

TO ALL HEAD AND BRANCH OFFICES AND TELEGRAPH SUB-OFFICES.

AIR MAIL INFORMATION.

For the guidance of counter and other officers who may have to answer enquiries from the public. In EVERY PUBLIC OFFICE a COUNTER COPY in a suitable cover must be kept handy for reference by the counter officers. This copy must be carefully corrected up-to-date in accordance with instructions which will be issued from time to time in the weekly Pos' Office Circular.

Members of the Public may, pending the reprinting for general distribution of the Air Mail Leaflet, obtain a free copy of this Notice by applying to the Secretary, Air Mails, G.P.O., London, E.C. 1.

I. GENERAL REGULATIONS.

1. **Packets admissible.** All classes of letter packets, i.e., letters, postcards, packets of printed papers and commercial papers, and samples, are admitted to the Air Mail services. Any letter packet may be registered, but insured packets are not accepted for transmission by Air Mail.

Parcels are accepted at certain Post Offices for conveyance by semi-official air service to Paris only—see section V. With this exception, parcels are not accepted for transmission by Air Mail.

2. **Facilities for posting.** Air Mail packets may be handed in for registration at any Post Office or, if registration is not required, may be posted in any public posting box. In addition, special arrangements have been made to accept packets for the Paris service **over the Counter**, at a later hour than would normally be possible, at certain Offices in London. (*As regards latest times of posting, see paragraphs 8 and 9.*)

3. **Special "Air Mail" label.** Every packet intended for transmission by Air Mail should bear in the top left-hand corner a blue label printed with the words "By Air Mail." The label enables each packet to be specially selected during the process of sorting. It can be obtained free of charge at any Head or Branch Post Office, or on written application from the Secretary (Air Mails), General Post Office, London, E.C. 1. In the absence of a label, the cover of the packet should be prominently marked "By Air Mail" in manuscript in the top left-hand corner; but the use of the label is desirable in order that any risk of exclusion from the next Air Mail may be avoided. Any additional special marking required, e.g., on packets for Morocco (*see paragraph 6, Note ii.*) should be inserted *immediately beneath* the label (or manuscript equivalent).

4. **Express Delivery.** If express delivery in the country of destination is desired as well as transmission by air, an express fee of 6d. per packet must be prepaid in the same manner as the air fee (*see paragraph 7*). Packets intended for express delivery should be prominently marked with the word "Express" immediately below the words "By Air Mail" on the blue label (or manuscript equivalent) referred to in paragraph 3. The delivery of Air Mail packets by the express service is carried out in France, Holland, Belgium, and certain other Foreign Countries (of which a list may be seen on application at any Post Office) where the express delivery of ordinary packets is undertaken.

II. ROUTES AND FREQUENCY OF SERVICE ; ADVANTAGES OFFERED.

5. Letters and other letter packets (*see paragraph 1*) can be posted in all parts of the United Kingdom for transmission by any of the Air Mail services shown below :—

	Frequency.
Service 1. LONDON—PARIS	Each Weekday.
" 2. TOULOUSE—CASABLANCA	On four days a week.
" 3. EGYPT—IRAQ (MESOPOTAMIA)	Fortnightly.
" 4. KINSHASA—STANLEYVILLE (BELGIAN CONGO)	In connexion with Belgian Packets.

For the Air Parcel Post to Paris *see* Section V.

6. These air services, working in connexion with ordinary train and steamer services, make it possible to reduce the time of transmission of letters from this country to parts of Europe and to some extra-European countries. The following table gives a general idea of the advantages offered by each service (without express delivery, as to which see paragraph 4). More detailed information as to the time occupied in the transmission of an Air Mail packet to any particular destination can be obtained on application to the Secretary (Air Mails), General Post Office, E.C. 1.

Service.	Mail closes in London (G.P.O.).	Destination.	Delivery or connexion to be secured by use of a given despatch from London.	Normal gain by use of Air instead of ordinary route (for distant places).
1. London-Paris.	11.10 a.m. each weekday.	Paris.	Delivery evening of same day.	Up to 24 hours (see Note i).
		Most of France.	Delivery following morning.	
		Spain, Portugal, Switzerland, Italy.	Connexion with Night Mail trains from Paris same day.	
2. Toulouse-Casablanca.	6.30 a.m. (see Note ii.).	Morocco.	Delivery evening of third day (inclusive).	1 or 2 days.
3. Cairo-Baghdad (see Note iii.).	6 p.m. on alternate Thursdays.	Iraq (Mesopotamia).	Delivery in Baghdad in about 10 days.	14 or more days.
		Northern and Western Persia, as far as Bushire.	—	From 8 days (Bushire) up to 15 or more days.
4. Kinshasa-Stanleyville.	Irregular.	See Note iv.	—	Up to 11 days.

NOTES:—

- i. Only for packets posted too late for the first ordinary Mail from London to Paris, closed at the G.P.O., London, at 6.30 a.m.
- ii. Packets must be plainly marked immediately below the Air Mail label (or manuscript equivalent) "Par avion de Toulouse."

