

of extraordinary size, must be placed with the letter portion of the mail. Registered letters, charged letters, and post-cards must be separated from the ordinary letters and tied together, and the letter-bill placed outside of the bundle, which must be tied over the ends as well as round the middle. Post-cards are not to be date-stamped at transit or receiving offices, but only at the office of posting. Forward letters should be tied separately, and charged books and newspapers should form a separate bundle. In the case of mails exchanged between the four chief centres, commercial papers should be enclosed in specially marked bags or in the letter-bags. In the case of mails exchanged between the four chief centres and all other chief post-offices commercial papers should be enclosed as far as possible in the letter-bags. When there are many books and circulars of a uniform size they should be sorted like letters and tied together. Letters and newspapers are not to be tied in the same bundle; and letters must be arranged by size before they are tied up, and evened at the "stamp" end. Photographs, Christmas and other cards, must be so packed as to avoid injury in the process of tying. Press manuscript is to be placed with the letter portion of the mails as far as possible. This, of course, can apply to New Zealand offices only, as assuring prompt delivery of the manuscript.

479. At Auckland, Christchurch, and Dunedin, letters, packets, and newspapers addressed to members of the General Assembly at Wellington are to be made up in separate bags, and at other offices making up direct mails for Wellington such correspondence is to be tied up separately and labelled, so that it can be obtained as soon as the bag is opened.

480. A letter-bill must be sent with every mail, and in the case of there being no correspondence for any office at the time of the regular despatch a letter-bill must nevertheless be sent, marked "Nil." Every letter-bill must be headed, date-stamped, and signed by the despatching officer. The following letter-bills are used:—

No. 1, Chief Office Letter-bill: For mails exchanged between chief offices and between sub-offices at ports in different districts. Offices using No. 1 letter-bill must keep a separate book for each office, and commence a new series of numbers at the beginning of each year. Supplementary mails are always to bear the next consecutive number to that of the main mail.

No. 2, Sub-office Letter-bill: For mails despatched from chief offices to sub-offices; also for mails despatched by sub-offices which, as circulating offices, take the place of chief offices.

No. 2 letter-bill is to be used for the return mail and filed at the office of first despatch.

No. 3, Local Letter-bill: For all other country mails exchanged between sub-offices.

P.O. 154, Private-bag Letter-bill: For mails despatched to private-bag holders. This letter-bill is to be used for the return mail and filed at the office of first despatch.

481. Official Circulars, extracts from the Circular, reprints of Circular memoranda, Post and Telegraph Guides and Supplements, Bulletins, and dead-letter covers sent to sub-offices must invariably be entered on the letter-bills, and the Chief Postmaster must see that they are properly acknowledged. Non-permanent offices which are not accounting offices are to receive only the extracts from the Circular, and not the Circular itself.