

POST



OFFICE.

EXPRESS DELIVERY SERVICE.

Instructions to Sub-Postmasters
and Town Sub-Postmasters at Auxiliary
Express Offices.

(Revised 1908.)

These Instructions are supplementary to the general regulations relating to the Express Delivery Service given in the Post Office Guide, with which Sub-Postmasters and their Assistants must make themselves acquainted.

LONDON:
PRINTED FOR HIS MAJESTY'S STATIONERY OFFICE,
BY EYRE AND SPOTTISWOODE, LTD.,
PRINTERS TO THE KING'S MOST EXCELLENT MAJESTY.

1909.

The original document was heavily foxed and the images have been cleaned to make them presentable.

The two pages at the end are later modifications to the rules as printed in the "Post Office Circular" and stuck into the booklet by the original user. They have been moved to the end to show the text as it originally was.

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EXPLANATION OF THE EXPRESS DELIVERY SERVICE.

Object of Express Delivery Service.

(a) The object of the Express Delivery Service is to secure the delivery of *Packets earlier than in the ordinary course of post, on payment of a special charge known as the "Express Fee."

What an Express Packet is.

(b) An Express Packet is one that is to be sent out by a Special Messenger (usually a Telegraph Messenger) instead of by the Postman with the ordinary letters, &c.

Express letters, &c. delivered from Telegraph Delivery Offices only.

(c) Express Packets are, with few exceptions, only delivered from Offices from which there is a delivery of telegrams. These Offices are called Express Delivery Offices. Express Packets may, however, be handed in at Town Sub-Offices from which there is no delivery of Telegrams, to be sent on thence to an Express Delivery Office for delivery by Special Messenger. These Offices are called Auxiliary Express Offices.

Explanation of Service I.

(d) Express Packets may be sent from one part of a town or rural district to another part of the same town or rural district or to a neighbouring town or village by a special messenger all the way from the Express Delivery Office at which they are

* The term "Packet," so far as an Auxiliary Express Office is concerned, includes only Letters and Parcels that may be sent by the ordinary post.

handed in or at which they are received by Postmen from an Auxiliary Express Office, on payment of the Express Fee only, no charge being made for postage. This is known as "Local Service" or "Service I." Packets intended for delivery by this means handed in at an Auxiliary Express Office must be sent to the Express Delivery Office by the Postman making the next collection of ordinary correspondence, advised on the Letter or Parcel Bill in the manner described in Rule 16.

(e) Express Packets may be sent by the ordinary post to any place in the United Kingdom (and also to certain countries abroad named in the Post Office Guide under the heading "International Express Service") to be sent out by Special Messenger from the Office of destination, on payment of the Express Fee in addition to the ordinary postage. This is known as Service II., and the Letters, &c., are called "Express Mail Letters (or Parcels)." An Express Mail Letter or Parcel handed in at an Auxiliary Express Office must be forwarded by the next collection or despatch of ordinary Letters or Parcels, advised on the Letter or Parcel Bill in the manner described in Rule 32.

Explanation of Service II.

(f) The word "Express" must in all cases be marked by the sender on the cover of an Express Letter or Parcel; and the cover of an Express Mail Letter must also be marked with a broad line from top to bottom both on front and back. A red "Express" label must be affixed to all Express Letters and Parcels at the office at which they are handed in.

Marking and Labelling of Express Letters and Parcels.

(g) Under Service I. the postage stamps in payment of the Express Fee, &c., should be affixed to an "E" Form, which is made out at the Office of Posting; but under Service II. they must be affixed to the Packet, the "E" Form being made out at the Office of Delivery and not at the Office of Posting.

Express Fee to be affixed to "E" Form under Service I. and to Packet under Service II.

(h) Service I. is used chiefly to secure the immediate delivery of Packets in the same town or neighbourhood, while Service II. is used more particularly for Packets addressed to other towns or places a long way off; and the Express Delivery does not take place until the Packet reaches the Office of Destination in the ordinary course of post. Service II. may, however, be used for packets going from one part to another of the same Town or District.

