

JAMAICA

POST  
OFFICE  
GUIDE

1977

ISSUED BY  
THE POSTMASTER GENERAL

THE SERVICES AND CHARGES SET OUT IN THIS  
VOLUME ARE LIABLE TO CHANGE  
UP-TO-DATE INFORMATION CAN BE OBTAINED  
AT ANY POST OFFICE



**INLAND POST**

## INLAND POST

The regulations of the inland post apply generally to any postal packet sent between one place and another within the island.

Items which are admitted to the inland post are classified as follows:—

- Letters
- Postcards
- Printed Papers
- Literature for the Blind
- Newspapers
- Parcels

## LETTERS

### RATE OF POSTAGE

First 4 oz	..	..	..	10c
Over 4 oz to 8 oz	..	..	..	15c
Over 8 oz to 12 oz	..	..	..	20c
Over 12 oz to 1 lb	..	..	..	30c
Over 1 lb to 2 lb	..	..	..	60c
Over 2 lb to 4 lb	..	..	..	90c

### INSUFFICIENTLY PREPAID LETTERS

A letter (except under the business reply service) which is wholly unpaid or insufficiently prepaid is charged on delivery with double the deficiency.

### WEIGHT AND SIZE

Limit of weight: 4 lb

### LIMITS OF SIZE

Letters other than in the form of a roll:

Maximum:  
2 ft. in length and 18 inches in breadth or depth.

Minimum:  
5½ inches by 3½ inches

Letters in the form of a roll:

Maximum:  
Length and twice the diameter 3 ft. 3 inches, the greatest dimension not to exceed 2 ft. 8 inches.

Minimum:  
Length and twice the diameter 6½ inches, the greatest dimension not to be less than 4 inches.

## POSTCARDS

### RATE OF POSTAGE

Single	..	..	..	5c
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### INSUFFICIENTLY PREPAID POSTCARDS

Postcards wholly unpaid or insufficiently prepaid are forwarded but are charged on delivery with double the deficiency.

Inland Post, Postcards, Printed Papers, *contd.***LIMITS OF SIZE**

No card may exceed  $5\frac{1}{2}$  inches in length by  $4\frac{1}{4}$  inches in width nor be less than 5 inches in length by  $3\frac{1}{4}$  inches in width. The material for private cards to be used as postcards must be ordinary cardboard or paper not less than one-hundredth of an inch thick and not more flexible than the postcards sold by the Post Office.

**CONDITIONS**

The right-hand half at least of the address side is reserved for the address and any necessary postal service indications. The postage stamps should be affixed to the top right-hand corner of this portion. The remaining space is for the use of the sender. All postcards other than picture postcards of private manufacture must bear on their face the word "POSTCARD" or its equivalent in another language.

Nothing may be attached to a postcard except:—

1. Stamps in payment of postage.
2. A label or strip of paper completely adhered to the card, and bearing the name and address of the addressee.
3. A similar label (not to exceed 2 inches long and  $\frac{3}{4}$  inches wide) bearing the name and address of the sender of the card; and
4. Engravings, drawings, photographs, and printed matter on very thin paper and completely adherent to the card.

A postcard may not be folded, nor may it be cut or altered in such a way as to reduce the size below  $5\frac{1}{2}$  inches by  $3\frac{1}{4}$  inches. A postcard may not be enclosed in a cover of any kind.

If these conditions are not fulfilled the card will be treated as a letter.

The articles specified in 3 and 4 above, may be affixed either to the back of the card or to the left-hand of the address side.

**PRINTED PAPERS****RATE OF POSTAGE**

First 4 oz	..	..	9c
Over 4 oz to 8 oz	..	..	10c
Over 8 oz to 12 oz	..	..	15c
Over 12 oz to 1 lb	..	..	30c
Over 1 lb to 2 lb	..	..	60c
Over 2 lb to 4 lb	..	..	85c

**INSUFFICIENTLY PREPAID PRINTED PAPERS**

Printed papers wholly unpaid or insufficiently prepaid, are forwarded but charged on delivery with double the deficiency.

