

been missent, and forwarded without delay to its destination by the quickest route.

513. Correspondence between postal administrations, or between postal administrations and the International Bureau of the Universal Postal Union, Berne, the reply halves of double post-cards returned to the country of origin, articles redirected or missent, undelivered articles, acknowledgments of delivery, post-office money-orders or advices, parcel-bills, and all other documents on postal business, are treated as "Official, form no account," and must be excluded from the weights entered on the letter-bill.

514. The articles of which a foreign mail consists should be classified and treated as follows:—

- (1.) Registered articles, including acknowledgments of delivery and the registered list, must be made up in a separate packet or registered-letter bag, which must be sealed and placed in the middle of the mail.
- (2.) Letters are to be securely tied in bundles: prepaid, unpaid and insufficiently paid, and "forward" letters are to constitute separate bundles. Convenient numbers of bundles of each class of letters should be formed into parcels, wrapped up in brown paper (except for the United Kingdom), strongly tied and cross-tied with string for their better protection, and labelled with a printed paper label indicating their class. Wrapping in brown paper for the United Kingdom is omitted.
- (3.) Post-cards must be tied separately, and not sorted among letters, but the bundles should be enclosed in letter-packets.
- (4.) Insufficiently paid book, pattern, and sample packets, and newspapers, should be tied into bundles and labelled "Unpaid."
- (5.) Correspondence on Post Office business should be tied in a separate bundle and labelled "Official, form no account."
- (6.) Letters and post-cards, book and pattern packets, and newspapers, are to be carefully weighed, and the weights entered in the Foreign Mail Register. Post-cards should be weighed with letters, and the weight of books (including patterns, samples, printed papers, and commercial papers) bulked with newspapers and shown under one heading as "Other articles."
- (7.) The letter-bill is to be enclosed in the special envelope marked "Letter-bill," and placed on top, inside the bag containing the registered-letter bag, letters, &c., and when the registered letters contained in a mail are enclosed in a packet the envelope should be tied to the packet with string, across and across.

515. When a letter-bill for a foreign office is accidentally left behind it should be sent to the Inspector of Post-offices, pinned to a V.N. (P.O. 16), with an explanation of the irregularity.

516. If it is found, after the despatch of a mail, that the weights or any of the other items have been incorrectly entered in the letter-bill, the despatching office must at once report the error to the Inspector of Post-offices by V.N.

517. All bags containing mail-matter for foreign offices must be sealed with capsules, and labelled by means of a linen or other approved label. Bags with stencilled addresses may also be used. Bags stencilled "Newspapers" must not be used for letters.