Difference between Service I. and Service II.

Express Packets handed in at Auxiliary Express Offices must be dealt with as directed in the following rules:—

LOCAL SERVICE OR SERVICE I. ON WEEK DAYS.

(Applicable to Town Sub-Offices only.)

By Special Messenger all the way from nearest Express Delivery Office. (*For full Regulations, Fees, &c., see Post Office Guide, under the heading "Express Delivery Service."*)

Express Fee.

1. For a Packet not exceeding 1 lb. in weight the Express Fee for every mile or part of a mile is 3*d.* (Ordinary postage is not payable.)

Upon Packets over 1 lb. in weight there is a special additional Weight Fee of 3*d.*, except in those cases in which a special conveyance is paid for (*see* Rule 2).

The Express Fee covers the cost of the Messenger's fare when the distance exceeds one mile, and a public conveyance, *i.e.*, Omnibus, Tramcar, Train, &c. is used.

Cab fare to be paid by sender.

2. If the sender desires that a cab or other special conveyance be used throughout from the Express Delivery Office to the place of delivery, the actual fare or cost of such conveyance must be paid by the sender in addition to the Express or mileage fee (*see* Rules 5 and 12).

Posting.

3. The Packet must be handed in over the counter, on week days only, during the hours shown in the window notice. In no case may it be posted in a Letter Box.

Marking.

4. The word "Express" must be boldly and legibly written by the sender above the address in the left-hand corner of the cover.

Information to be given to sender.

5. When a Packet is tendered for conveyance by Special Messenger all the way from the nearest Express Delivery Office the Counter Officer should be careful to inform the sender that there may be some delay before the article reaches the hands of the Express Messenger, as it will have to be kept at the Office of Posting until the next collection of ordinary Letters or Parcels by Postman. If immediate delivery is required, the sender should be recommended to take the article to the nearest Express Delivery Office in the direction of the address, and he should be informed where such Office is situated.

Marking and address of Letter or Parcel.

6. If, after this explanation, the sender still wishes to leave the Packet at the Auxiliary Express Office, care should be taken to see that it is—

- (a) Marked "Express";
- (b) Admissible under the Regulations governing the Letter and Parcel Posts;
- (c) Clearly and fully addressed to a place within the delivery of the Head Office, or in the district subordinate to it, or to a neighbouring town or village, provided such place can be easily reached by Messenger by means of public conveyance or otherwise.

"E" Form, entry of particulars on.

7. The name and address of the addressee, and the time at which the Packet was handed in, must then be entered on the "E" Form, and the approximate distance of the required journey ascertained, the distance being calculated as from the Express Office from which the article is to be delivered, and not from the Office of Posting. At Offices in London the approximate

Distance can be ascertained from the Table of Distances which is supplied to each Office. The distance and the amounts due for Express Fee, &c. must be entered in the proper columns, and the Form signed by the Counter Officer. Postage stamps to the value of the total amount payable must be affixed by the sender in the space provided for the purpose on the lower part of the "E" Form; but they must not be obliterated.

8. The "E" forms and counterfoils are supplied in pads similar to the Money Order and Advice Forms, in order that the manifold system of entry may be followed. The semi-carbonic paper provided for Money Order business can be used for the "E" forms and counterfoils.

9. The "E" form and counterfoil must not be numbered, but must bear an impression of the Office date-stamp on the back of the form, and not in the space provided on the front, which is for use at the Express Delivery Office. The time of despatch must also be entered on the back of the form.

10. In the event of a Packet being tendered for Express Delivery bearing stamps in prepayment of Express fee, &c., the article should be accepted, and the charges marked in the proper columns of the "E" Form. The stamps should not be cancelled. The absence of postage stamps on the "E" Form must be explained by a note—"Express Fee affixed to Packet," written in the space provided for the postage stamps. This note must be initialed by the Officer in charge of the counter. Postage stamps affixed to Packet in error.

11. The Packet must be impressed with the Office date-stamp unless the contents are fragile and likely to be damaged thereby, in which case the stamp need not be used. A red "Express" label must also be affixed to the Packet. Date-stamp and Express label.