**LIMIT OF WEIGHT: 4 lb**

**Inland Post, Printed Papers, *contd.*****LIMIT OF SIZE**

Packets other than in the form of a roll:

Maximum:

2 ft. in length and 1 foot in breadth or depth

Minimum:

5½ inches by 3½ inches

Packets in the form of a roll:

Maximum:

Length and twice the diameter 3 ft. 3 inches, the greatest dimension not to exceed 2 ft. 8 inches.

Minimum:

Length and twice the diameter 6¼ inches, the greatest dimension not to be less than 4 inches.

**Definition**

In general the printed paper rate applies to all impressions or copies obtained upon paper or similar material, parchment or cardboard, by means of printing, engraving, lithography, mimeography, photography, or other readily recognizable mechanical process, except those obtained by means of the typewriter, tracing and hand stamps with or without movable types.

**Make-up**

Printed papers should be clearly marked in the upper left-hand corner "Printed Papers". They are subject to examination in the post and 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 unclosed envelope furnished with a blunt fastening easy to open and replace; or they may be secured with string easy to untie. Printed matter in the form and substance of a card may be sent unenclosed without band, envelope, or fastening and must then conform to the conditions for postcards except for postage and maximum dimensions. Similarly, printed papers may be sent unenclosed if they are folded in such a way that they cannot become unfolded during transmission, and that there is no risk of their entrapping other articles.

**ADMISSIBLE DOCUMENTS**

The following articles or documents are transmissible as printed papers in the international post:

Address cards	Pamphlets
Advertisements	Paper patterns to be cut out
Albums containing photographs	Periodical works
Books, sewn or bound	Photocopies
Catalogues	Photographs
Drawings	Pictures
Engravings	Plans
Greetings and visiting cards	Prospectuses
Maps	Proofs of printing, corrected or uncorrected with or without the relative manuscript
Newspapers	Sheets of music (but not perforated sheets intended for use with automatic musical instruments).
Notices of various kinds printed, engraved, lithographed, mimeographed, or photographed.	
Letters and postcards exchanged between pupils of schools provided that these items are sent through the principals of the schools concerned.	

**Inland Post, Printed Papers, contd.****ADMISSIBLE DOCUMENTS, contd.**

- Pupils' exercises in the original or with corrections but without any note which does not relate directly to the performance of the work.
- Manuscripts of works or for newspapers.
- Musical scores in manuscript.

**REPRODUCTIONS OF MANUSCRIPTS OR TYPEWRITTEN ORIGINAL (CIRCULARS)**

Such reproductions, when obtained by a mechanical manifold process are accepted for transmission as printed papers if:—

- (1) they are handed in at a Post Office
- (2) special attention is drawn to the fact that they are a reproduction of the kind specified
- (3) at least 20 items containing precisely identical copies are handed in at the same time.

"Carbon" copies of the typewritten original (but not the top copy) are admissible at the printed paper rate under the same conditions as the foregoing, if addressed to any place in Jamaica.

**ADDITIONS AND ALTERATIONS**

The sender may, either outside or inside a packet of printed papers; indicate by any process, the name or business name, status, profession and address of the sender and of the addressee; the date of despatch, the signature, a serial or registration number referring solely to the packet;

Correct errors in printing;

Strike out, underline or ring round certain words or certain parts of a printed text unless this is done with the object of constituting a code.

The following and similar documents and so on, may bear additions and alterations made by any process, to the extent indicated in each case.

**Order forms:** Order forms or subscription forms or forms of offer for publications, books, pamphlets, newspapers, engravings and pieces of music may bear the names of the works and number of copies asked for or offered; the price and notes representing essential elements of the price; the method of payment; the edition and names of the authors and publishers; the catalogue number and the *Words Paper Covered, Stiff Covered or Bound*

**Forms used by the lending services of libraries:** The titles of the works, the number of copies asked for or sent, the names of the authors and publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the work in question.

