

June 1955

## POST OFFICE DEPARTMENT

# DOMESTIC POSTAGE RATES, SPECIAL SERVICES, AND POSTAL INFORMATION

(Excerpts from Chapter 1, Postal Manual)

June 1, 1955

## Part 114—INFORMATION ON POSTAL MATTERS

### 114.1 INQUIRIES

Make all inquiries in regard to mail of your postmaster. If you have good reason to keep the knowledge of your inquiry from your postmaster, address your inquiry to the Post Office Department, Washington 25, D. C.

### 114.2 GENERAL POSTAL PUBLICATIONS

#### .21 THE POSTAL MANUAL

.211 The Postal Manual contains the regulations and internal instructions governing the operation of the Postal Service.

.212 Chapter 1 of the Postal Manual contains the regulations governing domestic mail service intended to assist the mailing public in obtaining maximum use of this service.

.213 Chapter 2 contains corresponding regulations governing the International Mail Service.

.214 You may obtain in pamphlet form (bound and punched) chapters 1 and 2 from the Superintendent of Documents, Washington 25, D. C., for 65 cents per copy. You may also obtain this edition, together with periodic looseleaf supplements, for approximately 1 year, for \$2.

## Part 131—FIRST CLASS

### 131.1 RATES

Kind of Mail	Rate
All first-class mail except postal and post cards and drop letters.	3¢ per ounce.
Drop letters.	2¢ per ounce.
Single postal cards and post cards.	2¢ each.
Double postal cards and post cards (reply portion of double post card does not have to bear postage when originally mailed).	4¢ (2¢ each portion).
Business reply cards.	3¢ each, collected when delivered.
Mail enclosed in business reply envelopes.	3¢ per ounce plus 1¢ per piece, collected when delivered.

## 131.2 CLASSIFICATION

### .21 DESCRIPTION

.211 First-class mail includes:

- a. Letters.
- b. Postal and post cards.
- c. All matter wholly or partly in writing, except authorized additions to second-, third-, and fourth-class mail.
- d. Matter sealed or closed against inspection.

## Part 132—SECOND CLASS

### 132.1 SECOND-CLASS RATES

#### .11 WITHIN THE COUNTY OF PUBLICATION

.111 For delivery at office of mailing having city or village letter-carrier service (and for delivery at publishers' headquarters office except when second-class zone rates are higher):

a. By carrier:

Weekly newspapers (minimum  $\frac{1}{8}\text{¢}$  per copy): 1¢ per pound.

Newspapers issued more often than weekly: 1¢ per copy.

Periodicals (all publications issued less frequently than weekly):

Copies weighing 2 ounces or less: 1¢ per copy.

Copies weighing over 2 ounces, any weight: 2¢ per copy.

b. Through post-office boxes or general delivery, and for delivery by rural- or star-route carriers (minimum  $\frac{1}{8}\text{¢}$  per copy): 1¢ per pound.

.112 For delivery at offices having city or village letter-carrier service other than the office of mailing (minimum  $\frac{1}{8}\text{¢}$  per copy): 1¢ per pound.

.113 For delivery at all offices including office of mailing not having city or village letter-carrier service:

a. If publication is printed in whole or in part in the county, one copy to each subscriber residing within the county: Free.

b. If publication is not printed in whole or in part in the county (minimum  $\frac{1}{8}\text{¢}$  per copy): 1¢ per pound.

#### .12 OUTSIDE THE COUNTY OF PUBLICATION

.121 All Publications, Except Those Accepted at the Special Rate

a. Reading portion (also advertising portion when it does not exceed 5 percent of the total space):  $1\frac{1}{2}\text{¢}$  per pound, plus 30 percent (minimum  $\frac{1}{8}\text{¢}$  per copy).

b. Advertising portion, when it exceeds 5 percent of the total space, and single sheets or portions of sheets sent to advertisers to prove the insertion of advertisements:

First and Second Zone.....  $1\frac{1}{2}\text{¢}$  per pound.

Third Zone..... 2¢ per pound.

Fourth Zone..... 3¢ per pound.

Fifth Zone..... 4¢ per pound.

Sixth Zone..... 5¢ per pound.

Seventh Zone..... 6¢ per pound.

Eighth Zone..... 7¢ per pound.

Plus 30 percent.

Minimum  $\frac{1}{8}\text{¢}$  per copy.

c. When the total weight of any one edition or issue of a publication mailed to any one zone does not exceed 1 pound: 1¢ for each zone to which a mailing is made.

d. The 30 percent additional charge to total postage does not apply to any religious, educational, or scientific publication designed specifically for use in school classrooms or in religious instruction classes.

#### .122 Special Rate Publications

Issued by religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal organizations or associations not organized for profit and none of the net income of which inures to the benefit of any private stockholder or individual, when specifically authorized by the Department: Reading and advertising portions combined:  $1\frac{1}{2}\text{¢}$  per pound (minimum  $\frac{1}{8}\text{¢}$  per copy).

### .13 TRANSIENT RATE

Copies mailed by public.

Sample copies in excess of 10 percent allowance.

Copies to persons not included in list of subscribers.

2¢ for first 2 ounces; 1¢ each additional 2 ounces or fraction thereof, or the fourth-class rate, whichever is lower.

### .14 SECOND-CLASS RATES TO OTHER COUNTRIES

.141 *Canada.* Daily newspapers issued as frequently as six times a week:

a. Reading portion:  $1\frac{1}{2}$ ¢ per pound, plus 30 percent (minimum  $\frac{1}{8}$ ¢ per copy).

b. Advertising portion: 7¢ per pound, plus 30 percent (minimum  $\frac{1}{8}$ ¢ per copy).

Publications issued less frequently than six times a week, including copies of Sunday issues of daily newspapers to subscribers who do not subscribe to the week-day issues: 1¢ for each 4 ounces or fraction of 4 ounces.

