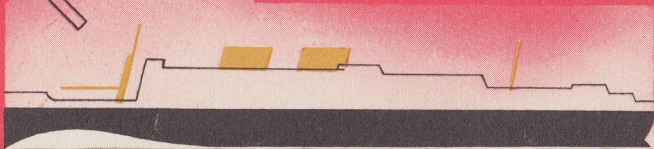


# SECOND CLASS

# MAIL

# FOR ABROAD



AT LOW POSTAGE RATES

WHAT YOU CAN SEND





# IMPERIAL AND FOREIGN POST

THIS booklet describes briefly the classes of postal matter that can be sent to Overseas countries at low postage rates. This "second class" mail goes by land and sea routes and the information here given will be of special interest to business firms and private persons having regular correspondence with those Empire countries to which all "first class" mail (letters, letter packets and postcards) now goes by air at the rate of 1½d. a *half* ounce (Postcards 1d.).

Full details of these services, and of all other Post Office services, are given in the Post Office Guide issued in March and September each year and on sale at any Post Office at 6d. each copy.



# PRINTED PAPERS

## POSTAGE

(To all places abroad) Each 2 oz. . . . .  $\frac{1}{2}$ d.

## LIMITS OF WEIGHT

To the British Empire . . . . . 5 lb.

To Foreign Countries (including Egypt) . . . . 4 lb.

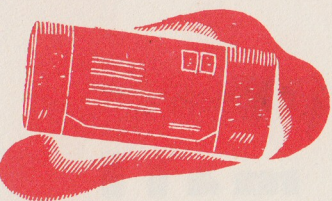
EXCEPTIONALLY, a printed volume for any destination abroad sent singly may weigh as much as  $6\frac{1}{2}$  lb. Newspapers registered for transmission at the inland newspaper rate of postage, and newspapers, magazines and trade journals registered for transmission to Canada and Newfoundland at the magazine rate of postage, may be sent to Canada and Newfoundland by Magazine Post at lower rates of postage (see Section headed "Magazine Post").

## LIMITS OF SIZE

To the British Empire : *2 feet in length and 18 inches in breadth or depth.*

To Foreign Countries (including Egypt): *3 feet in length, breadth and depth combined, the greatest dimension not to exceed 2 feet.*

Packets in the form of a roll : *Length and twice the diameter combined: 3 feet 3 inches, the greatest dimension not to exceed 2 feet 8 inches.*





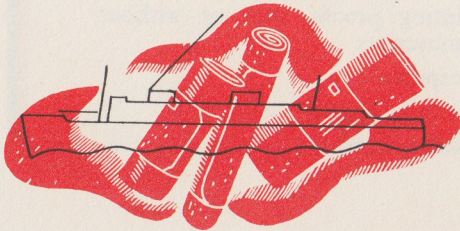
## GENERAL INFORMATION



A PACKET which may be sent at the Printed Paper rate in the inland post is not necessarily admissible at that rate if sent abroad. For example, receipts, invoices and statements of account, which may be sent as Printed Papers in the inland service, are not admissible at the Printed Paper rate if sent abroad ; they may, however, be sent abroad at the Commercial Paper rate.

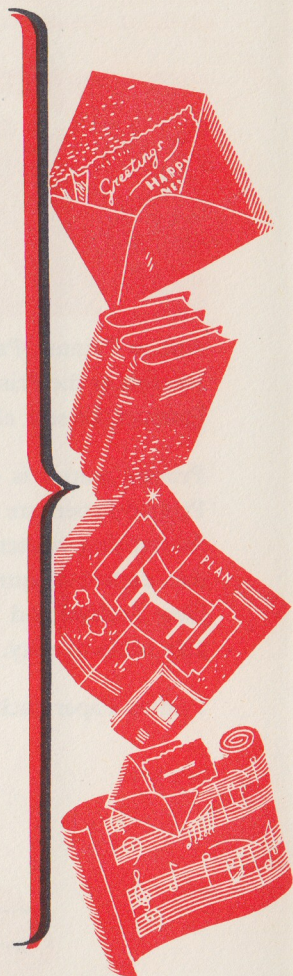
Printed matter is not debarred from transmission at the Printed Paper rate on account of liability to Customs duty. Advertising matter is subject to Customs duty on entry into certain countries, notably, Australia, Newfoundland, New Zealand and South Africa. In some cases books are also liable to duty.

Printed Paper packets may be registered.



