

The Postal Bulletin

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No. 13745

OFFICE OF THE POSTMASTER GENERAL,
Washington, April 9, 1925.

ORDER No. 1786.

Effective April 15, 1925, section 877, paragraph 1, section 985, paragraph 4, and section 1000, paragraph 1, of the Postal Laws and Regulations of 1924, are amended to read as follows:

Section 877, paragraph 1:

"SEC. 877. When the sender shall so request, and upon payment of a fee of 3 cents, at the time of mailing, in addition to the postage and registry fee, a registry return receipt shall be filled out and accompany any registered article addressed to a post office in the United States or its possessions. When a return receipt is requested, the article shall be marked 'Return receipt requested,' or with words of similar import." (See secs. 867 and 985.)

Section 985, paragraph 4:

"4. If no registry return receipt accompanies a registered article marked 'Return receipt requested,' or with words of similar import, the delivering postmaster or other postal employee shall prepare a return receipt and treat it as though it had accompanied the article. If a domestic registered article does not bear the indorsement mentioned, but is accompanied with a properly addressed return receipt card, a receipt shall be obtained thereon and the card mailed to the sender. If the charge for the return receipt was not prepaid by the sender, it shall be collected from the addressee upon delivery of the article, but if the addressee is not willing to pay the charge, delivery shall not be delayed and the return receipt shall be obtained and sent under cover to the postmaster at the office named in the address of the sender and the charge collected upon delivery of the receipt to him."

See section 1005 as to delivery of dutiable matter; section 1010 as to foreign return receipts.

Section 1000, paragraph 1:

"SEC. 1000. When the sender of any registered article addressed to a foreign country desires a return receipt therefor, he should write on the envelope or wrapper the words 'A. R.' or 'Avis de reception', which are equivalent to 'Return receipt requested,' and pay a charge of 5 cents in stamps affixed to the article in addition to the postage and registry fee except for return receipts for registered parcel-post packages (corresponding to domestic fourth-class mail) addressed to certain foreign countries indicated in Postal Guides, the parcel-post conventions with which do not permit an additional charge for return receipts for registered parcel-post packages. Return receipts for international registered articles shall be prepared at the United States exchange offices unless the postmasters at the offices of mailing are specially authorized to prepare such receipts.

HARRY S. NEW,
Postmaster General.

CHARGE FOR RETURN RECEIPTS FOR REGISTERED MAIL ADDRESSED TO FOREIGN COUNTRIES

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, April 9, 1925.

Beginning April 15, 1925, in accordance with Order No. 1786, of the Postmaster General dated April 9, 1925, a charge of 5 cents will be collected from the sender, in addition to the postage and registry fee, for each sender's registry return receipt requested for registered "Letters," "Post cards," "Printed matter," "Commercial papers," and "Samples of merchandise," (the international classification of Postal Union articles) addressed to any foreign country belonging to the Universal Postal Union, and for each sender's registry return receipt requested for any registered international parcel-post package (corresponding to domestic fourth-class parcels) addressed to any of the following countries:

Azores Islands.	Labrador.
Belgium.	Latvia.
Belgian Congo.	Liberia.
Bermuda.	Lithuania.
Bolivia.	Memel.
Brazil.	Mexico.
British Guiana.	Newfoundland.
Chile.	New Zealand.
China (including Shanghai City and the Province of Manchuria, but not the Province of Mongolia).	Nicaragua.
Colombia.	Norway.
Cook Islands.	Panama.
Costa Rica.	Peru.
Cuba.	Poland.
Denmark.	Portugal.
Dominican Republic.	Salvador, El.
Ecuador.	Samoa, Western (British).
Estonia.	Serbs, Croats, and Slovenes, Kingdom of.
Faroe Islands.	Shanghai City, China.
Finland.	Spitzbergen.
Greenland.	Sweden.
Guatemala.	Trinidad.
Haiti.	Venezuela.
Honduras Republic.	Windward Islands (Grenada, the Grenadines, St. Lucia, and St. Vincent).
Hongkong.	Yugoslavia (see Serbs, Croats, and Slovenes, Kingdom of).
Iceland.	
Yugoslavia (see Serbs, Croats, and Slovenes, Kingdom of).	