12. No single Packet sent out for delivery by Express Messenger may exceed 20 lb. in weight (or 15 lb. if a public conveyance is not available from the Office of Delivery) unless a special conveyance is provided at the cost of the sender. Limit of weight.

13. When several Packets are tendered by one sender for delivery by the same Messenger at different addresses or to different persons at the same address, the service must be charged for as directed in the General Regulations in the Post Office Guide under the subhead "Charges." Charges when several Letters are sent.

14. Express Packets handed in at a Post Office may be registered. When a Packet is registered the word "Registered" must be written in red ink on the "E" Form. The usual certificate of posting must be given to the sender. Registration of Express Packets.

An Express Registered Packet must be advised to the Express Delivery Office on the Letter or Parcel Bill in the same way as an ordinary Registered Packet; but the words "Express Service I." must be inserted against the entry on the bill.

Official Letters
for Express
Delivery.

15. Unpaid Official Letters from Government Offices or Government officials must not be accepted, unless your Office is the proper Office of posting for the Government Office concerned, in which case the covers must bear the certifying stamp of one of the Officers entitled to send and receive Official correspondence free of charge (a list of whom is given in the Post Office Circular from time to time) or the certifying stamp of the Government Office.

The "E" Form in such cases must be marked thus—"Official Letter, franked by _____" in the space provided for postage stamps.

Official Letters addressed to persons at Government Offices who are entitled to receive Official correspondence free of charge should not be accepted for Express Delivery under Service I. unless the Express Delivery charges are fully prepaid.

Despatch of
Express
Packets.

16. The Express Packets must be sent from the office of posting to the Express Delivery Office by the next despatch of ordinary correspondence; but they must be tied up with the Letter or Parcel Bill, and an entry made at the foot of the Bill thus, "One Express Letter, Service I." or "One Express Parcel, Service I." The "E" Form and counterfoil must accompany the Letter or Parcel. If registered, the Packet must be advised as directed in Rule 14.

SERVICE II.

Express Delivery after Transmission by Post.

(For full Regulations, see Post Office Guide.)

Service II.
Express Fee.

17. In addition to the full ordinary postage the fee for the Express Delivery of a Mail Letter or Parcel, &c., is—

For every mile or part of a mile from the Office from which Delivery is to be made—3*d.*

Express Fee
in London.

18. In London the fee for the Express Delivery of a Letter or Parcel from the usual Delivery Office for ordinary Letters or Parcels is in no case more than 3*d.*, in addition to the ordinary postage, even when the address is more than a mile distant from the Express Delivery Office; but if the article is "expressed" from the General Post Office or from a Head District Post Office, to an address outside the ordinary Postal delivery of those offices, then the full Express Fee of 3*d.* a mile throughout is charged.

Special conveyance to be paid for when used.

19. If the Sender desires that a cab or other special conveyance be used, or if the distance from the Office of Delivery to the address of the Packet exceeds two miles, and a public conveyance is not available in both directions, the actual cost of a

special conveyance must be paid in addition to the Express Fee and postage.

Exception.—Any Express Packet not exceeding 5 lb. in weight, may be delivered by foot messenger up to a distance of three miles, if the sender does not wish to pay for a special conveyance. The Express fee chargeable in this case is 3*d.* per mile, in addition to the postage. For distances of more than three miles the cost of a special conveyance must be paid in all cases (if no public conveyance is available), in addition to the Express Fee and postage.

20. The Sender is responsible for the Express Fee and other charges. The fee is in no case less than 3*d.*, and this and the postage must be prepaid by means of postage stamps affixed to the Packet. When the distance from the Office of Delivery to the address exceeds two miles, or in any case where a special conveyance is required, at least one-half of the amount payable in respect of Express Fee and charge for special conveyance must be prepaid, and the deficiency, if any, will be demanded from the Addressee. Sender responsible for fee and charges.