.142 *PUAS Countries.* Copies addressed to countries subject to the Postal Union of the Americas and Spain: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, Guatemala, Haiti, Republic of Honduras, Mexico, Morocco (Spanish Zone), Nicaragua, Panama, Paraguay, Peru, Philippines, El Salvador, Spain (including the Balearic Islands, Canary Islands and Spanish Offices in Northern Africa), Spanish Guinea, Spanish West Africa, Uruguay, Venezuela:

a. Reading portion:  $1\frac{1}{2}$ ¢ per pound, plus 30 percent; add  $33\frac{1}{3}$  percent to total (minimum  $\frac{1}{8}$ ¢ per copy).

b. Advertising portion: 7¢ per pound, plus 30 percent; add  $33\frac{1}{3}$  percent to total (minimum  $\frac{1}{8}$ ¢ per copy).

c. Special rate publications:  $1\frac{1}{2}$ ¢ per pound; plus  $33\frac{1}{3}$  percent (minimum  $\frac{1}{8}$ ¢ per copy).

The words *Postage Paid* must be placed, preferably by printing, in the upper right corner of the address side of the envelopes or wrappers in which the copies are mailed to these countries. The words shall be boxed or underscored with a heavy line. When a number of individually addressed copies are mailed in one envelope or wrapper addressed to one place, each copy must bear this inscription in order that the copies will not be treated as unpaid and rated with postage due upon their arrival at the country of address.

.143 *Other Countries.* For countries other than those listed in 132.141 and .142, the rate is 2 cents for the first 2 ounces and  $1\frac{1}{2}$  cents for each additional 2 ounces.

### .15 BULK WEIGHT

The pound rates are computed on the bulk weight of the mailings of each issue. There is no limit of weight for second-class mail.

### .16 WHO PAYS

Postage at the transient rate must be paid on all copies mailed by the general public. Only publishers and registered news agents may mail at the other second-class rates.

## Part 133—CONTROLLED CIRCULATION PUBLICATIONS

### 133.1 RATES

Copies not over 8 ounces----- 10¢ per pound, minimum 1¢ per piece.  
Copies over 8 ounces----- 11¢ per pound.

### 133.2 PERMITS

.21 *QUALIFICATIONS.* Publications must:

a. Contain at least 24 pages.

b. Contain at least 25 percent nonadvertising.

c. Be issued at regular intervals of four or more times a year.

d. Be circulated free or mainly free.

- e. Not be owned and controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them.

## Part 134—THIRD CLASS

### 134.1 RATES

Kind of mail	Rate	
	Single	Bulk mailings
Books and catalogs, having 24 pages or more (at least 22 of which are printed); seeds, cuttings, bulbs, roots, cions, and plants.	2¢ first 2 ounces, 1½¢ each additional 2 ounces or fraction of 2 ounces; authorized nonprofit organizations: 1½¢ for each 2 ounces or fraction.	10¢ each pound or fraction; 1½¢ minimum charge per piece, except 1¢ for authorized nonprofit organizations.
Circulars and other printed matter, merchandise.	2¢ first 2 ounces; 1¢ each additional ounce or fraction of an ounce.	14¢ each pound or fraction; 1½¢ minimum charge per piece, except 1¢ for authorized nonprofit organizations.
Any article of odd size or form.	3¢ minimum per piece (applicable only when regular charge does not exceed 3¢).	
Hotel and steamship room keys (mailed uncovered).	5¢ each 2 ounces.	
Transient copies of Congressional Record mailed at Washington, D. C.	1¢ per copy (unsealed).	

### 134.2 CLASSIFICATION

**.21 DESCRIPTION.** The following articles are included in third-class mail:

- Books and catalogs of 24 pages or more with at least 22 printed pages; and seeds, cuttings, bulbs, roots, cions, and plants.
- Circulars and other printed matter; proof sheets and corrected proof sheets with related manuscript copy; bills or statements of account produced by any photographic or mechanical process when presented in 20 or more identical copies; merchandise; and unsealed letters for the blind in point print or raised characters, or on sound reproducing records.
- Hotel and steamship room keys with metal or fiber tags stamped with the name and post office address of the hotel or steamship of origin and instructions that the key be returned.
- Transient copies of the Congressional Record mailed only at Washington, D. C.
- All other matter within the weight limitation (8 ounces) not included in the first or second class.

**.22 APPLICATION OF RATES.** The rates in 134.1 are applied as follows:

- The single rate is applied to each piece according to its weight.
- The bulk rate is applied to mailings of separately addressed identical pieces in quantities of not less than 20 pounds, or of not less than 200 pieces. Postage is computed at pound rates on the entire bulk mailed at one time, except that in no case shall less than the minimum charge per piece be paid. The annual bulk mailing fee must be paid at or before the first mailing each year. (See 126 and 134.4, Postal Manual, for other conditions governing acceptance of bulk mailings.)

c. The minimum charge for pieces of odd size or form applies to all articles (mailed singly or in bulk) exceeding 9 inches in width or 12 inches in length, or less than  $2\frac{3}{4}$  inches in width or 4 inches in length; round, cylindrical, or other irregular-shaped pieces, and those with contents forming a hump or which are otherwise so uneven as to prevent stacking or tying in packages; also articles in bags or addressed by means of tags.

### 134.3 WEIGHT AND SIZE LIMITATIONS

.31 WEIGHT. The weight of each addressed piece may not exceed 8 ounces, except letters for the blind. (See 138, Postal Manual.)

.32 SIZE. No limit.