The parcel-post conventions with the following-named countries do not permit any charge for a sender's registry return receipt for a registered international parcel-post package addressed to any of those countries, but a charge of 5 cents for each sender's registry return receipt is to be made for registered "Letters," "Post cards," "Printed matter," "Commercial papers,"

and "Samples of merchandise" (Postal Union classification of mail) addressed to those countries as well as to the other foreign countries embraced within the Universal Postal Union, viz:

Austria.
Bahamas.
British Honduras.
Czechoslovakia.
Germany.
Hungary.

Jamaica (including the Turks, Caicos, and Cayman Islands).
Japan (including Formosa, Karafuto, Japanese Saghalin, and Korea).
Leeward Islands.
Siam.
Switzerland.

The additional charge for the sender's registry return receipt is to be paid by means of postage stamps affixed to the articles when mailed, and these stamps should be canceled the same as those in payment of postage and registry fees. If practicable, the stamps representing the charge for the return receipt should be affixed in close proximity to the indorsement on the parcel "Return receipt requested," so that it may be apparent at a glance that the required additional fee for a return receipt had been paid.

Postmasters should particularly note that they are required to maintain, commencing April 15, 1925, such statistical records as will permit them to report at the end of each fiscal year as separate items the number of return receipts requested for domestic registered mail; the number of return receipts requested for domestic insured mail; the number of return receipts requested for such registered mail for foreign destinations as is subject to charge for return receipts, and the number of return receipts requested for insured parcels addressed to Great Britain and Northern Ireland.

Any previous instructions in conflict with these instructions are modified accordingly.

W. IRVING GLOVER,
Third Assistant Postmaster General.

NEW DENOMINATION ONE-HALF CENT POSTAGE-DUE STAMP, ISSUE OF 1925

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, April 9, 1925.

Postmasters and employees of the Postal Service are notified that the department is about to issue a new one-half cent postage-due stamp to be used in the collection of postage on short-paid third-class matter.

The new stamp is the same shape, size, and design as the current series of postage-due stamps, issue of 1894, except that the white numeral "1/2" appears in the center of the stamp and the words "Half cent" appear in the panel at the bottom. The color is claret.

Postmasters at direct and central accounting offices were directed in the POSTAL BULLETIN of March 27 to submit immediate requisitions on a separate form, 3201, for an estimated three-months' supply, and while it will not be possible to furnish all postmasters with an initial stock of these stamps before April 15, requisitions will be filled as promptly as production capacity will permit.

W. IRVING GLOVER,
Third Assistant Postmaster General.

NEW DENOMINATION 15-CENT SPECIAL DELIVERY STAMP AND 25-CENT SPECIAL HANDLING PARCEL POST STAMP, ISSUE OF 1925

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, April 8, 1925.

Postmasters and employees of the Postal Service are notified that the department is about to issue a new 15-cent special-delivery stamp for use on parcels subject to the increased special-delivery fees, as provided under the act of February 28, 1925; also a 25-cent special handling stamp for use on fourth-class mail matter, which will secure for such mail matter the expeditious handling accorded to mail matter of the first class. The stamps are described as follows:

The 15-cent special-delivery stamp is printed in orange and is the same shape, size, and design as the current 10-cent special-delivery stamp, except that the numerals "15" appear in both lower corners and the words "Fifteen cents" appear in the panel at the bottom of the stamp.

The 25-cent special handling stamp is the same shape and size as the special-delivery stamp, but of entirely different design. Within a circle, in the center of the stamp are the numerals "25" with the words "Special handling" arranged in a semicircle directly above. At the top of the stamp, in a straight line are the words "United States postage" and at the bottom, within a panel, is the word "Cents." The background is of ornamental lathe work and the entire stamp is inclosed within a straight line border. The color is dark green.

The first issue of the new special delivery and special handling stamps will be placed on sale April 11, 1925, at the post office at Washington, D. C. They will also be placed on sale at the philatelic agency, Division of Stamps, Post Office Department, on that date, for the benefit of stamp collectors and dealers.

Postmasters at direct and central accounting post offices may submit requisitions to the department on Form 3201 for an initial supply of these stamps and the stock will be furnished as promptly as production capacity will permit. Initial requisitions should be limited to a two-months' supply.

District postmasters will obtain needed supplies from their central-accounting postmaster by submitting requisition on Form 3338.