21. If one-half of the Express Fee and charge for special conveyance is not prepaid, the Packet will not be delivered by Special Messenger, but will be treated as an ordinary Letter or Parcel.

22. The word "Express" must be boldly and legibly marked above the address on the left-hand side of the cover (whether of Letter or Parcel), and in the case of a Letter the cover must also be marked with a broad perpendicular line from top to bottom, both on front and back. Distinctive marking.

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

23. Express Mail Letters may be handed in at a Post Office, or to a Rural Postman, or, if not for registration, may be posted in a Letter box. Posting.

Parcels and Registered Letters for this Service must be handed in at a Post Office, or to a Rural Postman.

24. On Week Days the delivery is made by Messenger, during the hours in which the Office of Delivery is open for Telegraph business (but not, as a rule, between 11 p.m. and 7 a.m.), and to Callers, whether by day or by night, when the Postal Staff is in attendance, if the Letter or Parcel arrives too early or too late for delivery by Special Messenger, or if it is addressed to the Post Office "To be called for." Hours of delivery of Express Mail Packets.

On Sundays.—Express Mail Letters are delivered by Special Messenger when the Office of Delivery is open for Telegraph business or to Callers for Letters. In London Express Mail Letters are delivered on Sundays under the conditions shown in Rules 33 to 41. There is no delivery of Express Mail Parcels on Sundays either in London or the Provinces

**Express
Delivery of
Mail Letters
and Parcels
from Chief or
Head Office.**

25. Express Mail Letters and Parcels sent from any Provincial Office to London can be delivered by Special Messenger from the General Post Office or the District Office at which the bag containing the Letter or Parcel is first opened, thus gaining considerably in time of delivery. Similarly, Letters and Parcels addressed to any part of the Town or Rural District served from a Provincial Head Post Office, can, if desired, be sent out for delivery by Special Messenger from the Head Office.

The Express Delivery Fee is the same as shown in Rule 17, and is subject to the same conditions as shown in Rules 19, 20, and 21, and is calculated according to the distance of the address from the Chief Office from which delivery is actually made.

The words "*Express from Chief Office*" must be boldly and legibly marked above the address on the front of the cover of Letters and Parcels, and Letters must in addition be marked with a perpendicular line from top to bottom, both on the front and back. If the Letter or Parcel is intended to be delivered by Express Messenger from the General Post Office, or a Head District Office in London, it should be marked "Express from General Post Office" or "Express from Head District Office," as the case may be.

26. If an Express Mail Letter or Parcel is handed over the counter of a Post Office which is not an Express Delivery Office, care must be taken that it is—

Marking.

(a) Marked "Express," and, in the case of a Letter, also with a broad perpendicular line from top to bottom, both on front and back. In the case of a Letter intended for delivery in the London District on Sunday it should be marked "Express Delivery on Sunday."

(b) Admissible under the regulations which govern the Letter and Parcel Posts;

Address.

(c) Clearly and fully addressed to a place within the United Kingdom, or to one of the countries named in the Post Office Guide under the heading "International Express Service";

**Postage and
Fees.**

(d) That it bears stamps to cover the postage, and at least 3d. for the Express Fee (5d. in the case of a Parcel for abroad). The stamps must not be cancelled, except at any Sub-Office where the obliteration of Postage Stamps on ordinary Letters is authorised.

**Information
to be given
to Sender.**

27. Full particulars should be given to the Sender as regards the conditions under which such Letters and Parcels are accepted, and the fees chargeable thereon.

**Inquiry
respecting
distance.**

28. If inquiry is made respecting the distance from the Office of Delivery to the address on the Packet, the required information should be given if possible; but where the distance cannot be ascertained by reference to the alphabetical list of

Provincial Post Offices in the United Kingdom given in the Post Office Guide (where the distance from each place to the nearest Telegraph and Express Delivery Office is given in the column headed "Nearest M.O.O. (M.) and Tel. Office (T.)"), or otherwise, the attention of the Sender should be directed to the Regulation in Rule 20 which provides that at least one-half of the charges for the Express Service must be prepaid (the deficiency, if any, being demanded from the Addressee); and he should be advised to prepay the full charges to the best of his knowledge. If the Packet is for an address which is not obviously in the town delivery, the Counter Officer should invariably ask the Sender what is the approximate distance of the address from the Office of Delivery, and see that the Express fee for that distance is properly prepaid, and also the charge for a special conveyance if the distance is over three miles.

