

POSTAL INFORMATION 1927

LETTERS

BOX CLEARED AT

A.M.

11-12 | 11-11

11-11

P.M. 12-11

1-12 | 12-11

2-11 | 11-11

3-11 | 11-11

11-11 | 11-11

SUNDAY P.M.

12-11 | 12-11

REGISTER ALL
VALUABLE LETTERS



CANADA

POST-OFFICE



POSTAL INFORMATION, 1927

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The Early Mail gets the Sale

LETTERS

RATES OF POSTAGE—

Local or "drop" letters—two cents for first ounce, one cent for each additional ounce or fraction thereof.

All other letters for delivery in Canada, also letters for delivery in the United States and all other places in the North American Continent and British Guiana—two cents for first ounce, two cents for each additional ounce or fraction thereof.

Letters for delivery in Great Britain and other places in the British Empire, except British Guiana and places in the North American Continent—three cents for first ounce, three cents for each additional ounce or fraction thereof.

Letters for delivery in all countries not mentioned above—8 cents for the first ounce or fraction thereof, and 4 cents for each subsequent ounce or fraction thereof.

Letters for delivery within Canada or in other Countries if posted unpaid or not fully prepaid, will be forwarded to destination charged with double deficiency.

POST CARDS

Post cards for delivery in Canada, Great Britain and other places in the British Empire, and places in the North American Continent—two cents each, if they bear written communications.

Reply post cards for delivery in Canada, Great Britain and other places in the British Empire, the United States, and all other places in the North American Continent—four cents each if they bear written communications.

Post cards for delivery in all other countries—4 cents each (if they bear written communications).

Reply post cards for delivery in all other countries—8 cents each (if they bear written communications).

Kindly Have Street Address on All Stationery

Advise Correspondents of Your Correct Address

Single reply cards bearing on the face the words "Business Reply Card" and prepaid one-half cent postage. These cards must be sent out as enclosures with matter mailed in quantity addressed to place within Canada, and the speculative element as to a reply must be present when they are used. Any organization using these reply cards must have its name and address printed on the lower right-hand half of the face and must have matter (with or without blanks to be filled in) printed on the reverse side of the card.

Double reply cards bearing on the first half one cent postage and on the reply half one-half cent postage. The first half must have printed matter on it and the cards used under the same conditions as the one-half cent business reply cards.

REPLY COUPONS

Senders of letters to almost all countries can prepay replies by means of Reply Coupons, which can be purchased for 9 cents, exchanged by addressees for stamps representing the postage on a single rate letter from any other country to Canada.

Imperial Reply Coupons which can be purchased for 5 cents each may be used to prepay replies to letters sent to places within the British Empire.

SPECIAL DELIVERY SERVICE

Special Delivery Service (for mail matter carried at letter rate of postage only) is provided in all Canadian cities where a free letter carrier delivery service is established, and also at all places in the United States. The Special Delivery fee is twenty cents in addition to the postage and may be prepaid either by means of a Special Delivery Stamp or by ordinary postage stamps.

SAMPLES

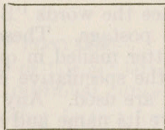
RATES OF POSTAGE—

Sample post is restricted to bona fide trade samples which are not of saleable value. The rate to places in Canada, the United States and Mexico is one cent for each two ounces, or

Keep Your Mailing Lists Up to Date

A CORRECTLY ADDRESSED ENVELOPE

A. G. SANFORD
147 QUEEN ST.,
OTTAWA, ONT.



Mr. C. L. MURRAY

540 YONGE STREET

TORONTO 5

ONTARIO

1. Always address to street and number, and to district number.
2. Province in full.
3. Return address in upper left hand corner.
4. Stamp in upper right hand corner.
5. Use standard size envelopes, say, not larger than $4\frac{1}{2}$ in. by $9\frac{1}{2}$ in.

Prepay Postage Fully

fraction thereof. The rate to all other countries is four cents for the first four ounces or fraction thereof and two cents for each two ounces, or fraction thereof, in excess of four ounces.