It will not be possible to supply all postmasters with an initial stock of these stamps before April 15. Therefore mailers may use regular postage stamps for special delivery and special handling service. When regular postage stamps are used, packages should be plainly marked "Special delivery" or "Special handling" or both.

W. IRVING GLOVER,
Third Assistant Postmaster General.

DOMESTIC POSTAGE RATES, ETC., EFFECTIVE APRIL 15, 1925

THIRD ASSISTANT POSTMASTER GENERAL, Washington, D. C., April 15, 1925.

First class: Letters and written and sealed matter, 2 cents for each ounce. Government postal cards, 1 cent each. Private mailing or post cards, 2 cents each.
Second class: Newspapers, magazines, and other periodicals containing notice of second-class entry, 2 cents for each 2 ounces up to 8 ounces and fourth-class zone rates, plus 2 cents service charge, on each parcel over 8 ounces.
Third class (limit, 8 ounces): Circulars and other miscellaneous printed matter, also merchandise, 1 1/2 cents for each 2 ounces. Books (including catalogues) of 24 pages or more, seeds, cuttings, bulbs, roots, scions, and plants, 1 cent for each 2 ounces.
Fourth class (over 8 ounces): Merchandise, books, printed matter, and all other mailable matter not in first or second class—

Table with 3 columns: Zones, First pound (including 2 cents service charge), Additional pounds. Rows include Local, 1 and 2, 3, 4, 5, 6, 7, 8.

Special handling: On payment of 25 cents in addition to regular postage, fourth-class parcels indorsed "Special handling" will be accorded same treatment as first-class mail. This does not include special delivery.

Special-delivery fees: Any class up to 2 pounds, 10 cents; over 2 pounds, but not more than 10 pounds, 15 cents; over 10 pounds, 20 cents.

REGISTRY SERVICE

Table with 2 columns: Amount of indemnity fee, Cents. Rows include First-class mail (Not over \$50, Not over \$100) and Third-class mail (Not over \$25, Return receipt 3 cents extra).

INSURANCE AND C. O. D. SERVICES (THIRD AND FOURTH CLASS MAIL)

Table with 2 columns: Insurance fees, Cents. Rows include Value of parcel (Not over \$5, Not over \$25, Not over \$50, Not over \$100) and Return receipt 3 cents extra.

Table with 2 columns: C. O. D. fees, Cents. Rows include Amount of collection (Not over \$10, Not over \$50, Not over \$100) and Return receipt 3 cents extra.

Table with 2 columns: Money-order fees, Cents. Rows include For orders from (\$0.01 to \$2.50, \$2.51 to \$5, \$5.01 to \$10, \$10.01 to \$20, \$20.01 to \$40, \$40.01 to \$60, \$60.01 to \$80, \$80.01 to \$100).

W. IRVING GLOVER, Third Assistant Postmaster General.

THIRD AND FOURTH CLASS MAIL—CLASSIFICATION AND RATES OF POSTAGE ON AND AFTER APRIL 15, 1925

THIRD ASSISTANT POSTMASTER GENERAL, Washington, April 9, 1925.

Third-Class Mail

Third-class mail embraces, under the new law effective April 15, 1925, circulars, books (including catalogues) having 24 pages or more, and other matter wholly in print (except newspapers and other periodicals entered as second-class matter) together with merchandise, farm, and factory products, seeds, bulbs, plants, etc., and all other mailable matter not embraced in the first and second classes, not exceeding 8 ounces in weight.

The third-class rate of postage is 1 1/2 cents for each 2 ounces or fraction of 2 ounces except for books (including catalogues), seeds, cuttings, bulbs, roots, scions, and plants, on which the rate is 1 cent for each 2 ounces or fraction thereof, up to and including 8 ounces, to be fully prepaid.

The limit of weight of third-class matter is 8 ounces. Parcels of such matter weighing more than 8 ounces but not exceeding the parcel-post limit of weight constitute the fourth class of mail.

The permissible additions to mail of both the third and fourth classes may be placed on third-class matter on and after April 15, 1925.

Fourth-Class (Parcel-Post) Mail

Fourth-class or domestic parcel-post mail, effective April 15, 1925, embraces circulars, books, catalogues, and other matter wholly in print (except newspapers and other periodicals entered as second-class matter), together with merchandise, farm and factory products, seeds, bulbs, cuttings, roots, scions and plants, and all other mailable matter not embraced in the first and second classes, exceeding 8 ounces in weight.

