

Figures in messages.

14. Figures **ALONE** must not be allowed in the body of a dispatch. Where numbers or prices occur, they must **FIRST** be sent in words, and then **REPEATED** in figures,—thus, *five hundred, 500.*

Important parts of communication

15. Where any word or important part of a message is liable to be misunderstood, such word or words must be **REPEATED** immediately after the signature.

Counting words in communications.

16. **BEFORE** sending a message, the exact number of words therein, (exclusive of address and signature), must be ascertained, noted at the bottom, and transmitted after the signature, the receiving Operator **CAREFULLY CHECKING THE SAME.** When a **DIFFERENCE** exists between the number of words **RECEIVED** and the number **NOTED**, the message must be repeated. To insure accuracy, the words of every dispatch should be **TWICE** counted.

Messages to be completed before sending them.

17. No Operator is allowed to commence sending a message until the same is fully written out, **SIGNED** and the **WORDS COUNTED.**

Verbal messages.

18. Operators are forbidden to transmit messages **GIVEN TO THEM VERBALLY**, or without a genuine signature.

Taking messages by sound.

19. The taking of messages by **SOUND ALONE** is prohibited. In *all* cases the register paper must be allowed to run, and the communication when copied, compared therewith. The receiving Operator will be held responsible for errors, unless, *by producing the register paper,* he can show that the blame rests with the transmitting Operator.