## Part 135—FOURTH CLASS

### 135.1 RATES

#### .11 FOURTH CLASS (PARCEL POST) ZONE RATES

Weight, over 8 ounces and not exceeding:	Zones							
	Local	1 and 2	3	4	5	6	7	8
		Up to 150 miles	150 to 300 miles	300 to 600 miles	600 to 1,000 miles	1,000 to 1,400 miles	1,400 to 1,800 miles	Over 1,800 miles
1 pound-----	\$0. 18	\$0. 23	\$0. 23	\$0. 24	\$0. 26	\$0. 28	\$0. 30	\$0. 32
2 pounds-----	. 20	. 27	. 29	. 31	. 36	. 40	. 46	. 51
3 pounds-----	. 21	. 31	. 34	. 38	. 45	. 52	. 61	. 69
4 pounds-----	. 23	. 35	. 39	. 45	. 54	. 64	. 76	. 87
5 pounds-----	. 24	. 39	. 44	. 52	. 63	. 76	. 91	1. 05
6 pounds-----	. 26	. 43	. 49	. 59	. 73	. 88	1. 06	1. 23
7 pounds-----	. 27	. 47	. 54	. 66	. 82	1. 00	1. 22	1. 41
8 pounds-----	. 29	. 51	. 60	. 73	. 91	1. 12	1. 37	1. 59
9 pounds-----	. 30	. 55	. 65	. 80	1. 00	1. 24	1. 52	1. 77
10 pounds-----	. 32	. 59	. 70	. 87	1. 10	1. 36	1. 67	1. 95
11 pounds-----	. 33	. 63	. 75	. 93	1. 19	1. 48	1. 82	2. 13
12 pounds-----	. 34	. 67	. 80	1. 00	1. 28	1. 60	1. 98	2. 31
13 pounds-----	. 36	. 71	. 85	1. 07	1. 37	1. 72	2. 13	2. 49
14 pounds-----	. 37	. 75	. 90	1. 14	1. 47	1. 84	2. 28	2. 67
15 pounds-----	. 39	. 79	. 96	1. 21	1. 56	1. 96	2. 43	2. 85
16 pounds-----	. 40	. 83	1. 01	1. 28	1. 65	2. 08	2. 58	3. 03
17 pounds-----	. 42	. 87	1. 06	1. 35	1. 74	2. 20	2. 74	3. 21
18 pounds-----	. 43	. 91	1. 11	1. 42	1. 84	2. 32	2. 89	3. 39
19 pounds-----	. 45	. 95	1. 16	1. 49	1. 93	2. 44	3. 04	3. 57
20 pounds-----	. 46	. 99	1. 21	1. 56	2. 02	2. 56	3. 19	3. 75
21 pounds-----	. 47	1. 02	1. 26	1. 62	2. 11	2. 67	3. 34	3. 93
22 pounds-----	. 49	1. 06	1. 32	1. 69	2. 21	2. 79	3. 50	4. 12
23 pounds-----	. 50	1. 10	1. 37	1. 76	2. 30	2. 91	3. 65	4. 30
24 pounds-----	. 52	1. 14	1. 42	1. 83	2. 39	3. 03	3. 80	4. 48
25 pounds-----	. 53	1. 18	1. 47	1. 90	2. 48	3. 15	3. 95	4. 66
26 pounds-----	. 55	1. 22	1. 52	1. 97	2. 58	3. 27	4. 10	4. 84
27 pounds-----	. 56	1. 26	1. 57	2. 04	2. 67	3. 39	4. 26	5. 02
28 pounds-----	. 58	1. 30	1. 63	2. 11	2. 76	3. 51	4. 41	5. 20
29 pounds-----	. 59	1. 34	1. 68	2. 18	2. 85	3. 63	4. 56	5. 38
30 pounds-----	. 61	1. 38	1. 73	2. 25	2. 95	3. 75	4. 71	5. 56

# .11 FOURTH CLASS (PARCEL POST) ZONE RATES—Continued

Weight, over 8 ounces and not exceeding:	Zones							
	Local	1 and 2	3	4	5	6	7	8
		Up to 150 miles	150 to 300 miles	300 to 600 miles	600 to 1,000 miles	1,000 to 1,400 miles	1,400 to 1,800 miles	Over 1,800 miles
31 pounds-----	\$0.62	\$1.42	\$1.78	\$2.31	\$3.04	\$3.87	\$4.86	\$5.74
32 pounds-----	.63	1.46	1.83	2.38	3.13	3.99	5.02	5.92
33 pounds-----	.65	1.50	1.88	2.45	3.22	4.11	5.17	6.10
34 pounds-----	.66	1.54	1.93	2.52	3.32	4.23	5.32	6.28
35 pounds-----	.68	1.58	1.99	2.59	3.41	4.35	5.47	6.46
36 pounds-----	.69	1.62	2.04	2.66	3.50	4.47	5.62	6.64
37 pounds-----	.71	1.66	2.09	2.73	3.59	4.59	5.78	6.82
38 pounds-----	.72	1.70	2.14	2.80	3.69	4.71	5.93	7.00
39 pounds-----	.74	1.74	2.19	2.87	3.78	4.83	6.08	7.18
40 pounds-----	.75	1.78	2.24	2.94	3.87	4.95	6.23	7.36
41 pounds-----	.76	1.81	2.29	3.00	3.96	5.06	6.38	7.54
42 pounds-----	.78	1.85	2.35	3.07	4.06	5.18	6.54	7.73
43 pounds-----	.79	1.89	2.40	3.14	4.15	5.30	6.69	7.91
44 pounds-----	.81	1.93	2.45	3.21	4.24	5.42	6.84	8.09
45 pounds-----	.82	1.97	2.50	3.28	4.33	5.54	6.99	8.27
46 pounds-----	.84	2.01	2.55	3.35	4.43	5.66	7.14	8.45
47 pounds-----	.85	2.05	2.60	3.42	4.52	5.78	7.30	8.63
48 pounds-----	.87	2.09	2.66	3.49	4.61	5.90	7.45	8.81
49 pounds-----	.88	2.13	2.71	3.56	4.70	6.02	7.60	8.99
50 pounds-----	.90	2.17	2.76	3.63	4.80	6.14	7.75	9.17
51 pounds-----	.91	2.21	2.81	3.69	4.89	6.26	7.90	9.35
52 pounds-----	.92	2.25	2.86	3.76	4.98	6.38	8.06	9.53
53 pounds-----	.94	2.29	2.91	3.83	5.07	6.50	8.21	9.71
54 pounds-----	.95	2.33	2.96	3.90	5.17	6.62	8.36	9.89
55 pounds-----	.97	2.37	3.02	3.97	5.26	6.74	8.51	10.07
56 pounds-----	.98	2.41	3.07	4.04	5.35	6.86	8.66	10.25
57 pounds-----	1.00	2.45	3.12	4.11	5.44	6.98	8.82	10.43
58 pounds-----	1.01	2.49	3.17	4.18	5.54	7.10	8.97	10.61
59 pounds-----	1.03	2.53	3.22	4.25	5.63	7.22	9.12	10.79
60 pounds-----	1.04	2.57	3.27	4.32	5.72	7.34	9.27	10.97
61 pounds-----	1.05	2.60	3.32	4.38	5.81	7.45	9.42	11.15
62 pounds-----	1.07	2.64	3.38	4.45	5.91	7.57	9.58	11.34
63 pounds-----	1.08	2.68	3.43	4.52	6.00	7.69	9.73	11.52
64 pounds-----	1.10	2.72	3.48	4.59	6.09	7.81	9.88	11.70
65 pounds-----	1.11	2.76	3.53	4.66	6.18	7.93	10.03	11.88
66 pounds-----	1.13	2.80	3.58	4.73	6.28	8.05	10.18	12.06
67 pounds-----	1.14	2.84	3.63	4.80	6.37	8.17	10.34	12.24
68 pounds-----	1.16	2.88	3.69	4.87	6.46	8.29	10.49	12.42
69 pounds-----	1.17	2.92	3.74	4.94	6.55	8.41	10.64	12.60
70 pounds-----	1.19	2.96	3.79	5.01	6.65	8.53	10.79	12.78