LIMIT OF WEIGHT AND SIZE—

Limit of weight:—Canada and all other countries, 1 lb.;
limit of size:—Canada and all other countries, 18 in. by 8 in.
by 4 in., or, if in form of a roll, 18 in. in length by 6 inches in
diameter.

NEWSPAPERS AND PERIODICALS

The postage rate on all copies of duly recognized Canadian, British and foreign newspapers and periodicals (except those posted at special rates by publishers and newsdealers) posted in Canada, addressed to places in Canada, and the United States or Mexico, is one cent for each four ounces or fraction thereof to each separate address. CANADIAN newspapers and periodicals may be sent at the same rate to Great Britain and the following British Possessions:—

Bahamas, Barbados, Bermuda, British Guiana, British Honduras, Ceylon, Cyprus, Falkland Islands, Fiji, Gambia, Grenada, Gibraltar, Hong Kong, Irish Free State, Jamaica and Cayman, Turks and Caicos Islands, Leeward Islands, Malta, Mauritius, Newfoundland, New Zealand, North Borneo (State of), Northern Ireland, Northern Nigeria, Sarawak, Seychelles, Sierra Leone, Southern Nigeria, St. Lucia, St. Vincent, Trinidad and Tobago; Union of South Africa comprising the Provinces of Cape of Good Hope, Natal, Orange Free State, Transvaal and British Bechuanaland, and Zanzibar.

Newspapers and periodicals for countries other than those mentioned are subject to the rate of two cents for each two ounces or fraction thereof.

Stamped Envelopes Save Time and Money

Complete Address Prevents Delay

PRINTED MATTER (OTHER THAN NEWSPAPERS OR PERIODICALS)

RATES OF POSTAGE—

The rate of postage on printed matter, such as books, pamphlets, circulars, catalogues, etc., and on certain miscellaneous matter such as maps, prints, drawings, engravings, photographs, etc., posted in Canada for delivery in Canada, the United States or Mexico is one cent for each 2 ounces or fraction thereof; for delivery in Great Britain and all other countries the rate is two cents for each two ounces, or fraction thereof.

Printed circulars up to one ounce soliciting business, mailed in quantity for local distribution to householders, may be accepted at the rate of $\frac{1}{2}$ c. each. Business firms who wish to take advantage of this rate must submit the circulars to the Postmaster in order that the rate may be confirmed and postage paid, and also that the necessary arrangements for delivery may be made.

LIMITS OF WEIGHT AND SIZE—

In Canada the limit of weight is 5 lbs., except in case of a single book, when a limit of 11 lbs. is allowed. The limit in size is $3\frac{1}{2}$ ft. in length, width or depth; but in no case must the length and girth combined exceed 6 ft.

For the United States and Mexico the limit of weight for a package of commercial papers or printed matter (except in the case of a single book) is 4 lbs. 6 ozs. In the case of a single book a weight of 11 lbs. is allowed. The limit of size is 18 inches in any direction, unless the package is in the form of a roll, when a length of 30 inches is allowed, provided the diameter does not exceed 4 inches.

For Great Britain and all other countries the limit of weight for a package of commercial papers or printed matter is 4 lbs. 6 ozs., except in the case of a single book when a limit of 6 lbs. 9 ozs., is allowed, and the limit of size is 18 inches in any direction, unless in the form of a roll, 30 inches is allowed, provided the diameter does not exceed 4 inches.

Put Return Address on all Mail

Parcel Post reaches All Points

COMMERCIAL PAPERS

This term comprises papers or documents drawn, wholly or partly by hand (except letters or other communications, papers or documents having the character of an actual or personal correspondence) such as documents of legal procedure, deeds, way bills, documents of insurance and other public companies, invoices and other documents of a mercantile character, etc.

Such papers and documents are subject to **Letter rate** when addressed to **Places in Canada**: but may be sent to other countries either at letter rate or in open covers at the rate of eight cents for a packet not exceeding eight ounces in weight, and two cents for each additional two ounces or fraction thereof.