29. A red Express label (or an impression of the Express stamp where such is supplied) must be affixed to the Packet at the Office of Posting. The "E" Form is made out at the Delivering Office, and not at the Office of Posting.

Express label to be affixed to Express Mail Letters and Parcels.

30. Express Mail Letters and Parcels may be registered under the same conditions as ordinary Letters and Parcels, but the word "Express" must be inserted against the advice on the Letter or Parcel Bill.

Registration of Express Mail Letters and Parcels.

31. Official Letters addressed to persons at Government offices who are entitled to receive Official Correspondence free of charge, should not be accepted for Express Delivery under Service II, unless the Express Delivery charges are duly prepaid.

Official Letters for Express Delivery.

32. Express Mail Letters and Parcels must be collected with the ordinary Letters and Parcels, and will follow the usual course of post until they reach the Office of Delivery. Where they are handed in at a Post Office which is not an Express Delivery Office, they must be advised to the Head Office or Sorting Office at the foot of the Letter or Parcel Bill thus:—"5 Express Letters (or Parcels)" and sent by the next despatch, tied up with the Letter or Parcel Bill. If sent direct from the Sub-Office to a travelling Post Office or Sorting Carriage, or to the Holyhead and Kingstown Packet, the destination of the Express Mail Letter must be added to the advice on the Letter Bill, thus:—"One Express Letter for Glasgow," as directed in the Post Office Circular, No. 1170, of the 17th November 1896. If registered, they must be advised in the manner described in Rule 30; but the number of Express Registered Letters or Parcels should not be included in the total number of ordinary Express Letters or Parcels (if any) entered at the foot of the bill.

Despatch of Express Mail Letters and Parcels.

Special Delivery from General Post Office of Express Mail Letters in London on Sundays.

Delivery of
Express Mail
Letters in
London on
Sundays.

33. Express Mail Letters (not Parcels) for the London District arriving in London from the Provinces by the Night Mails on Sunday mornings, or by Mails from Abroad on Sundays, or posted in London too late for Express Delivery on Saturday nights will, if prepaid and marked in the manner described in the following rules, be delivered by Special Messenger from the General Post Office in any part of the London District on Sundays.

FEES.

Fee to be
charged from
General Post
Office.

34. The full Express fee at the rate of 3*d.* a mile should be prepaid on each Letter, except those from abroad (*see* Rule **37**), in addition to the ordinary postage, and will be charged according to the distance from the General Post Office to the centre of the Town District or Sub-District to which the Letter is addressed. A list of the charges is given below.

Delivery by
cab.

35. If the Sender desires that a cab be used the actual fare must be paid in addition to the Express fee and postage, and must be prepaid in postage stamps affixed to the Letter.

Fee insuffi-
ciently prepaid.

36. If one-half of the Express fee for delivery from the General Post Office has not been prepaid the Letter will not be sent out for Delivery on Sunday.

Extra fee on
Letters from
Abroad to be
collected on
delivery.

37. In the case of Letters from Abroad on which an Express fee equivalent to 3*d.* only can be prepaid, the extra fee, according to the distance from the General Post Office as indicated below, will be collected from the Addressee on delivery, but in consideration of the fee prepaid by the Sender, 3*d.* will be deducted from the charge for the full distance.

POSTING AND DISTINCTIVE MARKING.

Marking.

38. Letters, whether Inland or Foreign, intended to be included in this delivery must be marked boldly and legibly with the words "Express Delivery on Sunday" above the address on the left-hand side of the cover, and, in the case of Inland Letters, also with a thick perpendicular line on each side of the cover, in the same manner as Express Mail Letters on ordinary week days. If a cab is to be used the Letter should be marked "Express Delivery on Sunday by Cab."