**Printed cards:** Christmas, New Year, Easter, Birthday, picture, greeting and visiting cards may bear good wishes, greetings, congratulations, thanks, condolences or other formulae of courtesy expressed in not more than five words or by means of not more than five conventional initials; for example: Kind Regards, Best Wishes and other greetings and so on, not conveying specific information or making an enquiry or request are admissible. Phrases such as: Arrived Safely, See you on Monday, and so on, are not admissible.

**Inland Post, Printed Papers, Literature for the Blind, contd.**

**Proofs of printing:** Alterations and additions concerned with corrections, form and printing, and also such notes as "Passed for Press", or similar notes concerned with the execution of the work. In case of want of space, these additions may be made on separate sheets.

**Fashion Papers:** Cut-out patterns which bear indications that they form an integral part of the paper with which they are sent.

**Books (Printed literary and artistic productions):** Books, pamphlets, newspapers, photographs, engravings, sheets of music and in general all literary or artistic productions, whether printed, engraved, lithographed or mimeographed, may bear a dedication consisting of a simple expression of regard.

**Cuttings from newspapers and periodicals:** The title, date, number and address of the publication from which the article is taken.

**Notices of Change of address:** The old and new address of the sender and the date of the change.

**Enclosures**

The sender may enclose in a packet of printed papers, a card, envelope or wrapper bearing his printed address or that of his agent, and having a postage stamp of the country of destination affixed for prepayment of the return postage. The relative open invoice, reduced to its essential elements together with copies of the invoice deposit notes, may be enclosed with articles listed in the paragraph "Books" above.

**Inadmissible articles**

Cinematograph films and sound recordings, gramophone records, stationery, postage stamps or forms of prepayment whether obliterated or not, or any paper representing a monetary value, or printed papers of which the text has been modified after printing or which bear any marks whatever of such kind as to constitute a conventional language or any blank paper, note paper or envelope (with or without printed address) or all other articles of stationery, pure or simple, punched paper tapes and ADP Cards (automatic data processing) bearing perforations, marks or signs, which could constitute annotations.

**LITERATURE FOR THE BLIND**

Books or papers impressed or intended to be impressed in "Braille" or other special type or any articles used specially by the blind posted unsealed are accepted for conveyance to all destinations by surface mail, postage free up to a maximum weight of 15 lb.

Books or papers impressed in Braille or other special type and any articles used specially by the blind, plates for embossing literature for the blind and sound records intended solely for the use of the blind posted unsealed may be sent by air mail to any destination at the special rate of two cents for every two ounces or fraction thereof.

In order to be eligible for this special rate the article must either be posted by a recognized institution for the blind in Jamaica or be addressed to a recognized institution for the blind in another country.

Packets of Literature for the Blind whether intended for conveyance by surface or air mail must not exceed 15 lb in weight.

### Inland Post, Literature For The Blind, Newspapers

The maximum and minimum dimensions are the same as for printed papers.

No communication either in writing or printed in ordinary type may be enclosed in a packet of Literature for the Blind except the title, date of publication, serial number, names and addresses of the manufacturer, printer or publisher, price and table of contents of the articles and any key to, or instructions for, the use of the special type, or any enclosure except a label for the return of articles.

Articles should be clearly marked in the upper left hand corner "Literature for the Blind".

## NEWSPAPERS

### RATE OF POSTAGE

Charge: 5c per copy  
Limit of weight: 1½ lb

### Definition

The following are accepted for conveyance as Newspapers:—

- (a) Any newspaper or magazine printed and published in the island at intervals of not more than 31 days;
- (b) Any British publication registered as a newspaper at the G.P.O., London

Newspapers not conforming to the definition at (a) and (b) above are transmitted at the printed paper rate.