## EXCEPTIONS:

- In the first or second zone, where the distance by the shortest regular practicable mail route is 300 miles or more, the rate is the same as for the third zone.
- Parcels weighing less than 10 pounds, and measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 10 pound parcel for the zone to which addressed.
- For catalogs weighing up to 10 pounds, see 135.12.
- For books and library books, see 135.13 and 135.14.
- For 16-millimeter films, 16-millimeter film catalogs and related materials, see 135.13 and 135.14.
- Gold mailed within Alaska or from Alaska to the United States and possessions: 2 cents each ounce or fraction, regardless of distance.

## .12 CATALOGS AND SIMILAR PRINTED ADVERTISING MATTER

Weight, over 8 ounces and not exceeding:	Zone							
	Local	First and second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
	Cents	Cents	Cents	Cents	Cents	Cents	Cents	Cents
1 pound-----	12	13	14	15	17	18	19	20
1½ pounds-----	13	14½	16	17½	20½	22	24	26
2 pounds-----	13½	16	18	20	23½	26	29	32
2½ pounds-----	14½	17½	20	22½	27	30	34	38
3 pounds-----	15	19	22	25	30	34	39	44
3½ pounds-----	16	20½	24	27½	33½	38	44	50
4 pounds-----	16½	22	26	30	36½	42	49	56
4½ pounds-----	17½	23½	28	32½	40	46	54	62
5 pounds-----	18	25	30	35	43	50	59	68
5½ pounds-----	19	26½	32	37½	46½	54	64	74
6 pounds-----	19½	28	34	40	49½	58	69	80
6½ pounds-----	20½	29½	36	42½	53	62	74	86
7 pounds-----	21	31	38	45	56	66	79	92
7½ pounds-----	22	32½	40	47½	59½	70	84	98
8 pounds-----	22½	34	42	50	62½	74	89	104
8½ pounds-----	23½	35½	44	52½	66	78	94	110
9 pounds-----	24	37	46	55	69	82	99	116
9½ pounds-----	25	38½	48	57½	72½	86	104	122
10 pounds-----	25½	40	50	60	75½	90	109	128

Exception: In the first or second zone, where the distance by the shortest regular practicable mail route is 300 miles or more, the rate shall be the same as for the third zone.

## .13 BOOKS; AND 16-MILLIMETER FILMS AND 16-MILLIMETER FILM CATALOGS

Kind of mail	Rate (without regard to zone)	
	First pound	Each additional pound or fraction
Books; and 16-millimeter films and 16-millimeter film catalogs (rate applies for films and catalogs except when mailed to commercial theaters)-----	8¢	4¢

## .14 LIBRARY BOOKS, 16-MILLIMETER FILMS, 16-MILLIMETER FILM CATALOGS AND RELATED MATERIALS

These rates are restricted to public libraries and certain nonprofit organizations and associations. (See 135.9, Postal Manual.)

Kind of mail	Rate (these rates are applicable only in the local zone, and zones 1, 2, and 3, or to any zone in the State where mailed)	
	First pound	Each additional pound or fraction
Library books; and 16-millimeter films, filmstrips, transparencies and slides, microfilms, sound recordings and catalogs of such materials (rate restricted to mailings by or to certain organizations. See 135.215.)-----	4¢	1¢

## 135.2 CLASSIFICATION

### .21 DESCRIPTION

.211 Fourth-class mail includes merchandise, printed matter, mailable live animals, and all other matter not included in the first-, second-, or third-class.

.212 Zone rates in 135.11 are applicable to all fourth-class mail, except that the items described in 135.12, .13, and .14 may be mailed at the special rates shown in those sections if desired.

.213 Catalogs and similar printed advertising matter in bound form, having 24 or more pages, at least 22 of which are printed, weighing more than 8 ounces but not exceeding 10 pounds, and individually addressed, may be mailed at the zone rates in 135.12.

.214 The rates in 135.13 are for:

- a. Books of 24 pages or more, at least 22 of which are printed, permanently bound for preservation and consisting wholly of reading matter or reading matter with incidental blank spaces for students' notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publisher's own advertising. The advertising may be in display, classified or editorial style.
- b. 16-millimeter films, which must be positive prints in final form for viewing, and 16-millimeter film catalogs of 24 pages or more, at least 22 of which are printed, except films and film catalogs sent to commercial theaters.