Posting

39. The Letters, if properly marked and prepaid, can be handed in at a Post Office, or to a Rural Postman, or, if not for Registration, may be Posted in a Letter Box, as on ordinary week days.

CHARGES TO BE MADE ON LETTERS FOR EXPRESS DELIVERY IN
THE UNDER-MENTIONED DISTRICTS AND SUB-DISTRICTS IN
LONDON ON SUNDAYS.

(This charge is in addition to the ordinary postage.)

40.

District or Sub-District.	Charges.	District or Sub-District.	Charges.	Charge to each District of London.
	<i>s. d.</i>		<i>s. d.</i>	
E.C. DISTRICT	- 0 3	S.E. TOWN DISTRICT		
W.C. DISTRICT	- 0 6	—cont.		
W. DISTRICT	- 0 9	Lee	- 1 6	
PADDINGTON TOWN		Lewisham	- 1 3	
DISTRICT	- 1 0	New Cross	- 1 0	
Acton	- 2 0	Peckham	- 1 0	
Chiswick	- 2 0	Rotherhithe	- 0 9	
Ealing	- 2 3	Walworth	- 0 6	
Hammersmith	- 1 6	NORWOOD	- 1 9	
Hanwell	- 2 9	Anerley	- 2 0	
Kensington	- 1 3	Dulwich	- 1 3	
Maida Hill	- 1 0	East Dulwich	- 1 3	
North Kensington	1 3	Forest Hill	- 1 6	
Notting Hill	- 1 3	Herne Hill	- 1 3	
Shepherd's Bush	- 1 6	South Norwood	- 2 0	
West Ealing	- 2 6	Sydenham	- 1 9	
West Kensington	- 1 6	West Norwood	- 1 6	
S.W. TOWN DISTRICT	0 9	E. TOWN DISTRICT	- 0 6	
Brixton	- 1 0	Bethnal Green	- 0 6	
Chelsea	- 1 0	Bow	- 1 0	
Clapham	- 1 3	Chingford	- 2 3	
Earl's Court	- 1 3	Clapton	- 1 0	
Fulham	- 1 6	Forest Gate	- 1 6	
South Kensington	1 3	Hackney	- 0 9	
South Lambeth	- 0 9	Homerton	- 1 0	
Stockwell	- 1 0	Leyton	- 1 6	
West Brompton	- 1 3	Leytonstone	- 1 6	
BATTERSEA	- 1 3	Manor Park	- 1 9	
Balham	- 1 6	North Woolwich	- 1 9	
Barnes	- 2 0	Plaistow	- 1 6	
Mortlake	- 2 0	Poplar	- 1 0	
Putney	- 1 9	Stratford	- 1 3	
Streatham	- 1 9	Victoria Docks	- 1 3	
Tooting	- 1 9	Walthamstow	- 1 6	
Wandsworth	- 1 6	Woodford and		
Wimbledon	- 2 3	South Woodford	2 0	
S.E. TOWN DISTRICT	0 6	N. TOWN DISTRICT	- 0 6	
Blackheath	- 1 6	Edmonton, Lower	2 3	
Brockley	- 1 3	Do. Upper	1 9	
Camberwell	- 0 9	Finchley Church		
Catford	- 1 6	End	2 0	
Deptford	- 1 3	Do. East	- 1 9	
Greenwich	- 1 3	Do. North	- 2 0	
Kennington	- 0 9	Finsbury Park	- 1 0	

District or Sub-District.	Charges.		District or Sub-District.	Charges.	
	<i>s.</i>	<i>d.</i>		<i>s.</i>	<i>d.</i>
N. TOWN DISTRICT—			N. TOWN DISTRICT—		
<i>cont.</i>			<i>cont.</i>		
Highbury -	0	9	Winchmore Hill -	2	3
Highgate -	1	3	Wood Green -	1	6
Holloway -	1	0	N.W. TOWN DIS-		
Hornsey -	1	6	TRICT -	0	9
Muswell Hill -	1	6	Cricklewood -	1	6
New Southgate -	1	9	Hampstead -	1	0
Palmer's Green -	2	0	Hendon -	2	0
Southgate -	2	0	Kentish Town -	0	9
South Tottenham -	1	3	Kilburn -	1	3
Stoke Newington -	1	0	Mill Hill -	2	6
Tottenham -	1	6	St. John's Wood -	1	0
Upper Holloway -	1	0	The Hyde -	2	3
Whetstone -	2	3	Willesden -	1	9

Express Mail
Letters for
delivery in
London on
Sunday—
Treatment of.