The rates of postage on fourth-class matter, to be fully prepaid, are by the pound, according to distance or zone, a fraction of a pound being computed as a full pound, and in addition a service charge of 2 cents for each parcel except upon those collected on rural-delivery routes. These rates, including the 2-cent service charge, are shown in the following table and paragraph (a):

Large table with columns: Weight in pounds, Local, and Zones (First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, over 1,800 miles). Rows 1-70.

(a) Parcels subject to the pound rates, mailed for delivery within the first or second zone, are, when the distance by the shortest regular mail route from the office of origin to the office of delivery is 300 miles or more, chargeable with postage at the rate of 8 cents for the first pound and 2 cents for each additional pound, a fraction of a pound being computed as a full pound.

On parcels collected on rural delivery routes the postage will be 2 cents less than shown in the foregoing table, provided they are indorsed "Mailed on rural route" to show that they are not subject to the service charge.

Special handling.—On payment of 25 cents postage in addition to the ordinary postage and the 2-cent service charge, fourth-class parcels indorsed "Special handling," preferably in the space immediately below the postage stamps and above the address, or which bear the special 25-cent postage stamp provided for such purpose, will receive the expeditious handling, transportation, and delivery accorded to mail of the first class. This 25-cent special-handling postage charge applies to all parcels containing day-old chicks, which, because of their character, must be given special attention in handling, transportation, and delivery, as well as to other parcels which the sender indicates shall be so treated. The special-handling charge does not include special delivery.

The special delivery fees are 10 cents for parcels of fourth-class matter not exceeding 2 pounds; 15 cents for parcels over 2 pounds but not exceeding 10 pounds; and 20 cents for parcels weighing more than 10 pounds, such fees being in addition to the regular postage and service charge and the special-handling postage when applicable.

The limit of weight of fourth-class matter is 70 pounds in the first, second, and third zones, and 50 pounds in all other zones.

The limit of size of fourth-class matter is 84 inches for length and girth combined.

Permissible additions and inclosures.—Attaching communications.—Sealing.—The act of February 28, 1925, effective April 15, 1925, makes no changes with respect to these features and the existing provisions governing such privileges and facilities continue in force. Parcels of third-class matter, except circulars and other miscellaneous printed matter, may be sealed and mailed at the third-class rates provided they bear the printed return card of the sender and the prescribed indicia as to contents and opening for postal inspection.

W. IRVING GLOVER, Third Assistant Postmaster General.

TREATMENT OF MAIL RATED WITH ONE-HALF-CENT POSTAGE DUE

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, April 9, 1925.

On and after April 15, 1925, when the new rates of postage become effective, the additional postage on short-paid mail received at the office of address rated with one-half-cent postage due, or any other amount involving a fraction of a cent, should be collected in money and one of the new one-half-cent postage-due stamps should be affixed to the matter either alone or in connection with other postage-due stamps, according to the amount involved, and canceled.

For instance, in the case of a parcel received rated with one-half-cent postage due, it will be necessary for the addressee in paying the one-half-cent postage due to tender 1 cent in money. This amount will pay for the one-half-cent postage-due stamp which must be affixed to the parcel and for an uncanceled one-half-cent ordinary stamp (not postage due), which should, since there is no fractional currency to make the exact change, be given to the addressee at the time the parcel is delivered.

In like manner, when matter presented for mailing is subject to 1½ cents or 4½ cents postage and the mailer tenders 2 cents or 5 cents, as the case may be, for stamps to be used in payment of such postage, he should be given an uncanceled one-half cent ordinary postage stamp in addition to the stamp or stamps necessary to pay the postage chargeable on the matter.

Since the postage on third-class mail is required to be fully prepaid there should be no short-paid matter of this class except when dispatched through inadvertence in an occasional instance. Postmasters are cautioned, therefore, to see that proper postage is prepaid in full on all third-class matter mailed at their offices.

W. IRVING GLOVER,
Third Assistant Postmaster General.

FEES TO BE CHARGED AT THE NEW RATE FOR DOMESTIC MONEY ORDERS ON AND AFTER APRIL 15, 1925

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, April 6, 1925.