.215 The rates in 135.14 are for:

- a. Library books consisting wholly of reading matter and containing no advertising other than incidental announcements of books, when sent by public libraries, organizations, and associations as a service to county or other unit libraries, or as a loan to readers, or when returned by the latter libraries or readers to the public libraries, organizations, or associations.
- b. 16-millimeter films, filmstrips, transparencies and slides, microfilms, all of which must be positive prints in final form for viewing; sound recordings and catalogs of such materials having 24 or more pages, at least 22 of which are printed, when sent to or from schools, colleges, universities, or public libraries, and to or from nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal organizations or associations.

### .22 APPLICATION OF RATES

.221 The rates in 135.11 and 135.12 are applied on the basis of weight of the individual piece and zone (or distance) to which mailed.

.222 There are eight parcel post zones, determined as follows:

- a. The United States is divided into units of area 30 minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. These units of area, each designated by a number, form the basis of the eight zones.

- b. The zones are based on distance in a straight line between the center of a unit and the nearest point within any other unit. If any part of a unit falls within the prescribed distance, all of that unit is considered to be within the same zone. Distances used to determine zones are shown at the top of the columns in the rate charts in 135.11.
- c. Each unit of area is numbered and post offices located within the unit are assigned *unit zone numbers* which are listed opposite the names of the post offices shown in the *Directory of Post Offices*. A zone key has been prepared for each unit of area showing in numerical order the zones in which all other units are located in relation thereto. The same zone key is used at all post offices located in any one unit of area.
- d. To ascertain the parcel post zone of a particular post office consult the *Directory of Post Offices* for the name of the post office to which the parcel is to be mailed. At the right of the name is the number of the parcel post unit in which that post office is located. This number (or the group of numbers including it) must then be found in the parcel post zone key for the office from which the parcel is to be mailed. The figure in the column opposite the line on the zone key containing the unit zone number of the post office of address is the parcel post zone.

- e. The method described is also used for zoning purposes within Alaska, Hawaii, Puerto Rico, and the Virgin Islands.

A *Directory of Post Offices* may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C. A zone key for the unit in which your office is located will be furnished free on request to the postmaster.

.223 The rates in 135.13 and 135.14 are computed on the basis of the weight of the piece regardless of the zone to which addressed.

.224 The local rate in 135.11 and 135.12 applies to parcels mailed at any post office for local delivery at that office; at any city letter-carrier office or at any point within its delivery limits for delivery by carriers from that office; at any office from which a rural route starts for delivery on the same route; and on a rural route for delivery at the office from which the route starts or on any rural route starting from that office.

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### 135.3 WEIGHT AND SIZE LIMITS

.31 **WEIGHT.** The weight of an addressed piece must exceed 8 ounces, but not more than the following limits:

- a. Parcels mailed at a first-class post office in the continental United States for delivery at another first-class post office in the continental United States are limited to 40 pounds when addressed for delivery in the local, first, and second zone; and to 20 pounds when addressed to the third through the eighth zones; except that parcels mailed on or addressed for delivery on a rural or star route, or parcels containing baby poultry, nursery stock, agricultural commodities, books, and Braille-writers and other appliances for the blind, are subject to the limit set forth in 135.31b. (The term *agricultural commodities* includes any product grown or produced incident to an agricultural activity on a farm or in a garden, orchard, nursery, or forest, but does not include manufactured products of such commodities.) Parcels containing such articles must be marked to show the nature of the contents, unless such information can be ascertained by outward examination of the parcel.
- b. Parcels mailed at or to any second-, third-, or fourth-class post office; to or from any rural or star route; to or from any Army-Air Force or Fleet post office; or to, from, or between any territory or possession of the United States, including the Canal Zone and Trust Territory of the Pacific Islands, must not exceed 70 pounds.
- c. When more than 200 pounds of parcel post, other than perishable matter, is offered for mailing by one sender to one addressee on the same day and the delivery to destination will involve transportation over a star route, the shipment will not be accepted unless the postmaster obtains special permission from the Assistant Postmaster General, Bureau of Transportation.

**.32 SIZE.** Parcels mailed at a first-class post office in the continental United States, for delivery at another first-class post office in the continental United States, and subject to the limits of weight shown in 135.31a must not exceed 72 inches length and girth combined. All other parcels are limited to 100 inches in length and girth combined. To compute the size of a parcel:

- a. Measure the longest side to get the length.
  - b. Measure the distance around the parcel at its thickest part to get the girth.
  - c. Add the length and the girth.
- Two or more packages may be mailed as a single parcel if they are about the same size or shape or if they are parts of one article. They must be securely wrapped or fastened together and must not, together, exceed the weight or size limit.

## Part 136—AIRMAIL

### 136.1 RATES

Weight	Rate
8 ounces or less.	Air postal or post cards..... 4¢ each
	Business reply air cards..... 5¢ each, collected when delivered.
	Letters and packages..... 6¢ an ounce
	Airmail in business reply envelopes..... 6¢ an ounce, plus 1¢ per piece collected when delivered.

Weight over 8 ounces, and not exceeding:	Rate					
	Zones 1, 2, and 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1 pound.....	\$0. 60	\$0. 65	\$0. 70	\$0. 75	\$0. 75	\$0. 80
2 pounds.....	1. 08	1. 15	1. 26	1. 39	1. 47	1. 60
3 pounds.....	1. 56	1. 65	1. 82	2. 03	2. 19	2. 40
4 pounds.....	2. 04	2. 15	2. 38	2. 67	2. 91	3. 20
5 pounds.....	2. 52	2. 65	2. 94	3. 31	3. 63	4. 00
6 pounds.....	3. 00	3. 15	3. 50	3. 95	4. 35	4. 80
7 pounds.....	3. 48	3. 65	4. 06	4. 59	5. 07	5. 60
8 pounds.....	3. 96	4. 15	4. 62	5. 23	5. 79	6. 40
9 pounds.....	4. 44	4. 65	5. 18	5. 87	6. 51	7. 20
10 pounds.....	4. 92	5. 15	5. 74	6. 51	7. 23	8. 00
11 pounds.....	5. 40	5. 65	6. 30	7. 15	7. 95	8. 80
12 pounds.....	5. 88	6. 15	6. 86	7. 79	8. 67	9. 60
13 pounds.....	6. 36	6. 65	7. 42	8. 43	9. 39	10. 40
14 pounds.....	6. 84	7. 15	7. 98	9. 07	10. 11	11. 20
15 pounds.....	7. 32	7. 65	8. 54	9. 71	10. 83	12. 00
16 pounds.....	7. 80	8. 15	9. 10	10. 35	11. 55	12. 80
17 pounds.....	8. 28	8. 65	9. 66	10. 99	12. 27	13. 60
18 pounds.....	8. 76	9. 15	10. 22	11. 63	12. 99	14. 40
19 pounds.....	9. 24	9. 65	10. 78	12. 27	13. 71	15. 20
20 pounds.....	9. 72	10. 15	11. 34	12. 91	14. 43	16. 00
21 pounds.....	10. 20	10. 65	11. 90	13. 55	15. 15	16. 80
22 pounds.....	10. 68	11. 15	12. 46	14. 19	15. 87	17. 60
23 pounds.....	11. 16	11. 65	13. 02	14. 83	16. 59	18. 40
24 pounds.....	11. 64	12. 15	13. 58	15. 47	17. 31	19. 20
25 pounds.....	12. 12	12. 65	14. 14	16. 11	18. 03	20. 00