### SUPPLEMENTS

Any supplement issued with a newspaper must consist wholly or mainly of matter like that of the newspaper, or of advertisements, printed on paper, or wholly or partly of pictorial matter illustrative of articles in the newspaper; it must in every case be published with the newspaper, and have the whole or part of the title of the newspaper printed at the top of every page, or at the top of every sheet or side on which any such pictorial matter appears. All sheets of the supplement must be put together in some one part of the newspaper, whether gummed or stitched up with the newspaper or not. The supplement or supplements issued with any number of a registered newspaper may not exceed the newspaper itself in size or weight.

The Post Office cannot regard a document as a supplement merely because it is printed under that title. A separate document intended to be used for separate purposes is not a supplement to a newspaper. For example, documents of the following descriptions if enclosed in copies of registered newspapers render them inadmissible at the newspaper rate of postage:

1. Any document not printed by the responsible printer of the paper, such as an advertisement sheet printed for an advertiser and sent to the publisher of a newspaper for distribution with it;
2. A contents bill, an advertisement sheet with an order form attached, a prospectus with an application form attached, or a proposal or inquiry form; or

## INLAND POST: NEWSPAPERS, COMBINED PACKETS, REGISTRATION

3. Any document drawn up in the form of a direct personal communication to the recipients, such as a printed circular in the form of a letter purporting to be addressed by an advertiser to the person by whom the newspaper in which it is enclosed is received.

### Make-up

A newspaper should be so folded and secured, if posted in a cover, as to admit of ready inspection of the title. The cover should be open at both ends and be easily removable for examination of the contents.

## COMBINED PACKETS

It is permissible to enclose in the same packet, articles on which different charges are payable (except Literature for the Blind) provided that each article taken singly is within the limits applicable to it as regards weight and size, and that the total weight does not exceed 4 pounds.

The postage payable is that applicable to the class of enclosure subject to the highest rate of postage.

## REGISTRATION

Any letter, parcel or other postal packet may be registered. The minimum fee for registration is 40c. Higher fees covering higher compensation on inland letters may be paid as follows:—

To cover compensation up to \$20 ..	40c.
For each additional \$20 (maximum compensation \$800) .. ..	2c.

### Instructions for Registering

An article to be registered must be handed in at a Post Office and a receipt obtained for it; it must not be dropped into a letter-box.

No letter intended for delivery overseas will be registered if it is taken out of a letter box (i.e. has not been handed in at a post office) despite the fact that the cover is clearly marked "Registered" or with any other indication that the sender desires it to be registered, even if it be fully prepaid for registration or not.

Every letter or parcel presented for registration must be enclosed in a strong cover appropriate to its contents and securely fastened with wax, gum or other adhesive substance in such a manner as to render impossible the opening thereof without damage to the cover. It will not be accepted if it shows any sign of having been opened and refastened before posting.

If a letter is fastened by means of adhesive paper or tape, each strip must bear some word or mark distinctive of the sender, such as his name or initials or must be initialed by the person who tenders the article for registration. Letter packets not fastened with any adhesive matter but tied with string will be accepted provided the ends or knots of the string are sealed with wax or by means of a lead seal crushed with a press.

**ISLAND SERVICE: REGISTRATION, COMPENSATION****Instructions for Registering, *contd.***

The instructions regarding fastening and sealing do not apply to packets containing literature for the blind and printed papers intended for registration as these must be open to inspection whether registered or not.

A postal article addressed to initials cannot be registered.

The address must be clearly written in English but can be repeated in another language. It must be written in ink or copying pencil.

The full postage and registration fee must be prepaid at the time of posting.

If in the opinion of an officer of the Post Office to whom an article is tendered for registration the packing is inadequate or if the article is unsuitable for registration for any other reason, registration of the article may be refused.

Money sent by registered post should be enclosed in one of the registered letter envelopes sold by the Post Office. Coins must be packed in such a way that they cannot move about inside the envelope.

**Advice of Delivery**

The sender of a registered article may obtain an advice of its delivery by prepaying in stamps at the time of posting, the sum of 4c for an inland registered letter or 20c for an overseas registered or insured letter.