The aeroplanes leave Toulouse on Tuesday, Wednesday, Friday and Sunday only, and the latest Mails which secure connexion with the air service are those closed in London on the mornings of the preceding Monday, Tuesday, Thursday and Saturday. Packets posted on any day of the week in London or the Provinces should normally be accelerated in transmission.
- iii. Packets must be plainly marked immediately below the Air Mail label (or manuscript equivalent) "Cairo-Baghdad."
- iv. The Kinshasa-Stanleyville service is worked in close connexion with the Belgian Packets from and for Europe, and by its use correspondence for districts along the Upper Congo River from Kwamouth as far as Lowa (but not for districts such as Katanga) may gain up to a maximum of 11 days in time of transmission. Prepayment of a special fee is not required, but **the addressee will be charged on delivery 3 francs per 20 grammes for air conveyance.** Packets must be plainly marked immediately below the Air Mail label (or manuscript equivalent) "Par avion, via Kinshasa." Packets posted in time to be forwarded from Europe by other than Belgian Steamships will probably not benefit by the use of the air service.

III. AIR MAIL FEES.

7. A special Air Mail fee, in addition to the ordinary Foreign (or Imperial) postage rate, is payable by means of postage stamps on each Air Mail packet, as shown below:—

Service	Air Mail Fee.
1. LONDON—PARIS	2d. per oz.
2. TOULOUSE—CASABLANCA	5d. up to $\frac{1}{2}$ oz., 11d. up to $3\frac{1}{2}$ oz., 6d. additional for each additional $3\frac{1}{2}$ oz. up to maximum of 2s. 11d. for 17 $\frac{1}{2}$ oz.
3. CAIRO—BAGHDAD	6d. per oz.
4. KINSHASA—STANLEYVILLE	(see paragraph 6, Note iv.)

(As regards the Air Parcel Post to Paris—see Section V.)

Fees for registration and express delivery, where these services are required, are additional.

Important.—Any packet which is not fully prepaid with the appropriate Air Mail fee will not be sent by Air Mail.

IV. LATEST TIMES OF POSTING.

8. London Postal District and Croydon.

Service	How posted	G.P.O.	Thread-needle Street B.O.	Lombard Street B.O.	Parliament Street B.O.	Charing Cross B.O.	W.C.D.O.	W.D.O.
London-Paris	At Counter	a.m. * 11.10	a.m. * 10.50	a.m. * 10.50	a.m. * 10.40	a.m. * 10.45	a.m. * 10.50	a.m. * 10.25
	In public letter box	9.30	E.C. District: 9 a.m. at larger B.O.'s, and 8.45 a.m. elsewhere		9.0	8.45	†10.30 ‡8.45	†10.0 ‡8.30

Service	How posted	149, Regent Street B.O.	S.W.D.O.	S.E.D.O.	Other Head District Offices	Sub-Districts generally	Croydon
London-Paris	At Counter	a.m. 10.30 parcels only	a.m. * 10.35	a.m. * 9.0	a.m. 9.0	a.m. Previous Evening	a.m. 10.40 parcels only
	In public letter box	—	†10.0 ‡9.0	†9.0 ‡8.30	8.30	10 p.m. to midt.	—

*Parcels and Registered Letters 5 minutes earlier. † At Head Office. ‡ Elsewhere in Town District.
‡ Registered Letters 5 minutes earlier.

9. **Provinces.** Letters must be posted in time to be forwarded in Mails for London conveyed by trains due to reach the London terminus well before the hour of closing the Air Mail at the G.P.O. Precise information will be supplied by the local Head Post Office.

V. AIR PARCEL POST (SEMI-OFFICIAL) TO PARIS.

10. Parcels **addressed to Paris** (and for the present these only) can be handed in at certain Post Offices in London and in the provincial towns mentioned below for despatch to Paris by the aeroplane services leaving Croydon aerodrome at about 12 noon on each weekday. The parcels are cleared through the French Customs by the Air Transport Companies, and should normally be delivered in Paris on the day of despatch from Croydon.

In **London** special arrangements have been made so that air parcels for Paris can be posted in the morning at each of the offices under which an asterisk appears in the Table in Section IV., and also at 149, Regent Street B.O., and at the Croydon Head P.O., up till the times shown in the Table (subject to the footnote), **for despatch to Paris by air on the same day.** They may also be handed in (for despatch on the following day) at Fleet Street; High Holborn; 191, Oxford Street; 294, Regent Street; 21, Regent Street; Church Place, Piccadilly; and Spring Street, Paddington. They may be posted in **the Provinces** at Birmingham, Bradford, Bristol, Cardiff, Coventry, Edinburgh, Glasgow, Leeds, Liverpool, Manchester, Newcastle-on-Tyne and Sheffield.

An **inclusive fee** is payable as follows:—Up to 1 lb., 1/6; up to 2 lb., 2/3; up to 3 lb., 3/3; up to 4 lb., 4/-; up to 5 lb., 4/9; up to 6 lb., 5/9; up to 7 lb., 6/6; up to 8 lb., 7/3; up to 9 lb., 8/3; up to 10 lb., 9/-; up to 11 lb., 9/9.

Further particulars can be obtained on application at an accepting Office in London, or at the Head Office in any one of the provincial towns mentioned above.