26 pounds-----	\$12. 60	\$13. 15	\$14. 70	\$16. 75	\$18. 75	\$20. 80
27 pounds-----	13. 08	13. 65	15. 26	17. 39	19. 47	21. 60
28 pounds-----	13. 56	14. 15	15. 82	18. 03	20. 19	22. 40
29 pounds-----	14. 04	14. 65	16. 38	18. 67	20. 91	23. 20
30 pounds-----	14. 52	15. 15	16. 94	19. 31	21. 63	24. 00
31 pounds-----	15. 00	15. 65	17. 50	19. 95	22. 35	24. 80
32 pounds-----	15. 48	16. 15	18. 06	20. 59	23. 07	25. 60
33 pounds-----	15. 96	16. 65	18. 62	21. 23	23. 79	26. 40
34 pounds-----	16. 44	17. 15	19. 18	21. 87	24. 51	27. 20
35 pounds-----	16. 92	17. 65	19. 74	22. 51	25. 23	28. 00
36 pounds-----	17. 40	18. 15	20. 30	23. 15	25. 95	28. 80
37 pounds-----	17. 88	18. 65	20. 86	23. 79	26. 67	29. 60
38 pounds-----	18. 36	19. 15	21. 42	24. 43	27. 39	30. 40
39 pounds-----	18. 84	19. 65	21. 98	25. 07	28. 11	31. 20
40 pounds-----	19. 32	20. 15	22. 54	25. 71	28. 83	32. 00
41 pounds-----	19. 80	20. 65	23. 10	26. 35	29. 55	32. 80
42 pounds-----	20. 28	21. 15	23. 66	26. 99	30. 27	33. 60
43 pounds-----	20. 76	21. 65	24. 22	27. 63	30. 99	34. 40
44 pounds-----	21. 24	22. 15	24. 78	28. 27	31. 71	35. 20
45 pounds-----	21. 72	22. 65	25. 34	28. 91	32. 43	36. 00
46 pounds-----	22. 20	23. 15	25. 90	29. 55	33. 15	36. 80
47 pounds-----	22. 68	23. 65	26. 46	30. 19	33. 87	37. 60
48 pounds-----	23. 16	24. 15	27. 02	30. 83	34. 59	38. 40
49 pounds-----	23. 64	24. 65	27. 58	31. 47	35. 31	39. 20
50 pounds-----	24. 12	25. 15	28. 14	32. 11	36. 03	40. 00
51 pounds-----	24. 60	25. 65	28. 70	32. 75	36. 75	40. 80
52 pounds-----	25. 08	26. 15	29. 26	33. 39	37. 47	41. 60
53 pounds-----	25. 56	26. 65	29. 82	34. 03	38. 19	42. 40
54 pounds-----	26. 04	27. 15	30. 38	34. 67	38. 91	43. 20
55 pounds-----	26. 52	27. 65	30. 94	35. 31	39. 63	44. 00
56 pounds-----	27. 00	28. 15	31. 50	35. 95	40. 35	44. 80
57 pounds-----	27. 48	28. 65	32. 06	36. 59	41. 07	45. 60
58 pounds-----	27. 96	29. 15	32. 62	37. 23	41. 79	46. 40
59 pounds-----	28. 44	29. 65	33. 18	37. 87	42. 51	47. 20
60 pounds-----	28. 92	30. 15	33. 74	38. 51	43. 23	48. 00
61 pounds-----	29. 40	30. 65	34. 30	39. 15	43. 95	48. 80
62 pounds-----	29. 88	31. 15	34. 86	39. 79	44. 67	49. 60
63 pounds-----	30. 36	31. 65	35. 42	40. 43	45. 39	50. 40
64 pounds-----	30. 84	32. 15	35. 98	41. 07	46. 11	51. 20
65 pounds-----	31. 32	32. 65	36. 54	41. 71	46. 83	52. 00
66 pounds-----	31. 80	33. 15	37. 10	42. 35	47. 55	52. 80
67 pounds-----	32. 28	33. 65	37. 66	42. 99	48. 27	53. 60
68 pounds-----	32. 76	34. 15	38. 22	43. 63	48. 99	54. 40
69 pounds-----	33. 24	34. 65	38. 78	44. 27	49. 71	55. 20
70 pounds-----	33. 72	35. 15	39. 34	44. 91	50. 43	56. 00

EXCEPTION: Parcels weighing less than 10 pounds, measuring over 34 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 10 pound parcel for the zone to which addressed.

DISCUSSION  
CLASSIFICATION  
A. Parcels marked insured but not insured by the Postal Service.

## 136.2 CLASSIFICATION

### .21 DESCRIPTION

Airmail is mail carried by air and by the fastest connecting surface carriers, and given the most expeditious handling in dispatch and delivery. Airmail is not given special delivery to the addressee unless a special delivery fee is paid in addition to the airmail postage.