41. Express Mail Letters intended for delivery in London on Sundays which are handed in at a Post Office which is not an Express Delivery Office should be dealt with in the same manner as other Express Mail Letters, as described in Rules 26 to 32.

International Express Service.

(For full Regulations, see Post Office Guide.)

International
Express Ser-
vice Fees.

42. Letters and Parcels, intended for Express delivery in any of the countries named in the Post Office Guide under the heading "International Express Service," should be marked "Express," and be prepaid *3d.* on Letters and *5d.* on Parcels, in addition to the postage. When the addressee resides in the immediate neighbourhood of a Post Office no charge will be made on delivery; but when the place of address is beyond the limits of the ordinary Postal delivery an additional charge will be levied in the country of destination at its Inland Express rate, allowance being made for the *3d.* or *5d.* prepaid here by the sender.

International
Express
Letters and
Parcels; how
dealt with.

43. Express Letters and Parcels addressed to any of these countries which are handed in at a Post Office which is not an Express Delivery Office should be dealt with as described in Rules 26 to 32, except that a red adhesive "Express" label must be affixed to all Express Letters for places abroad, whether the letters are posted at Offices where an "Express" Stamp is in use, or at offices to which labels only have been supplied. If the Express Parcel be accompanied by a Despatch Note, that also must be boldly marked "Express" in the left-hand top corner. Care must be taken not to accept for Express Delivery Letters or Parcels addressed to any other countries than those named in the Post Office Guide.

44. When there are more routes than one by which Parcels can be sent to any country, the senders of Express Parcels should be strongly advised to prepay them for transmission by the most rapid route. The table given at the end of the Foreign and Colonial Parcel Post section of the Post Office Guide will generally show which route is the most rapid. For example, parcels for Austria-Hungary, Denmark, Germany, and Montenegro should be sent viâ Belgium, and not by sea to Hamburg. To Switzerland the route viâ France is the quicker.

Senders of Express Foreign Parcels to be advised to forward them by quickest route.

GENERAL RULES.

45. Express Messengers may call at an Auxiliary Express Office for any one of the following purposes; and in no case should they be referred to an Express Delivery Office or to any other Post Office to be attended to—

Express Messengers may call at Auxiliary Express Offices for certain purposes.

- (a) For the calculation of charges on an Express Packet despatched on a Reply or Further Service (*see* Post Office Guide, "Reply and Further Services"), or on a Single Post Railway Letter delivered by Express Messenger direct from a railway station (*see* Post Office Guide, under the heading "Combination of Express Service and Railway Service");
- (b) For the advance of money for fares on a Reply or Further Service;
- (c) To hand in a telegram, if it is a Telegraph Office;
- (d) To hand in an Express Packet which cannot be delivered.

46. In case (a) the Sub-Postmaster must calculate the distance, charges, &c. to the best of his ability, and enter the various items in the proper columns of the "E" Form. The Express fees chargeable in such cases are shown in the Post Office Guide, under the heading "Reply and Further Services." If the amount prepaid by the sender is not sufficient, the Sub-Postmaster will enter the amount to be collected from the addressee in the space provided for the purpose on the "E" Form. An impression of the Office date-stamp, the time the Messenger is despatched from the Office, and the initials of the Sub-Postmaster should be shown on the back of the "E" Form. The "E" Form when used for "Reply and Further Services" must bear the same number as the "E" Form pertaining to the original Service, but the word "Reply" must be written on the Form after the number, thus:—"E No 2 Reply." The counter-foil of the "E Reply" Form filled up by the Sub-Postmaster must be forwarded by post to the Messenger's Office, as a check upon the Messenger. The charges for the Express Delivery of a Single Post Railway Letter direct from a railway station must cover the distance travelled by the Messenger from his own Office to the Railway Station, as well as the distance travelled in effecting the Delivery of the Letter (*see* Post Office Guide).