**EXAMPLES  
OF DOCUMENTS TRANSMISSIBLE  
ABROAD AS PRINTED PAPERS**

Address Cards  
Advertisements  
Albums containing photographs  
Books, sewn or bound  
Catalogues  
Drawings  
Engravings  
Maps  
Newspapers  
Notices of various kinds, printed,  
engraved, lithographed or mimeo-  
graphed  
Pamphlets  
Paper Patterns  
Periodicals  
Photographs  
Pictures  
Plans  
Printing proofs, with or without  
manuscripts  
Prospectuses  
Sheets of Music  
Visiting Cards





## MANUSCRIPT ADDITIONS TO PRINTED PAPERS

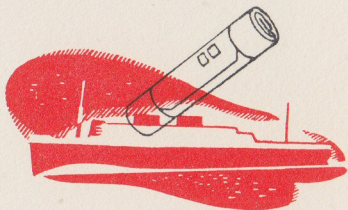
VARIOUS additions and alterations may be made in manuscript to many of the documents and articles transmissible as Printed Papers, including Press printing copy corrections; and, in the case of pictorial and Christmas and New Year cards and printed visiting cards, formulas of courtesy expressed in five words or by five conventional initials are admitted.

## MAKE-UP

PACKETS of Printed Papers should be marked "Printed Papers" in the upper-left-hand corner, and they must be made up in such a way as to be easily examined. They may be placed in a wrapper, upon a roller, between boards, in an open case or in an envelope furnished with a blunt fastening easy to raise and replace, or they may be secured with string easy to untie.

## POSTING

PRINTED PAPERS prepaid  $\frac{1}{2}$ d. only and intended for despatch on the day of posting must be posted not later than 4.30 p.m. in London, or in the Provinces not later than such time as is announced at the local Post Office. The minimum rate of postage for all packets sent at the printed paper rate and intended for despatch by the night mail is 1d. if posted after the specified time.



# COMMERCIAL PAPERS



## POSTAGE

For the first 10 oz. . . . .	2½d.
For every additional 2 oz. . . . .	½d.

## LIMITS OF WEIGHT

To the British Empire . . . . .	5 lb.
To Foreign Countries (including Egypt) . . . . .	4 lb.

## LIMITS OF SIZE

To the British Empire: *2 feet in length and 18 inches in breadth or depth.*

To Foreign Countries (including Egypt): *3 feet in length, breadth and depth combined, the greatest dimension not to exceed 2 feet.*

Packets in the form of a roll: *Length and twice the diameter combined: 3 feet 3 inches, the greatest dimension not to exceed 2 feet 8 inches.*

Commercial Papers may be registered.





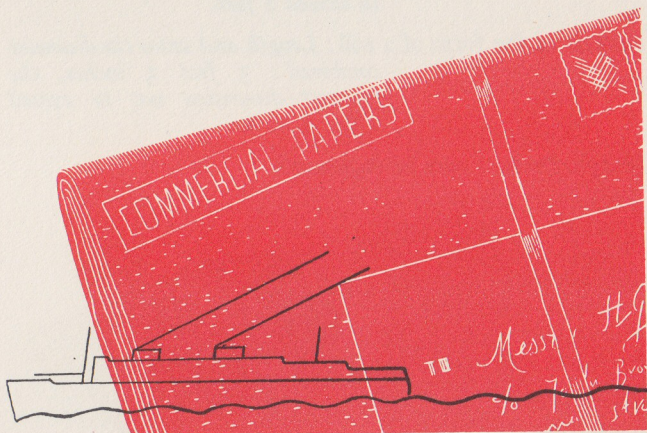
## DEFINITION OF COMMERCIAL PAPERS

COMMERCIAL PAPERS comprise papers and documents, wholly or partly written or drawn, not having the character of current and personal correspondence, such as papers of legal procedure, receipts, waybills, bills of lading, invoices, extracts from or copies of deeds under private seal, pupils' exercises in original or with corrections, but without any note not relating directly to the execution of the work, out-of-date open letters and postcards which have already fulfilled their original purpose and copies thereof.

Documents may be accompanied by reference slips enumerating the papers included in the packet and referring to correspondence exchanged between the sender and addressee.

## MAKE-UP

PACKETS of Commercial Papers should be marked clearly in the upper left-hand corner "Commercial Papers." In other respects their make-up is the same as for Printed Papers.