PARCEL POST

CANADA

Articles acceptable at the parcel post rates for delivery within Canada comprise farm and factory products and merchandise of all descriptions, also printed matter and samples, at the option of the sender, and, in general, all matter not subject to letter postage and not excluded from the mails by prohibitory regulations.

Parcels posted in Canada for delivery within Canada should be open to inspection (unsealed), however, sealed parcels of merchandise may be accepted for transmission within Canada at Parcel Post rates of postage, provided the senders place thereon a printed label or an impression of a rubber stamp giving the name and address of the sender and stating in a general way the nature of the contents.

LIMITS OF WEIGHT AND SIZE—

The limit of weight for a parcel post packet is 15 pounds, and the limit of size $3\frac{1}{2}$ ft. in length, width or depth, but in no case must the length and girth combined exceed 6 ft.

UNITED STATES

General merchandise (parcel post) addressed to places in the United States or its possessions (except the Philippine

Use the Local Parcel Post Zone

Parcel Post is Cheap and Convenient

Islands) is liable to postage at the rate of fourteen cents a pound or fraction thereof with a maximum charge of one cent an ounce up to 8 ounces. Such parcels should be open to inspection (unsealed). However, sealed packages may be accepted for transmission provided the sender has placed thereon a printed label or an impression of a rubber stamp, giving the name and address of the sender and stating in a general way the nature of the contents.

The limit of weight for a package of merchandise addressed to the United States passing at the rate of 14 cents per pound, or fraction thereof is 15 pounds. The general limit of size is 3½ ft. in length, width or depth, but in no case must the length and girth combined exceed 6 feet.

The United States authorities require that a Customs Declaration be attached to all parcels of general merchandise (parcel post) prepaid at parcel post rates, posted in Canada addressed for delivery in the United States, except packages of merchandise weighing 8 ounces or less, paid at the rate of one cent for each ounce or fraction thereof, in which a Customs Declaration or invoice should be **enclosed**.

They further require that commercial invoices or statements of value be enclosed with books prepaid at printed matter rate, also in sealed parcels of general merchandise prepaid at letter rate, posted in Canada addressed for delivery in the United States.

PARCEL POST TO GREAT BRITAIN AND OTHER COUNTRIES

Closed parcels may be sent direct from Canada at the rate of 24 cents for the first pound and 18 cents for each additional pound to Great Britain (including Northern Ireland); at the rate of 12 cents for each pound or fraction thereof to Argentine, Bahamas, Barbados, Bermuda, Colombia, Fiji, British Guiana, Grenada, British Honduras, Hong Kong, Jamaica, Leeward Islands, Newfoundland, New Zealand, St. Lucia, St. Pierre and Miquelon, St. Vincent, Trinidad and Tobago, Venezuela and Wei-Hai-Wei; at the rate of 24 cents for the first pound and