Postmasters at all money-order offices are again notified that beginning with April 15, 1925, fees for domestic money orders must be charged at the following rates, which are prescribed by the act of Congress of February 28, 1925:

	Cents
For amounts from \$0.01 to \$2.50, inclusive.....	5
For amounts from \$2.51 to \$5 inclusive.....	7
For amounts from \$5.01 to \$10, inclusive.....	10
For amounts from \$10.01 to \$20, inclusive.....	12
For amounts from \$20.01 to \$40, inclusive.....	15
For amounts from \$40.01 to \$60, inclusive.....	18
For amounts from \$60.01 to \$80, inclusive.....	20
For amounts from \$80.01 to \$100, inclusive.....	22

These rates must be collected for every domestic money order issued after April 14 regardless of the date of the transaction for which the order is intended as payment. For instance when a money order is paid by the issue of a new order after April 14 or when a money order is issued after that date in payment for a C. O. D. parcel mailed on April 14 or prior the postal employee must collect the fee prescribed by the new schedule. In other words the date of the issue of the money order and not the date of the original transaction governs the fee to be charged for the money order.

If the old money-order fees are shown on C. O. D. parcels mailed on or after April 15, 1925, care should be exercised to see that collection is made of the new (correct) money-order fees.

Postmasters at the mailing offices should see that money-order fees conforming to the revised schedule are shown in the spaces provided therefor on C. O. D. parcels mailed on or after April 15, and on the face of C. O. D. tags which accompany such parcels.

A new stock of C. O. D. tags bearing the new schedule of money-order fees will probably be available in a few months. However, it is desired that postmasters shall use up their supply of the tags now in use before using tags of the new stock.

The observance of this important change can not be too strongly emphasized and postmasters and all issuing clerks are cautioned that should the fee charged be at the old rate instead of the new and a smaller amount collected than that given in the new rate, the difference will be charged to the postmaster, but should the larger amount (old rate) be collected for orders above \$50 the excess must be returned to the remitter. See in this connection, page 13, March supplement to Postal Guide.

W. IRVING GLOVER,
Third Assistant Postmaster General.

MONEY-ORDER APPLICATIONS FORM 6001 TO BE USED UNTIL THE SUPPLY IS EXHAUSTED

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, April 8, 1925.

Money-order applications (Form 6001) on the back of which are printed the fees for domestic money orders, giving the legal schedule of rates in effect prior to April 15, 1925, should be used until the supply becomes exhausted, although the new edition of said form giving the new rate of fees may be on hand. Requisitions for applications must be made in regular form and only when an additional supply is needed.

The new schedule of fees to be charged, however, must be posted at the money-order window for information of the public, and the difference between the rate given on the application and that charged must be explained when questioned.

W. IRVING GLOVER,
Third Assistant Postmaster General.

NEW FEES FOR REGISTERED, INSURED, AND C. O. D. MAIL AND CHARGES FOR RETURN RECEIPTS EFFECTIVE APRIL 15, 1925

THIRD ASSISTANT POSTMASTER GENERAL,
Washington, April 9, 1925.

Postmasters are reminded that on and after April 15, 1925, the fees for registered, insured, and C. O. D. mail and the charges for return receipts will be as follows:

Fees for Domestic Insured Mail

First-class and sealed fourth-class articles prepaid at the first-class rate of postage, indemnifiable for \$50 or less, 15 cents; for over \$50 and not in excess of \$100, 20 cents.

Second-class, and any class of mail without intrinsic value, for which no indemnity will be allowed, 15 cents.

Third-class indemnifiable for not exceeding \$25, 15 cents.

Fees for International Registered Mail

Articles of whatever class addressed to foreign countries, 10 cents.

Fees for Domestic Insured Mail

For value—	Cents
Not over \$5.....	5
Not over \$25.....	8
Not over \$50.....	10
Not over \$100.....	25

Fees for International Insured Mail

Canada.—Same fees and limits of indemnity as for domestic insured mail.

Great Britain and Northern Ireland:

For value—	Cents
Not over \$10.....	15
Not over \$25.....	20
Not over \$50.....	30
Not over \$100.....	50

Fees for Domestic C. O. D. Mail

Amount to be remitted to sender or amount of indemnity desired:	Cents
Not over \$10.....	12
Not over \$50.....	15
Not over \$100.....	25

Fees for Senders' Return Receipts

For each domestic registered or insured article, 3 cents.