**Inland Service: Registration, Compensation****Articles Irregularly Posted For Transmission Within the Island.**

An article marked in any way to indicate that it should be registered which is found posted amongst ordinary correspondence is compulsorily registered and taxed as follows:

- (a) Single registration fee, plus double the postage less any amount prepaid.
- (b) Any ordinary article (other than a parcel) which may contain coin, bank notes, currency notes, negotiable instruments payable to bearer, platinum, gold, or silver, whether manufactured or not, precious stones, jewels or other precious articles must be registered and if it is posted without registration will be compulsorily registered and taxed with double the deficiency of the postage plus the registration fee.

In the event of loss or damage no compensation is paid on an irregularly posted article.

Posting receipts are not issued for items thus registered.

**COMPENSATION**

The Post Office pays compensation up to the limit set out below for the loss or damage of inland registered articles subject to compliance with the conditions regarding fastening, sealing, packing and so on indicated in section headed "Registration".

To cover compensation up to \$20	..	.40c
For each additional \$20 (maximum compensation \$800)		2c

Compensation is not paid in respect of unregistered postal articles or items.

Compulsorily registered (see under "articles irregularly posted for transmission within the Island above")

**Inland Service: Express Delivery,**

No indemnity is payable in the case of:

- (i) Force majeure i.e. tempest, shipwreck, earthquake, war, etc.
- (ii) Any packet containing a prohibited article
- (iii) Any packet in respect of which a claim is not made within a year of the date of posting
- (iv) Any packet which the Post Office cannot account for in consequence of the loss of official documents through a cause beyond control.

The final decision upon all questions of compensation rests with the Postmaster General.

**EXPRESS DELIVERY****Extent of Service**

The express delivery service provides for delivery of postal articles posted in Jamaica for delivery in the island by special messenger immediately after they are received at the office of destination.

Express articles are forwarded from the office of origin to the office of destination in the same mails as ordinary correspondence and therefore the time taken for transmission between offices is not reduced.

The service at present only extends to articles addressed to persons residing in the delivery areas of the following Post Offices:—

- All offices in the Corporate Area of Kingston and St. Andrew
- Falmouth
- Linstead
- Mandeville
- May Pen
- Montego Bay
- Morant Bay
- Old Harbour
- Port Antonio
- Port Maria
- St. Ann's Bay
- Savanna-la-Mar
- Spanish Town

but articles addressed to anyone in these areas may be posted at any Post Office in Jamaica.

**Inland Service: Express Delivery; Business Reply Service****Charges**

The normal postage plus express fee of 20c

The normal postage plus the express fee of 20c must be prepaid. Any amount insufficiently prepaid will be collected from the addressee on delivery or, should he refuse to take delivery, from the sender to whom the article would be returned in case of non-delivery.

**Distinctive Marking and Posting**

Letters and parcels for Express Delivery and intended for registration must be handed in at a Post Office counter and a receipt obtained. All other articles may be similarly handed in or may be posted in a letter box.

In all cases the word "Express" must be boldly and legibly written above the address on the left-hand side of the cover.

The Post Office does not undertake to ensure the special delivery of an article which is not marked in the prescribed manner.

**Limit of Weight**

Letters:	4 lb
Parcels:	7 lb
All other articles:	The normal limit according to the appropriate class of article provided it does not exceed 7 lb in weight.

**Delivery**

Delivery of express articles will be restricted to the hours of 8.00 in the morning and 7.00 in the evening on week days and 12 noon on Saturdays.

**BUSINESS REPLY SERVICE****DESCRIPTION**

Under this service a person who wishes to obtain a reply from a client without putting him to the expense of paying postage, may enclose in his communication an unstamped reply card, envelope, folder or gummed label of the special design shown below. He may also incorporate in his advertisements in newspapers and other publications a special design to be used as an address label adhering completely to cards or envelopes or as a folder suitable for transmission by post under Post Office Regulations. The client can post the card and so on, in the ordinary way, but without a stamp and the addressee will pay the charges on all the replies he receives. Delivery will be effected once daily, by the second distribution.