Use Parcel Post for Timely Delivery

PARCEL POST RATES

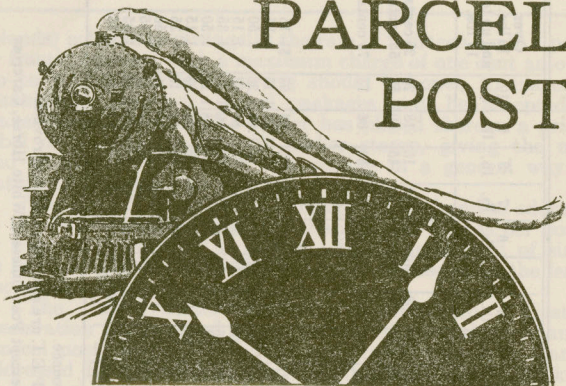
	1 lb.	2 lb.	3 lb.	4 lb.	5 lb.	6 lb.	7 lb.	8 lb.	9 lb.	10 lb.	Over 10 lbs. and up to 15 lbs.
To any Post Office within 20 miles (irrespective of Provincial Boundary).....	.05	.06	.07	.08	.10	.12	.14	.16	.18	.20	25 cents
To any Post Office beyond 20 miles but in same Province†.....	.10	.15	.20	.25	.30	.35	.40	.45	.50	.55	55 cents
From a Post Office in any Province to a Post Office in the immediately adjoining Province†.....	.10	.17	.24	.31	.38	.45	.52	.59	.66	.73	75 cents
To or from any P.O. in the Province of	To or from any P.O. in the Province of										
N.B., N.S., or P.E.I.....	.12	.21	.30	.39	.48	.57	.66	.75	.84	.93	\$1.15
N.B., N.S., or P.E.I.....	.12	.24	.36	.47	.58	.69	.80	.91	1.02	1.13	1.35
N.B., N.S., or P.E.I.....	.12	.24	.36	.48	.60	.72	.84	.96	1.08	1.20	1.50
Quebec.....	.12	.21	.30	.39	.48	.57	.66	.75	.84	.93	1.15
Quebec.....	.12	.24	.36	.47	.58	.69	.80	.91	1.02	1.13	1.35
Quebec.....	.12	.24	.36	.48	.60	.72	.84	.96	1.08	1.20	1.50
Quebec.....	.12	.21	.30	.39	.48	.57	.66	.75	.84	.93	1.15
Ontario.....	.12	.24	.36	.47	.58	.69	.80	.91	1.02	1.13	1.35
Ontario.....	.12	.24	.36	.48	.60	.72	.84	.96	1.08	1.20	1.50
Ontario.....	.12	.24	.36	.48	.60	.72	.84	.96	1.08	1.20	1.50
Manitoba.....	.12	.21	.30	.39	.48	.57	.66	.75	.84	.93	1.15
Manitoba.....	.12	.24	.36	.47	.58	.69	.80	.91	1.02	1.13	1.35
Saskatchewan.....	.12	.21	.30	.39	.48	.57	.66	.75	.84	.93	1.15

The maximum charge on any parcel shall not exceed 1 cent an ounce.

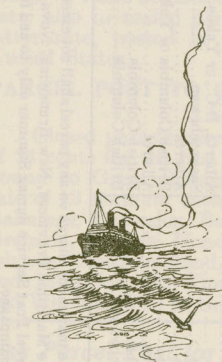
†The Maritime Provinces, New Brunswick, Nova Scotia and P.E.I. are considered as one Province.

Parcel Post Service during Summer only to and from Yukon except Post Offices of White Horse, Carcross and Champagne.

PARCEL POST



*reaches
everywhere*



QUICKLY!
SAFELY!
CHEAPLY!

Protect Your Letters of Value

12 cents for each additional pound or fraction thereof to Australia.

There are also direct post services to China, Belgium, Denmark, France, Germany, Holland, Irish Free State, Italy, Japan, Mexico, Norway, Poland, South Africa and Sweden and the rates may be obtained at the Post Office.

Parcels for the British West Indies, Cuba, Dominican Republic, Dutch West Indies, French West Indies, Haiti and Central and South American countries may be forwarded via New York.

Parcels may also be sent to and received from any country with which the British Post Office maintains a parcel post.

For rates enquire at the Post Office.

LIMITS OF WEIGHT AND SIZE

General limit of weight—11 lbs.

Limit of weight to Bahamas, Barbados, Belgium, Bermuda, British Honduras, China, Denmark, France, Germany, Great Britain (including Northern Ireland), Holland, Jamaica, Leeward Islands, Newfoundland, New Zealand, Poland, St. Lucia, St. Vincent, Sweden and United States—15 lbs.

Limit of size—3½ feet in length, width or depth, but in no case must the length and girth combined exceed 6 ft.

For regulations as to packing see end of this booklet.