For each international registered Postal Union article, and each international registered parcel-post package except those addressed to a certain few foreign countries, 5 cents.

For each insured article addressed to Great Britain or Northern Ireland, 5 cents (no senders' return receipts are obtained for insured parcels for Canada).

Parcel-post conventions with a few foreign countries, listed elsewhere in this BULLETIN, provide for senders' return receipts when desired for registered mail but prohibit any extra charge therefor.

The above fees are in addition to the postage and any other special fees.

W. IRVING GLOVER,
Third Assistant Postmaster General.

NEW SERVICES AND NEW RATES

FIRST ASSISTANT POSTMASTER GENERAL,
Washington, April 9, 1925.

To Postmasters:

You will permit me to remind you again that you should be personally perfectly conversant with the new rates so that you can inform the public either by public address or otherwise at any and all times.

You should particularly inform yourselves as to the advantages of new services created by the new law. One of the most conspicuous of the new services thus created is the "Special handling" stamp for parcel post. This was very fully described in the BULLETIN of March 23. You should inform the public of the advantages of this service. This can be done by notices, public addresses, and otherwise, and you should keep your eye on it to see how the public are using it. While we do not advertise as such, we must get this service before the public. It is a voluntary service on the part of the mailer, but it gives him an opportunity that he never had before and at a small cost. It means that his parcel post may have practically all the advantages of "letter" mail in rapid transmission and handling.

The demand for this has been created by the public. There are many articles and many occasions when parcel post should receive the same treatment as "letter" mail. The 25-cent "Special handling" stamp puts it into this class. Parcel post, generally speaking, without the "Special handling" stamp, gets good service, but in the nature of the case it can not receive "letter" service unless compensated for by this "Special handling" stamp.

This stamp was created not to increase postage but to afford a new opportunity for more rapid service on the part of those who desire it.

By direction of the Postmaster General.

JOHN H. BARTLETT,
First Assistant Postmaster General.

LEAVE OF ABSENCE FOR THE IOWA STATE BRANCH OF THE NATIONAL LEAGUE OF DISTRICT POSTMASTERS' CONVENTION

FIRST ASSISTANT POSTMASTER GENERAL,
Washington, April 8, 1925.

Leave of absence is granted, without application therefor, to postmasters who desire to attend the annual convention of the Iowa State branch of the National League of District Postmasters at Des Moines, Iowa, May 22 and 23, 1925. Offices must be left in charge of competent and duly sworn employees.

Such absence will be charged against annual leave, and upon a postmaster's return to his office he must promptly report to the inspector in charge of the division in which his post office is located the number of days' leave taken. Any leave taken in excess of the maximum amount of annual leave allowed with pay for the current fiscal year must be promptly reported in order that proper deduction be made in the postmaster's salary.

By direction of the Postmaster General.

JOHN H. BARTLETT,
First Assistant Postmaster General.

SPECIAL DELIVERY

FIRST ASSISTANT POSTMASTER GENERAL,
Washington, April 9, 1925.

To Postmasters of Fourth-Class Offices:

As provided in the law, as printed in the POSTAL BULLETIN of March 9, page 5, under the title "Special delivery," a copy of which BULLETIN was mailed to your office (and which you should carefully read in full), on and after April 15, 1925, to procure the immediate delivery of mail matter special delivery postage (in addition to the regular postage) must be affixed as follows:

Letters and other mail weighing not more than 2 pounds, 10 cents.
Mail matter weighing more than 2 pounds and not more than 10 pounds, 15 cents.

Mail matter weighing more than 10 pounds, 20 cents.
The amounts to be paid to messengers for the special delivery of special delivery matter are as follows:

Letters and other mail weighing not more than 2 pounds, on which the special-delivery postage is 10 cents, 8 cents.

Matter weighing more than 2 pounds and not more than 10 pounds, on which the special-delivery postage is 15 cents, 11 cents.

Matter weighing more than 10 pounds, on which the special-delivery postage is 20 cents, 15 cents.

The increased amounts to be paid to special-delivery messengers become effective April 15, 1925.

All special-delivery matter addressed to persons residing within 1 mile of your office should be delivered immediately upon receipt between the hours of 7 a. m. and 7 p. m., and after the arrival of the last mail, provided this is not later than 9 p. m.