# SAMPLE PACKETS

## POSTAGE

(To all places abroad) For the first 4 oz. . . . . 1d.  
For each additional 2 oz. . . . .  $\frac{1}{2}$ d.

## LIMITS OF WEIGHT

To the British Empire and Egypt . . . . . 5 lb.  
To other countries . . . . . 1 lb.

Some countries have fixed special limits of weight for certain articles (see Post Office Guide).

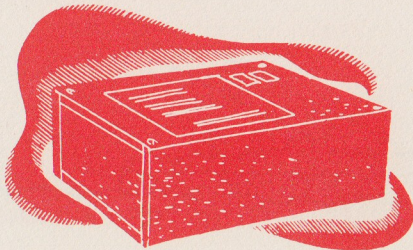
## LIMITS OF SIZE

To the British Empire and Egypt : *2 feet in length and 1 foot in breadth or depth.*

To other countries : *3 feet in length, breadth and depth combined, the greatest dimension not to exceed 2 feet.*

Packets in the form of a roll : *Length and twice the diameter combined : 3 feet 3 inches, the greatest dimension not to exceed 2 feet 8 inches.*

Sample Packets may be registered.





## **DEFINITION OF ARTICLES TRANSMISSIBLE BY SAMPLE POST**

THE use of the Sample Post is restricted to genuine trade samples or patterns of merchandise without saleable value. Exceptionally, the following articles may also be sent:—

Articles of natural history (dried or preserved animals or plants, geological specimens, etc.)

Cut fresh flowers

Keys sent singly

Printers' blocks

Tubes of serum and vaccine and pathological objects rendered innocuous by the mode of preparation and packing

*These articles, except tubes of serum and vaccine sent in the general interest by laboratories or institutions officially recognised, may not be sent for a commercial purpose.*

## **MAKE-UP**

IT is recommended that every sample should be indelibly marked "Sample—not for sale," or otherwise defaced in such a way as to render the article unsaleable in the ordinary way of trading.

Samples must be sent in such a manner as to be easy of examination, and, when practicable, must be sent in covers open at the end. The upper left-hand corner of the packet should be clearly marked "Sample".

Packing is not obligatory for articles consisting of one piece, such as pieces of wood, metal, etc., which it is not the custom of the trade to pack.

Special packing regulations are in force for certain articles such as liquids, oils and substances which easily liquefy; fatty substances; tinned food; articles of glass or other fragile material; powders; sharp instruments; deleterious liquids or substances sent abroad for medical examination or analysis.

## **CUSTOMS TREATMENT ABROAD**

AS a general rule articles liable to Customs Duty may not be sent by Sample Post, but this rule is relaxed in certain countries.

# SMALL PACKETS

## POSTAGE

For the first 10 oz. . . . .	5d.
For every additional 2 oz. . . . .	1d.

## LIMIT OF WEIGHT

2 lb.

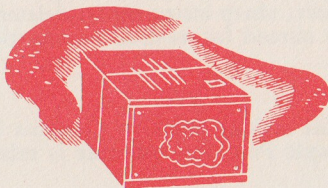
## LIMITS OF SIZE

*3 feet in length, breadth and depth combined, the greatest dimension not to exceed 2 feet. Packets in the form of a roll: length and twice the diameter combined: 3 feet 3 inches, the greatest dimension not to exceed 2 feet 8 inches.*

Small Packets may be registered.

## DEFINITION OF SMALL PACKETS

THE Small Packet Post is specially provided for the transmission of goods, whether dutiable or not, in the same mails as printed papers, which as a rule travel more quickly than parcel mails. The service is not available to all countries—a list of the countries with which it is in operation will be found in the Post Office Guide. A green Customs label must be affixed to the address side of the packet, and Customs declarations may also be required to comply with the regulations of the country of destination.





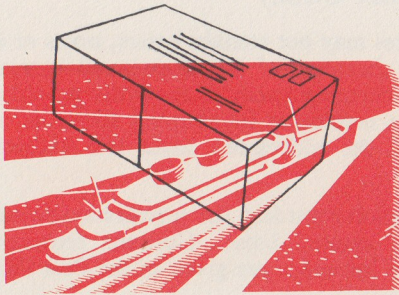
## MAKE-UP

SMALL Packets must be sent in such a manner as to be easy of examination. The sender is required to show his name and address on the outside of the packet and he is recommended to mark the packet conspicuously "Small Packet" in the top left-hand corner.

