and 35 inches long has a girth of 30 inches, its length and girth combined being 65 inches.

A parcel not more than 4 feet 6 inches in length may measure as much as 2 feet 6 inches in girth, or around its thickest part. A shorter parcel may be thicker; thus, if it measures no more than 3 feet in length it may measure as much as 4 feet in girth, or around its thickest part.

**Measuring Automobile Tires or Casings.**—In measuring an automobile tire or casing which is so wrapped as to leave a clear space in the center, the outside diameter shall be taken as the length, and the distance around the body of the tire, that is, the mere circumference of the tubing or casing shall be taken as the girth. For example, a tire or casing 32 inches in diameter, the tubing or casing being  $3\frac{1}{2}$  inches thick, would have a length of 32 inches, while its girth would be approximately 11 inches, making the length and girth combined 43 inches, and, therefore, within the limit of size prescribed for fourth-class or parcel-post mail.

However, in measuring a tire or casing which is so wrapped as to form a circular-shaped solid parcel, or leave no perfectly clear space in the center, the outside diameter of the parcel shall be taken as the length, and twice its diameter and thickness as its girth.

**Permissible Additions and Inclosures.**—In addition to the name and address of the sender, which is required, it is permissible to write or print on the wrapper or cover of a parcel, or on a tag or label attached to it, the occupation of the sender, and to indicate in a small space by means of marks, letters, numbers, names or other brief description, the character of the parcel, but ample space must be left on the address side for the full address in legible characters and for the necessary postage stamps. Inscriptions such as "Merry Christmas," "Please do not open until Christmas," "Happy New Year," "With best wishes," and the like, may be placed on the cover of the parcel in such manner as not to interfere with the address, or on a card inclosed therewith.

The written additions permissible upon third-class matter also may be placed on fourth-class matter, together with any marks, numbers, names, or letters, for purpose of description, or they may be placed on the wrapper or cover, tag or label. There may be written on the blank leaves or cover of any book a simple manuscript dedication or inscription not in the nature of personal correspondence. Space sufficient for a legible address, postmark and the necessary postage stamps must be left on the address side of parcels.

It is permissible to inclose with matter of the fourth class an invoice showing, in writing or printing, the name and address of the sender and of the addressee; the names and quantities of articles inclosed, together with inscriptions indicating, "for purpose of description," the price, style, stock number, size and quality of the articles; the order or file number, date of order and date and manner of shipment; the initials or name of the salesman, or of the person by whom the articles were packed or checked.

**Note.**—Invoices descriptive of the articles in parcels may be inclosed in unsealed tag envelopes attached to the outside of parcels. (See below.)