An accurate record should be kept in each office of each piece of special-delivery matter received for delivery and the amount paid to the messenger for making special delivery in order that proper claim for credit therefor may be made in your quarterly reports to the comptroller.

"Special Handling" and "Special Delivery" Stamps and Service

The act of February 28, 1925, offers a new and speedier service for parcel post which mailers may or may not purchase at their own option. This new service for parcel post is called a "SPECIAL HANDLING" service.

"Special handling," in this law, means, practically speaking, that such parcel post is to be handled not as parcel post is customarily handled, but as first-class mail is handled. So far as the nature of the mail permits, the "special handling" stamp makes parcel post first-class mail. Its particular advantage applies mainly to its handling en route on railroads and other transportation facilities between the post office of dispatch and the post office of destination. It must be carefully distinguished from the "special delivery" service, where the chief advantage applies after the arrival of mail at the post office of its destination.

"Special handling" of parcel post means speeding up the service en route on the trains, etc., while "special delivery" means speeding up the service after its arrival. It requires both services and both stamps to obtain the best and speediest mail service possible. Neither does any part of the work of the other.

The "special handling" service is new. The "special delivery" service has been in operation for years. It gives practically no advantage in transportation en route on the railroads, etc., between post offices, which fact is not always understood.

The law provides that "special handling" parcel post shall receive the "same expeditious handling, transportation, and delivery accorded to mail matter of the first class."

As first-class mail is not specially delivered unless it bears a special-delivery stamp, so, therefore, "special handling" parcel post will not be specially delivered after its arrival unless it, too, bears the special-delivery stamp. A "special handling" stamp for parcel post costs 25 cents, while a special-delivery stamp for parcel post up to and including 2 pounds costs 10 cents, up to and including 10 pounds costs 15 cents, and thence up to the limit of weight of parcel post 20 cents. Add the special handling (25 cents) to the special delivery (10 cents, 15 cents, or 20 cents) and one has the very best service possible for any article of parcel post. This is in addition to the regular postage as provided in the new law. (NOTE.—The messengers will be paid 8 cents, 11 cents, and 15 cents, as per the law.)

Having set forth the distinction between "special handling" parcel post and "special delivery" thereof, the following directions are given to those employed in the service with reference to "special handling" parcel post, viz:

The practice of sending parcel post through the several Railway Mail Service terminals or through post offices where similar distribution is performed, will be discontinued as to all packages bearing the "special handling" postage, but not as to parcel post not bearing such postage.

All such special handling parcel post must be sacked separately from other mails and given the same dispatch and handling in closed-pouch trains as is accorded pouches of letters, and when dispatched in R. P. O. trains will be handled in postal cars as far as practicable.

When it is necessary to handle this class of mail in baggage or storage cars it must be piled with the letter mails for unloading and handling to the post office and connecting lines.

Distinctive tags will be provided to be attached to sacks of parcels for "special handling" so that they may be readily recognized and given first attention. These tags must be removed when sacks are emptied.

On arrival at the office of destination "special handling" parcel post will be delivered as parcel post is ordinarily delivered on the regular scheduled trips. But if it also bears a "special-delivery" stamp it will be sent out to the addressee by messenger promptly and specially up to 11 o'clock at night in city-delivery offices and 7 o'clock at other offices. The same is true as regards Sundays and holidays.

Both "special handling" and "special delivery" parcel post mail also have the insured and C. O. D. privileges if paid for by the mailer. No receipts will be taken for mail having only the special handling stamp but receipts will continue to be taken for "special delivery," insured, and C. O. D. mail.

Fourth-class offices, third and second class offices not having street delivery service are not required to specially deliver "special handling" parcel post, but may hold it to be called for in the same way that letters are called for. At these offices, however, special delivery mail will be specially delivered as formerly.

Mailers of perishables, such as meats, vegetables, fruits, flowers, etc., and in fact any other articles not otherwise provided for by law or regulation have, now, under the new law the privilege of purchasing "special handling" service, together with "special delivery" service, in case the mailers themselves consider that the commodity which they are mailing justifies the expenditure. It is for them to decide. If the mailer decides not to purchase the special handling and special delivery stamps, his consignment will be handled as ordinary parcel post is customarily handled. The mailer, having been informed by the postmaster as to his rights, privileges, and risks, is the one to decide what service he desires to purchase.

