

LETTER POSTAGE RATES.

- Letter Postage**—Canada and United States, 3c per oz. Other countries, 5c per $\frac{1}{2}$ oz., except British Bechuanaland, Orange Free State and Interior of Africa, served by way of Cape Colony and Natal, 10c per $\frac{1}{2}$ oz.
- Insufficiently prepaid letters posted in and addressed to Canada are charged with double the amount of postage due thereon.
- When posted wholly unpaid they will be sent to the Dead Letter Office
- Insufficiently paid letters for or from the United States are charged with the deficient postage on delivery. Letters for the United States must be prepaid at least one full rate, 3c
- Wholly unpaid letters for or from the United Kingdom or other countries are charged double postage on delivery, and insufficiently prepaid letters double the deficiency.
- Letters addressed to mere initials, to fictitious names, will not be delivered unless a street address, the number of a box or some other definite direction is added.
- Letters bearing mutilated stamps or stamps so soiled and defaced as to make it impossible for the sorting clerks to decide whether they have been used before or not will be sent to the Dead Letter Office.
- Postal Cards**—Nothing whatever may be attached to a postal card, nor may it be cut or altered in any way. A previously used post card, bearing a one cent stamp will not be accepted as a post card.

Useful Hints about Mailing Letters.

- Register all valuable letters, and use, except on those for hot countries, sealing wax for letters containing money.
- Transmit money by Money Orders.
- Make complaints and enquiries in writing.
- Preserve and request correspondents to preserve envelopes of mis-sent or delayed letters.
- Send to the Postmaster envelopes of letters about which you seek information or make complaint.
- Business men should be careful to authorize but a limited number of persons to receive their letters and only those in whom they have full confidence.
- Report promptly to the Postmaster or at the Enquiry Office undelivered letters or other mail matter.
- Letters and papers should be addressed to the street and number at which they are to be delivered.
- Notice of change or residence should be promptly given to the Postmaster in writing, and renewed at the end of three months or it will then lapse.
- In addressing letters, add the name of the county in which the Postoffice addressed is situated; if to a city, add street and number.
- Letters to the United States should be addressed to the State as well as to the Postoffice
- A letter addressed to a particular street will be taken out by the letter carrier and not delivered at the wicket unless returned by the letter carrier.
- A letter or packet once posted becomes the property of the person to whom addressed, and must be forwarded to its destination. On no application, however urgent, can it be delivered back to the sender.