REGISTRATION

All classes of mail matter posted in Canada (except Parcel Post) for delivery in Canada, may be registered at the following rates (in addition to ordinary postage):

10c. for indemnity not exceeding....	\$ 25 00
20c. " " 	50 00
30c. " " 	75 00
40c. " " 	100 00

In the case of registered articles posted in Canada addressed to places in the United States or to other Postal Union Countries, the registration fee is as follows:—

United States:

10c. for indemnity not exceeding.... \$25 00

Other Postal Union Countries:

10c. for indemnity not exceeding.... 50 francs

Use Post Office Registration

Insure Your Parcels at the Post Office

An acknowledgment of receipt may be obtained by the sender of a registered article on payment of a special fee of ten cents, in addition to the postage and registration fee, if the Acknowledgment of Receipt is asked for when the registered article is posted, or for twenty cents if asked for afterwards.

INSURANCE

Parcels posted in Canada for delivery in Canada, China, Germany, Great Britain (including Northern Ireland), Grenada, Holland, Hong Kong, Irish Free State, Newfoundland, New Zealand, St. Vincent and United States, may be insured against loss, rifling or damage while in the custody of the Postal Service at the following rates: For delivery in Canada and United States:

- 3 cents for insurance not exceeding \$5.
- 6 cents for insurance exceeding \$5 and not exceeding \$25.
- 12 cents for insurance exceeding \$25 and not exceeding \$50.
- 30 cents for insurance exceeding \$50 and not exceeding \$100.

For delivery in China, Germany, Great Britain (including Northern Ireland), Grenada, Holland, Hong Kong, Irish Free State, Newfoundland, New Zealand, and St. Vincent.

- 12 cents for insurance not exceeding \$50.
- 30 cents for insurance exceeding \$50 and not exceeding \$100.

C.O.D.

Mail matter posted at a Money Order Post Office in Canada for delivery at any Post Office within Canada, or on any rural route within Canada, may be sent subject to the C.O.D. service, whereby charges due the sender up to \$100 may be collected from the addressee and remitted to the sender by Post Office Money Order. Rural routes are for this purpose considered as Money Order Post Offices, and may be granted a C.O.D. Service.

Post Office C.O.D. gives Satisfaction

**INSURE YOUR
PARCELS AT THE
POST OFFICE**

**\$5.00
FOR
3 CENTS**

For
Maximum Protection
—use the—
Registration System



Every handling is recorded

Use Post Office C.O.D. and Close the Account

The scale of C.O.D. fees is as follows: 15 cents if the amount to be collected is not more than \$50; 30 cents if the amount to be collected is more than \$50; limit of collection, \$100. The fee must be paid by means of postage stamps affixed to the article by the sender, and is additional to the ordinary postage.

The C.O.D. fee also covers insurance or registration.

(a) The C.O.D. fee covers insurance, in the case of parcels prepaid at parcel post rate, to the extent of the value, against loss, abstraction or damage, while in the custody of the postal service, not to exceed \$50 when a 15 cent fee is paid, and not to exceed \$100 when a 30 cent fee is paid.

(b) The C.O.D. fee covers registration in the case of articles prepaid at other than parcel post rates, that is it includes the general registration fee at 10 cents, which covers indemnity for loss, abstraction or damage up to \$25. In any case, if protection above \$25 is desired it may be obtained on payment of an additional fee.

MONEY ORDERS

The rates of commission for Money Orders issued in Canada for payment in Canada, Antigua, Bahamas, Barbados, Bermuda, British Guiana, Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, Nevis, Newfoundland, St. Christopher (St. Kitts), St. Lucia, St. Vincent, Tobago, Trinidad, Turks Islands, Virgin Islands are as follows:

\$5 and under.....	5c
Over \$5 and up to \$10.....	7c
Over \$10 and up to \$30.....	14c
Over \$30 and up to \$50.....	17c
Over \$50 and up to \$60.....	24c
Over \$60 and up to \$100.....	29c

Owing to the unsettled state of New York Exchange, the rates of commission on Money Orders issued for payment in the

Post Office Money Orders Cover the Globe

SAFETY FIRST

... use ...