Postmasters should urge upon patrons the use of stamps specially provided for the payment of the fees for "special handling" and "special delivery." Under the law other postage stamps of proper denominations may be used in paying the fee for both of these services, but because of the distinctive character and appearance of the specially designed stamps the parcels bearing them may be more readily identified as entitled to "special handling" or "special delivery."

Where other stamps are used with the words "Special delivery" on the parcel post intended for immediate delivery, the postmaster at the office of mailing will inscribe on the parcel itself, by rubber stamp or otherwise, as follows: "Special delivery fee paid _____ cents," indicating the amount of the special delivery fee.

Postmasters are directed to inform their patrons as fully as possible concerning the advantages and disadvantages of dispatching their mail with or without paying the special-handling postage and special-delivery postage, to the end that mailers may purchase that kind of service which is best adapted to the kind of mail which they are dispatching. The law having created different degrees of service for parcel post for the purpose of accommodating the demands of different kinds of commodities to be sent as parcel post, an opportunity is thereby afforded the mailer to purchase the kind of service he desires, and the postmaster and Railway Mail Service should give to mailers, in accordance with this law, such service, and only such service, as the postage pays for.

Special-Handling Charge to be Required on Parcels of Day-Old Chicks on and After April 15, 1925

The law with respect to the new postage rates, which goes into effect on April 15, 1925, provides that parcels of fourth-class matter shall, on payment of 25 cents postage in addition to the regular postage, receive the same expeditious handling, transportation, and delivery accorded to mail matter of the first class, such parcels to be indorsed "Special handling."

This 25-cent special-handling postage charge is required on all parcels containing day-old chicks mailed on and after April 15, 1925, which, because of their character, must be given the special attention in handling, transportation, and delivery accorded to mail matter of the first class.

Compensation—Fourth-Class Postmasters

The basis upon which the compensation of postmasters of the fourth class is fixed is not changed, but the percentage of commissions to which the postmasters are entitled is changed, as shown in the following table, and postmasters are authorized, in claiming their compensation for the March quarter, 1925, and each succeeding quarter, to compute it on the percentages stated in this table:

- On the first \$75 or less per quarter, 160 per cent on the amount.
- On the next \$100 or less per quarter, 85 per cent.
- On all the balance, 75 per cent.

The sum of \$1,100 is fixed in the law as the maximum compensation for the whole fiscal year, which sum should be claimed by postmasters as earned, at the rate of \$275 per quarter. But if any postmaster should claim earned compensation of \$300 in any one of the first three quarters of a fiscal year, the maximum provided by the new law, and the claim is allowed, he must understand that in the event of a change in postmasters an adjustment of compensation will be necessary, as otherwise the postmaster in the last quarter would receive only \$200.

In preparing their accounts for the quarter ending March 31, 1925, and for subsequent quarters, postmasters shall claim credit for their compensation in accordance with the new schedule of commissions. Under the Schedule of Commissions, change item F to read "160 per cent of the first \$75 or less" (instead of 145 per cent); item G to read "85 per cent of the next \$100 or less" (instead of 70 per cent); item H to read "75 per cent of all over \$175" (instead of 60 per cent); and item J to total compensation \$275 per quarter (instead of \$250).

No change is made in the method of reporting box rents and other items of the quarterly account.

By direction of the Postmaster General.

JOHN H. BARTLETT,
First Assistant Postmaster General.

HANDLING LARGE CATALOGUES IN THIRD AND FOURTH-CLASS OFFICES

FIRST ASSISTANT POSTMASTER GENERAL,
Washington, April 9, 1925.

The postmaster of Gilbert, La., has found the following plan of handling large catalogues advantageous and economical:

Upon receipt list the addresses of the catalogues on facing slips and stack them at some convenient point near the delivery window, about 15 or 20 catalogues to a stack, placing the facing slips containing the addresses for each stack under the top catalogue and so exposed that the addresses will be visible.

The arrangement of the names on the list in alphabetical order and the catalogues in each stack to correspond will facilitate the work.

As a catalogue is delivered the address should be crossed off the list. As a further precaution, a card, properly indorsed, may be placed in the box of each patron for whom a catalogue is received, thus insuring delivery at first call. This latter plan may also be followed with respect to parcels and other mail matter too large to be placed in the box.

By direction of the Postmaster General.

JOHN H. BARTLETT,
First Assistant Postmaster General.