Calculation of charges for Reply and Further Services, &c.

Advance of money to Messengers on Reply or Further Services

47. In case (b) such an advance of money as may be required to enable a Messenger to perform a Reply or Further Service must be made when asked for; and the Messenger will give the Sub-Postmaster a receipt for the amount on the Express Docket "B." An entry of the sum advanced should be made on the back of the "E" Reply Form. The Docket "B" must be retained by the Sub-Postmaster until the amount is refunded by means of a Free Service Money Order by the Office to which the Messenger is attached. The Docket "B" should then be forwarded to that Office. The amount advanced should not include a fractional part of a penny. (This Rule applies to London only.)

Telegram handed in by Express Messenger.

48. In case (c) if an Express Messenger brings a Telegram as a Further Express Service to a Sub-Office at which Telegraph business is transacted (see Post Office Guide, "Acceptance of Telegrams by Express Messenger"), the Sub-Postmaster must see that the fee for the Further Express Service has been collected (in addition to the charge for the telegram), and entered on the "E" Form. The word "Telegram" must be written on the "E" Form after the address of the message.

Treatment of Express Packet which cannot be delivered.

49. In case (d) the Sub-Postmaster must give the Messenger a receipt for the Express Packet which cannot be delivered on the "E" Form in the space provided for the signature of the recipient, impress the Form with the Office Date-stamp, and hand it back to the Messenger. If the Addressee calls at the Office the Packet may be delivered to him without further payment (if the fees for the Service already rendered have been fully prepaid), provided that it is readily accessible, and that the Form "G" and satisfactory proof of identity are produced. If not called for, the Packet must be handed to the Postman making the next collection. If it is registered, it must be treated precisely as an ordinary Registered Packet. If there are any charges to be collected from the Addressee, the amount due must be marked upon the Packet by the Sub-Postmaster, thus, "3d. due for Express Service," before the Packet is handed to the Collecting Postman.

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Issued with Post Office Circular of 1st October 1912.

No. 9.

Express Delivery Rules.

Rule 20. Cancel and substitute the following :—

(a) An unpaid Official Letter intended for immediate Express Delivery may be accepted provided that it is—

(i) Handed in at the proper Office of posting, *i.e.*, at an Office at which the posting of official letters from the Government Office concerned is authorised, and that it is—

(ii) certified in the manner shown in the Official List as authorised for letters which are intended for transmission by post and are sent from that Government Office.

(b) If these conditions are fulfilled, the “E” form must be marked, in the space provided for postage stamps, thus: “Official Letter, certified by.....”

(c) If either of these conditions is not fulfilled, the letter should not be accepted for Express Delivery without full prepayment of the Express Delivery charge, even though it may be addressed to an official at a Government Office. (P.O. Circ., 1/10/12.)

Rule 94. Add new paragraph as follows :—

(c) An unpaid letter addressed to an official at a Government Department is not to be accepted for Express Delivery without prepayment of the Express Delivery charge unless conditions (i) and (ii) specified in *Rule 20 (a)* are complied with.

(P.O. Circ., 1/10/12.)

Rule 34. Cancel the present rule and substitute the following:—

Telegrams should have priority as regards delivery. Steps should be taken, however, to despatch Express Packets as soon as possible, and when an Express Packet has been detained for 10 minutes it should take its proper turn for delivery with telegrams, care being taken to maintain the priority of telegrams bearing an earlier or the same time of receipt. When desirable, Messengers should be borrowed from a neighbouring Express Delivery Office, and if necessary a Service telegram may be sent for this purpose to the Officer in Charge, or the Packets may be forwarded to that Office for Express delivery.

(P.O. Circ., 4/10/10.)