This service is available only for articles posted and delivered within the island of Jamaica.

**CONDITIONS**

**Licensee:** Before any person uses business reply cards and so on, a licence must be obtained from the Postmaster General.

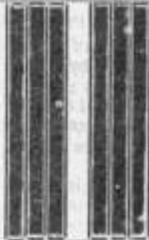
**Deposit:** The licensee will be required to pay in advance such sum of money (not less than two dollars) as the Postmaster General shall think sufficient in respect of the charges likely to be incurred on postal articles transmitted and shall from time to time whilst his licence is in force pay on demand such further sum as the Postmaster General may think necessary.

Inland Service: Business Reply Service, *contd.*

**Design of cards and so on:** Specimens of all cards, envelopes, folders and labels proposed to be issued to correspondents and of the advertisements in which the design is proposed to be incorporated for use as aforesaid must be forwarded by the licensee to the Postmaster General for approval and no card, envelope, folder or label for issue to correspondents, and no advertisement incorporating the said design may be used until a specimen thereof has been approved by the Postmaster General in writing.

The Postmaster General's approval is required not only for initial supplies of business reply cards and so on, but also for subsequent supplies where the layout differs in any way from the original supply.

## SPECIMEN BUSINESS REPLY CARD

Postage will be paid by Licensee	$1\frac{1}{2}$ ins.	No postage stamp necessary if posted in Jamaica
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           BUSINESS REPLY SERVICE LICENCE NO.         </div>		
<p>NAME:</p> <p>ADDRESS:</p>		

1. The design must be not less than 5 inches long by  $3\frac{1}{2}$  inches wide;
2. The name and full postal address of the licensee must be printed parallel to the length below the panel containing the licence number;
3. A space of not less than  $1\frac{1}{2}$  inches must be left between the top edge and the top of the licence number panel;
4. The words *No postage stamp necessary if posted in Jamaica* must be printed in the top right-hand corner;
5. The word *Postage will be paid by Licensee* must be printed in the top left-hand corner. The name of the licensee may be used instead of the word Licensee;
6. There must be two wide vertical lines near the right-hand edge. Nothing other than the design, licence number and address may appear on the address side;
7. The design and address should preferably be printed in black but any deep colour (for example, green, blue or brown) except red, orange or yellow will be accepted provided that the printing is in strong contrast with the colour of the card or paper.

**Inland Service: Business Reply Service, Franking Machines**

8. The printing on cards and so on for transmission at the printed paper rate must not be in imitation of typewriting;
9. Cards must be of material not less than one-hundredth of an inch thick and not more flexible than the postcards issued and sold by the Post Office;
10. Labels must be printed on paper which will readily take an adhesive substance and which is not too thick to admit of the label being securely pasted down;
11. Folders must, where possible, be so arranged that there are folds above and to the right of the top right-hand corner of the address side. Flimsy paper is not suitable for folders.

**Miscellaneous conditions:** In other respects business reply cards and so on will be subject to the general regulations relating to the inland letter, post card, and printed papers post except that they cannot be redirected after delivery at the business reply address, and, if re-transmitted, must be enclosed in a cover and postage prepaid.

**Fees:** A fee of 2c in addition to the normal postage will be charged on each card and so on returned by post to the licensee for example, a 10c letter will be charged 12c, and a 5c postcard will be charged 7c.

**Payment of Postage in Cash**

Senders of large quantities of correspondence may prepay postage charges in cash or by means of certified cheques at the General Post Office, Kingston.

All postal articles except registered and insured articles and parcels will be accepted provided the total charge on each posting which must be paid before or at the time of posting, is not less than \$1 in value.

Each posting must be handed in at the General Post Office between 10.00 a.m. and 4.00 p.m. and must consist of the same category of correspondence, i.e., solely of letters, newspapers or circulars and each article must be liable to the same rate of postage.

Letters and circulars must be tied up in bundles of 50 with the address arranged in the same direction and bulky articles and newspapers in bundles of 10.