### .22 ARTICLES ACCEPTABLE

Mail of all classes, except that which may be damaged by low temperatures or high altitudes, is accepted for airmail.

### .23 APPLICATION OF RATES

- a. Postage is charged on airmail (except postal and post cards) according to weight and not according to class of mail. In computing postage for airmail weighing more than 8 ounces, the weight and the zone of address are used. (See 136.1.)
- b. Air post cards must conform to the size and conditions prescribed for post cards. (See 131.217, Postal Manual.)
- c. Each portion of a double air post card must be prepaid at the air card rate when originally mailed, except when the reply portion is prepared as a business reply air card. See 131.23, Postal Manual, for information regarding business reply mail.
- d. The eighth zone airmail rates apply to articles mailed between continental United States or its territories and possessions and the Canal Zone, overseas Army-Air Force and Fleet post offices, naval vessels addressed in care of Fleet post offices, and Islands of the Trust Territory in the Pacific, except that rates according to zone apply between the United States and Alaska, Puerto Rico, and the Virgin Islands.

## 136.3 WEIGHT AND SIZE LIMITS

.31 WEIGHT. Airmail may weigh up to 70 pounds, except airmail (other than official mail) addressed to APO's and FPO's is limited to 2 pounds.

.32 SIZE. Airmail is limited to 100 inches in combined length and girth, except that airmail (other than official mail) addressed to APO's and FPO's is limited to 30 inches in combined length and girth. See 135.32 for instructions on how to measure parcels.

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## Part 161—REGISTRY

### 161.1 WHY MAIL IS REGISTERED

You may obtain added protection for your valuable and important mail and evidence that it has been delivered by having it registered.

### 161.2 REGISTRATION

#### .21 WHAT MAY BE REGISTERED

- a. First-class mail.
- b. Airmail not likely to damage from freezing.
- c. Second-class mail.
- d. Third-class mail.
- e. Fourth-class mail prepaid with postage at the first-class rate.
- f. Business reply cards and envelopes if you pay only the registration fee.

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## 161.4 FEES, SURCHARGES, AND RETURN RECEIPTS

### .41 REGISTRY FEES AND SURCHARGES (IN ADDITION TO POSTAGE)

Liability limit	Fee	Liability limit	Fee
No indemnity	\$0. 30	\$300.01 to \$400	\$1. 15
\$0.01 to \$5	. 40	\$400.01 to \$500	1. 25
\$5.01 to \$25	. 55	\$500.01 to \$600	1. 35
\$25.01 to \$50	. 65	\$600.01 to \$700	1. 45
\$50.01 to \$75	. 75	\$700.01 to \$800	1. 55
\$75.01 to \$100	. 85	\$800.01 to \$900	1. 65
\$100.01 to \$200	. 95	\$900.01 to \$1,000	1. 75
\$200.01 to \$300	1. 05		

Restricted delivery	20¢
Return receipts requested at time of mailing:	
Showing to whom and when delivered	7¢
Showing to whom, when, and address where delivered	31¢
Requested after mailing:	
Showing to whom and when delivered	15¢

### SURCHARGES

To be paid when the declared value exceeds the maximum liability provided by the registry fees paid by \$1,000 or more:

	Local and 1st zone	2d zone	3d zone	4th zone	5th and 6th zones	7th and 8th zones
From \$1,000 to \$1,000,000 (per \$1,000 or fraction)	\$0.12	\$0.14	\$0.16	\$0.17	\$0.18	\$0.19
Following are total surcharges for values—						
Over \$1,000,000 to \$2,000,000	\$170	\$210	\$260	\$290	\$320	\$360
Over \$2,000,000 to \$3,000,000	225	285	355	410	460	525
Over \$3,000,000 to \$4,000,000	280	360	455	520	590	690
Over \$4,000,000 to \$5,000,000	330	430	545	635	725	850
Over \$5,000,000 to \$6,000,000	380	500	635	745	855	1,010
Over \$6,000,000 to \$7,000,000	425	565	725	855	985	1,160
Over \$7,000,000 to \$8,000,000	465	625	810	960	1,115	1,315
Over \$8,000,000 to \$9,000,000	500	685	895	1,065	1,235	1,465
Over \$9,000,000 to \$10,000,000	540	735	975	1,165	1,355	1,610
Over \$10,000,000 to \$11,000,000	570	790	1,055	1,265	1,475	1,750
Over \$11,000,000 to \$12,000,000	610	840	1,135	1,365	1,590	1,890
Over \$12,000,000 to \$13,000,000	645	885	1,205	1,460	1,710	2,025
Over \$13,000,000 to \$14,000,000	680	930	1,280	1,560	1,820	2,160
Over \$14,000,000 to \$15,000,000	710	970	1,350	1,650	1,930	2,290

When the declared value exceeds \$15,000,000, additional charges may be applied, based on considerations of weight, space, and value of the shipments.

## Part 162—INSURANCE

### 162.1 DESCRIPTION

.11 PURPOSE. You may obtain payment for loss of, rifling of, or damage to domestic mail by having it insured.

.12 CLASSES OF MAIL TO WHICH APPLICABLE. You may insure only third- and fourth-class mail. The mail must bear the complete names and addresses of sender and addressee. The following are not acceptable for insurance:

a. Parcels marked *Insured* but not insured by the Postal Service.

## 136.2 CLASSIFICATION

### .21 DESCRIPTION

- Airmail is mail carried by air and by the fastest connecting surface carriers, and given the most expeditious handling in dispatch and delivery.
- b. Parcels containing matter offered for sale, addressed to prospective purchasers who have not ordered or authorized their sending. If such matter is received in the mails, payment will not be made for loss, rifling, or damage.
  - c. Nonmailable matter.
  - d. Articles that are so fragile as to prevent their safe carriage in the mails regardless of packaging.

## 162.2 FEES

### .21 FEES (IN ADDITION TO POSTAGE)

Liability	Fees
\$0.01 to \$5	\$0.05
5.01 to 10	.10
10.01 to 25	.15
25.01 to 50	.20
50.01 to 100	.30
100.01 to 200	.35

Liability for insured mail is limited to \$200.