POST OFFICE

MONEY ORDERS

... and ...

POSTAL NOTES

Post Office Money Orders Cover the Globe

United States (including Cuba, Guam, Hawaii, Isle of Pines, Panama Canal Zone, Philippine Islands, Porto Rico, Tutuila (Samoa) and Virgin Islands of the United States) cannot be furnished in advance.

Payment may be made on demand at any Money Order Office in Canada (within one month of issue).

Duplicate orders are issued free of charge.

The rates of commission on Orders payable in Great Britain, British Possessions and all other countries upon which Money Orders may be obtained, except those mentioned above, are as follows, viz:—

\$5 and under.....	5c
Over \$5 and up to \$10.....	10c
Over \$10 and up to \$20.....	22c
Over \$20 and up to \$30.....	32c
Over \$30 and up to \$40.....	42c
Over \$40 and up to \$50.....	52c
Over \$50 and up to \$60.....	64c
Over \$60 and up to \$70.....	74c
Over \$70 and up to \$80.....	84c
Over \$80 and up to \$90.....	94c
Over \$90 and up to \$100.....	\$1 04

POSTAL NOTES

The Postal Note System affords a cheap and convenient means of remitting small sums of money to places in Canada or Newfoundland. On notes of the value of 20c., 25c., 30c. or 40c. the rate is one cent; on notes of the value of 50c., 60c., 70c., 75c., 80c., 90., \$1.00 or \$1.50, the rate is two cents; on notes of the value of \$2.00, \$2.50, \$3.00, \$4.00 or \$5.00 the rate is three cents; and on notes of the value of \$10.00, the rate is six cents. Odd cents (up to, but not exceeding 9 cents) may be provided for by affixing postage stamps on a postal note.

Canadian Postal Notes are payable only in Canada and Newfoundland and should not be remitted to other countries.

Use Postal Notes for Small Amounts

Start an Account for Your Child

POST OFFICE SAVINGS BANKS

are established at the General Office and at most of the branches. Sums of \$1.00 or any multiple of \$1.00 can be deposited, but the maximum sum which may be received from any one depositor in any year, ending the 31st March, is \$1,500, and the total sum which may be to the credit of any depositor is \$5,000 exclusive of interest. Interest, three per cent. Withdrawals, in cash on demand, of unbroken dollar amounts up to \$25, may be made at any Savings Bank Office.

GENERAL REGULATIONS

Letters for delivery within Canada, or for delivery in other countries, which are posted unpaid or not fully prepaid will be forwarded to destination. Double the deficiency will be collected on delivery.

All Registered letters and other articles should be **fully prepaid** as regards both postage and registration fee.

For delivery within Canada mail matter other than letters and post cards will not be forwarded unless prepaid at least one cent, double the deficiency being collected on delivery.

For other countries all mailable matter (except letters as mentioned above) must be fully prepaid.

Money should be sent by Money Order or Postal Notes.

Circulars, etc., posted in Canada for delivery in Canadian cities must be fully addressed to street and number.

The sending of a letter or any communication or document subject to letter postage in an open cover does not in any way diminish its liability to the letter rate of postage.

PACKING OF PARCELS

Heavy Articles of a Fragile Nature, such as chinaware, glass, pottery, cameras, field glasses, scientific instruments and mechanisms, clocks, watches, and musical instruments, should

in the Post Office Savings Bank

IT IS NOT WHAT YOU EARN

BUT

WHAT YOU SAVE

\$1.00

WILL OPEN
AN ACCOUNT

IN THE

POST OFFICE
SAVINGS BANK

POST OFFICE

C.O.D.

SPEEDS
UP
BUSINESS

Give Your Mail the Attention

be surrounded with excelsior or other shock absorbent materials, packed in well-made wooden boxes and labelled "Fragile—with care."