At the time of posting the sender will present a statement certifying that the articles are tied in bundles of 50 or 10 and that they all consist of the same category of correspondence subject to the same postage charge.

On the special authority of the Postmaster General in each case, newspaper offices may be allowed to send their newspaper wrappers for stamping as "paid" 24 hours before the time of posting subject to the name of the newspaper being clearly printed on the wrappers.

**Prepayment of Postage by Franking Machine Impressions  
Franking (Postage Meter) Machines**

Users of these machines must conform to the following conditions:—

1. They must obtain the Postmaster General's permission for their use.
2. Payments in advance in respect of postage must be made from time to time at a specified Post Office where the machine must be presented for meter setting.
3. The correspondence franked by the machine must be faced, securely tied in bundles and handed in at a specified office, not necessarily that at which the machine is periodically taken for control.

**Inland Service: Franking Machines, Parcels**

4. Franking dies and machines must be maintained in good condition, and any necessary replacements, and repairs made, at the user's expense to ensure clear and distinct franking impressions and absolute accuracy in recording.
5. The user of the machine must on no account remove or otherwise interfere with the seal placed on the machine by the Post Office.
6. No repairs required to the machine can be carried out without the express permission of the Postmaster General in writing.
7. No machine may be sold, loaned to another person or otherwise disposed of without the prior consent of the Postmaster General in writing.

**PARCELS****RATE OF POSTAGE—**

12c per lb

**LIMIT OF WEIGHT—**

20 lb

**LIMITS OF SIZE—****Maximum:**

Length 3 ft. 6 inches and length and breadth combined 6 ft.

*For example:* A parcel measuring 3 ft. 6 inches in its longest dimension may measure as much as 2 ft. 6 inches in girth, that is, around its thickest part; or a short parcel may be thicker—thus, if it measures no more than 3 ft. in length it may measure as much as 3 ft. in girth, that is around its thickest part.

**Minimum:**

5 inches by 3½ inches

**Parcels in form of a roll:****Maximum:**

Length 3 feet 6 inches;

Length and greatest circumference combined not to exceed 6 feet.

**Minimum:**

Length 5 inches: Length and greatest circumference measured in a direction other than the length must not be less than 6½ inches.

**Registration**

Parcels may be registered under the general rates set out at page 39 Parcels for registration must not be posted in a letter box but must be handed in at a Post Office and a certificate of posting obtained.

**Addressing**

The address should be written on the cover of the parcel or on a label which is securely gummed to the cover of the parcel. Addresses written on tie-on labels are not satisfactory. The words "Parcel Post" should appear on the upper left-hand corner. It is also desirable that the sender's name and address should appear both inside the parcel and on the cover, in the latter case it must be kept distinct from the address to which the parcel is directed.

**Inland Service: Parcels, contd.****Addressing, contd.**

It is essential that the name of the Post Town and zone number, where applicable should appear in the address in order to ensure delivery as speedily as possible. The name of the Post Town should be written or typed in **BLOCK** letters.

*Examples:*

Mr. John Brown,  
Pera District,  
**BOWDEN P.O.**  
St. Thomas

Mr. John Brown,  
13 King Street,  
Kingston 2,

**Compensation**

Compensation is paid in respect of a registered parcel. The general conditions relating to compensation are set out on page 40.

**Packing and Make-up**

Recommended methods of packing for certain articles are described at pages 51-57.

**Tying and Sealing**

Parcels should be securely fastened either with strong string or stout adhesive tape or with a combination of both. If string is used it should be passed round the parcel in at least two directions and be knotted **SEPARATELY** each way. If adhesive tape is used it should be at least 1 inch wide.

**Posting of Parcels in Large Numbers**

It will be of mutual advantage to the senders and to the Post Office if persons wishing to despatch a large number of parcels, whether on a particular day or at regular or irregular intervals will give the office where they will post them early information of the number of the parcels, their average weight and dimensions and the dates and time at which they propose to post.