### .22 RESTRICTED DELIVERY. (Not available for mail insured for \$10 or less)

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## Part 163—COD

### 163.1 DESCRIPTION

.11 PURPOSE. You may mail an article for which you have not been paid and have the price and the cost of the postage collected from the addressee when the article is delivered. This is collect-on-delivery service, which is usually called COD service. The amount collected is returned to you by a postal money order. The fees for COD service include insurance against loss, rifling, or damage to the article and failure to receive the amount collected from the addressee. You may also register articles which you mail COD.

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### 163.2 FEES (IN ADDITION TO POSTAGE)

Liability (and COD collection to \$200)	COD fees	
	Registered	Unregistered
\$0.01 to \$5	\$0.80	\$0.30
\$5.01 to \$10	.80	.40
\$10.01 to \$25	1.10	.60
\$25.01 to \$50	1.10	.70
\$50.01 to \$100	1.20	.80
\$100.01 to \$150	1.40	.90
\$150.01 to \$200	1.40	1.00
\$200.01 to \$300	1.50	Liability for unregistered COD mail is limited to \$200; for registered COD \$1,000, same as for other registered mail. Collection for COD mail, unregistered or registered, is limited to \$200.
\$300.01 to \$400	1.60	
\$400.01 to \$500	1.70	
\$500.01 to \$600	1.80	
\$600.01 to \$700	1.90	
\$700.01 to \$800	2.00	
\$800.01 to \$1,000	2.10	
Restricted delivery	20¢	20¢
Notice of nondelivery	5¢	5¢
Alteration of charges or delivery	10¢	10¢

## Part 165—CERTIFICATES OF MAILING

### 165.1 PURPOSE

Certificates of mailing furnish evidence of mailing only. A receipt is not obtained upon delivery of the mail to the addressee. The fee paid for certificates of mailing does not insure the article against loss or damage.

### 165.2 FEES

#### 21 ORDINARY MAIL OF ANY CLASS

Original certificate----- 3¢ for each piece of mail described.  
Additional certificates (or copies)----- 1¢ for each piece of mail described.

#### 22 IDENTICAL PIECES OF FIRST- AND THIRD-CLASS MAIL

Certificate Covering:  
1-200 pieces----- 10¢  
201-1,000 pieces----- 15¢  
Each additional 1,000 pieces, or fraction----- 3¢

When the time required by postal employees to make the count and issue the certificate is longer than 30 minutes, the fee charged will be based on the time consumed at an hourly rate of \$1.62. The fee for additional (duplicate) certificates is 5¢ each.

#### 23 REGISTERED, INSURED, AND COD MAIL

No charge other than the prescribed registration, insurance, or COD fee is made for the original certificate. Each additional certificate will cost 1¢ for each piece of mail described.

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## Part 166—SPECIAL DELIVERY

### 166.1 DESCRIPTION OF SPECIAL DELIVERY

11 POINTS OF DELIVERY. Special-delivery mail is given immediate delivery at the office of address during prescribed hours to:

- Points within a radius of 1 mile of any post office, station, or branch.
- Points within the delivery limits of any post office having letter carrier service.
- Points within one-half mile of a rural route, if there is a passable road leading to the addressee's dwelling or place of business.

12 TRANSPORTING AND DELIVERING. Special-delivery mail is handled and transported in the same manner and with the same expedition as first-class mail. Payment of a special-delivery fee does not insure safety of delivery or provide for the payment of indemnity. Money or other valuables sent special delivery should also be registered. Insured and COD mail may be sent special delivery.

### 166.2 PAYMENT FOR SPECIAL DELIVERY

#### 21 SPECIAL-DELIVERY FEES

Class of Mail	Weight		
	Not more than 2 pounds	More than 2 pounds but not more than 10 pounds	More than 10 pounds
First class-----	20¢	35¢	50¢
All other classes-----	35¢	45¢	60¢

Special-delivery fees on airmail are chargeable according to the class of matter being transported.

## Part 167—SPECIAL HANDLING

### 167.1 DESCRIPTION OF SPECIAL HANDLING

Special-handling service is available for fourth-class mail only including that which is insured or sent COD. It provides the most expeditious handling, dispatch, and transportation available, but does not provide special delivery. Special-handling parcels are delivered as parcel post is ordinarily delivered, on regular scheduled trips. The special-handling fee (or special-delivery fee) must be paid on all parcels that must be given special attention in handling, transportation, and delivery, such as parcels containing baby chicks or other baby poultry, package bees carried outside mail bags, baby alligators, etc.

### 167.2 SPECIAL-HANDLING FEES

Weight	Fee
Not more than 2 pounds-----	15¢
More than 2 pounds but not more than 10 pounds-----	20¢
More than 10 pounds-----	25¢

The special-handling fee is in addition to regular fourth-class postage, and may be prepaid by special-handling stamps, by ordinary postage stamps, or by meter stamps.

## Part 168—CERTIFIED MAIL

### 168.1 DESCRIPTION

Certified mail service provides for a receipt to the sender and a record of delivery at the office of address. No record is kept at the office where mailed. It is handled in the ordinary mails and no insurance coverage is provided.

### 168.2 CLASS OF MAIL TO WHICH APPLICABLE

Only first-class letter mail having no value will be accepted as certified mail. This does not exclude articles of a nonnegotiable character and other matter which would involve a cost of duplication if lost or destroyed. The mail may be sent by air on payment of the required postage. Return receipt service requested at the time of mailing only, and special delivery service are available on payment of the prescribed fees.

### 168.3 FEES

.31 FEE IN ADDITION TO POSTAGE-----	15 cents
.32 RETURN RECEIPTS:	
a. Showing to whom and when delivered-----	7 cents
b. Showing to whom, when, and address where delivered-----	31 cents
.33 INQUIRY FEE-----	10 cents

Issued by  
**ASSISTANT POSTMASTER GENERAL**  
 Bureau of Post Office Operations  
 Mail Classification Division  
 Washington 25, D. C.