Light Articles of a Fragile Nature, such as artificial and cut flowers, cake, candies, fans, feathers, fountain pens, hats, jewellery, pipes, phonograph records, spectacles or eyeglasses, toys, etc., should be packed in double-faced corrugated cardboard containers, and labelled "Fragile—with care."

Ordinary Cardboard Boxes are not found to be satisfactory containers for shoes or any other goods sent by mail, and if used, should have an outside wrapper of several layers of strong paper and be well tied with cord.

Hats, Millinery and similar articles should be packed in rigid boxes of wood or other material or in stout "leather-board" boxes with lids extending about two-thirds of the depth of the box, or in boxes protected on all sides by light crossbars of wood. Such packages should be marked "Fragile—with care."

Pictures, Drawings, Paintings, Maps, etc.—Pictures in frames should be protected front and back by stout wooden boards each rather larger than the frame, and soft packing should be placed firmly between the corners of the frame and the boards, but not so as to press on the glass. Drawings, paintings, maps, etc., if transmitted flat should be protected by layers of corrugated cardboard; otherwise they should be rolled around a stout stick and carefully wrapped or enclosed in a strong cardboard tube. These packages should be marked "Fragile—with care."

Canes, Fishing Rods, Golf Sticks, Umbrellas, etc., should be protected by two stout pieces of wood, each a little longer and wider than the article to be protected.

Sharp Pointed or Sharp Edged Tools, etc., must have the points or edges so well protected that they cannot cut through their coverings.

You Expect it to Receive

If a Parcel is Worth Mailing It is

Powders and all Pulverized Dry Substances may be sent in the manner prescribed for liquids, or when enclosed in cases of wood, metal, papier maché or similar material in such a manner as to prevent the escape of the contents.

Butter, Lard, Grease, and other Liquefiable Substances must be packed in strong leak-proof containers and marked "Keep from heat."

Liquids and Oils must be enclosed in glass bottles hermetically sealed. Each bottle must be placed in a special box of wood or of strong corrugated cardboard containing sawdust, cotton, or spongy material in sufficient quantity to absorb the liquid in the event of the bottle becoming broken.

Fruit and more especially **Soft Fruit** (such as strawberries, raspberries, blackberries, gooseberries, fresh currants, grapes, cherries, etc.) should be so packed that the juice cannot exude and should be marked "Perishable."

Fish, Game, Meat, Vegetables, etc., should be well packed and marked "Perishable."

Eggs.—As the safe transmission of Eggs is a matter of some difficulty, shippers are advised to adopt the following method of packing: Use a wooden, papier maché, or other box of rigid material divided into sections (one section for each egg), with a well-fitting tightly adjusted lid, wrap each egg separately in newspaper or other protecting material, place the egg on end and fill up the vacant spaces in the box with newspaper or other packing materials so as to prevent the eggs from striking together against the sides, top or bottom of the box; mark the parcel "Eggs."

Address Plainly.—Address must in all cases be written plainly on the parcel itself and not only on an attached tag or label. It is desirable that the sender's address should appear either on the cover or inside of the parcel.

Worth Proper Packing

TEN POSTAL POINTERS

- 1 Address your mail fully, clearly and without misleading abbreviations.
 - 2 Place your return address in the upper left hand corner.
 - 3 Never enclose coins or other hard objects in letters.
 - 4 Send remittances by Post Office Money Order or Postal Note.
 - 5 Properly pack parcels.
 - 6 Prepay postage fully.
 - 7 Place the stamps in the upper right hand corner.
 - 8 Insure your parcels, and register valuable letters.
 - 9 Deferring mailing until last moment may cause delay, so mail early and often.
 - 10 Give your correspondents your correct Post Office Address.
-
-



Complete and legible addressing
speeds sorting.

*Give your mail the attention you
expect it to receive*

5000
2952
4935
3000
570
927

17384
10952

6432
00

232

5000
3000
2952

10952



Issued by Authority of

L. J. GABOURY, *Deputy Postmaster General*

POST OFFICE DEPARTMENT

OTTAWA, CANADA