## GENERAL INFORMATION

ARTICLES which may not be sent by letter post are excluded from transmission in small packets. The following items are also inadmissible :—

Letters, notes or documents having the character of actual and personal correspondence (but an open invoice as well as a copy of the name and address of the sender and the addressee may be enclosed); coin; bank notes; currency notes; negotiable instruments payable to bearer; platinum; gold or silver; precious stones; jewels and other valuable articles; postage stamps whether obliterated or not, or any paper representing a monetary value.



# INSURED BOXES

## POSTAGE

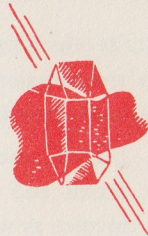
For the first 10 oz. . . . . 10d.  
For every additional 2 oz. . . . . 2d.

## INSURANCE FEE

5d. for the first £12 and 2d. for every additional £12 of insured value.

## MAXIMUM INSURANCE

£400, but in some countries the limit is lower.



## LIMIT OF WEIGHT

2 lb.

## LIMITS OF SIZE

*Length: 12 inches. Breadth: 8 inches. Depth: 4 inches.*

## GENERAL INFORMATION

ARTICLES of gold and silver, precious stones, jewellery and other articles of a like nature may be sent in insured boxes to those places abroad which participate in the service. (See Post Office Guide.)

Insured boxes may not contain letters, notes or documents having the character of actual personal correspondence, bank-notes, currency notes, or securities payable to bearer, but an open invoice in its simplest form, as well as the sender's and the addressee's name and address, may be enclosed.

Full information regarding the special requirements for the make up of insured boxes, Customs requirements and conditions of insurance are given in the Post Office Guide.



# PARCELS

PARCELS are accepted for practically any place abroad. The sender of a parcel is required to make an accurate declaration of the nature and value of the contents. Customs declaration forms for this purpose can be obtained from any Post Office which accepts parcels for abroad.

## POSTAGE

Varies according to country of destination. See Post Office Guide.

## LIMIT OF WEIGHT

The maximum weight as a rule is 22 lb. but in some countries the limit is lower.

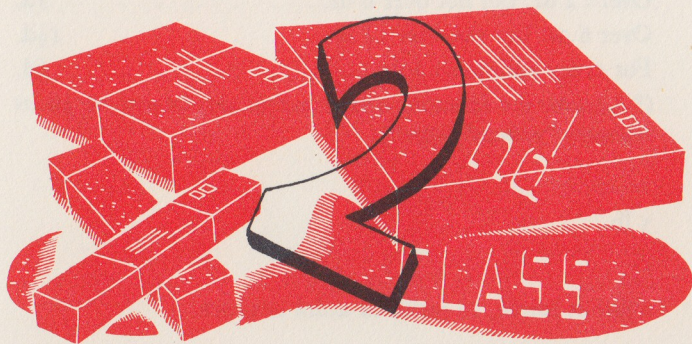
## LIMITS OF SIZE

*Greatest length: 3 feet 6 inches.*

*Greatest length and girth combined: 6 feet.*

## INSURANCE

Parcels for many countries can be insured. The general limit of insurance is £400 but in some countries lower limits are in force.



# MAGAZINE POST

## CANADA & NEWFOUNDLAND ONLY



NEWSPAPERS registered for transmission at the Inland Newspaper rate of postage, and newspapers, magazines and trade journals registered for transmission to Canada and Newfoundland at the magazine rate of postage, may be sent at the following rates of postage:—

Over* 2 oz. but not over 6 oz. . . . .	1d.
Over 6 oz. but not over 1½ lb. . . . .	1½d.
For every additional 8 oz. . . . .	½d.

(\*A packet not exceeding 2 oz. in weight may be sent for ½d. as ordinary "printed paper").

### LIMIT OF WEIGHT

5 lb.

### LIMITS OF SIZE

2 feet in length, 18 inches in width or depth.



# LITERATURE FOR THE BLIND

PAPERS of any kind, periodicals, and books, impressed in Braille or other special type for the use of the blind, may be sent, prepaid at the following rates of postage:—

2 lb. . . .  $\frac{1}{2}$ d. 5 lb. . . . 1d. 8 lb. . . .  $1\frac{1}{2}$ d.  
11 lb. (maximum) 2d.

The packets should be clearly marked in the upper left-hand corner "Blind Literature". In all other respects the regulations regarding printed papers apply.



# LITERATURE FOR THE BLIND

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