

office for the purpose of sending and receiving telegrams, the communication must be charged for and treated as a bureau message.

111. When an application is made for the use of a bureau the applicant may be required to deposit the minimum fee for the desired communication before the connection is allowed.

112. Any subscriber who has a telephone-exchange connection may have the name of the person who makes a bureau communication from his telephone inserted in his weekly account, provided that he makes written application therefor, and agrees in writing to pay an extra charge of 3d. on each bureau communication from his connection.

113. When a bureau account remains unpaid after the expiration of one week from the termination of the month during which the charge arose, credit may be stopped without reference to the Head Office, and the subscriber informed that no further communications will be permitted from his connection until the outstanding account has been paid, without prejudice to other proceedings to enforce payment of the sum unpaid.

114. To obtain the benefit of the "subscriber" rate of 3d. a subscriber must speak from his own telephone.

115. Subscribers speaking from bureaux within a radius of twenty-five miles of their own exchange must pay a minimum rate of 6d.

116. Telephonists in charge of bureaux are entitled to charge a fee of 1s. for opening the bureau after their ordinary hours of duty or on Sundays.

117. "Received" telegrams may only be telephoned once to a business or private connection for the one fee; when required to be repeated to another connection a further fee must be charged.

118. On payment of 3d. in addition to the transmission fee senders may have telegrams addressed to exchange subscribers telephoned to subscribers' connections upon receipt at the office of destination. The words "To be telephoned" must be inserted in the instructions and charged for.

119. During the hours the telegraph-office is open for business, upon request being made to the exchange, a special messenger must be placed at the disposal of any subscriber, under the conditions and at the fees shown in the Guide.

120. Payment of fees must be made at the time the service is performed; if more than the actual fee is received the surplus must be returned by post, not by messenger. Receipts for payment made at any time must be given free of charge.

121. Officers in charge at offices where linemen are stationed and where no messengers have been appointed will utilize the services of the linemen in delivering telegrams within the limits of free delivery, and not leave the office themselves under any circumstances during office hours, except when the linemen are absent on line duty. A lineman refusing to deliver telegrams when directed to do so, or to perform any other duty consistently with his other duties, will, upon being reported, be liable to a heavy fine, and on repetition of the offence to dismissal.

122. Message-boys when on duty must always use the bags provided for holding telegrams. They are strictly forbidden to carry telegrams in their pockets, and any message-boy guilty of a breach of this instruction will be liable to dismissal.

123. The fines to be inflicted for errors and irregularities in carrying out the Telegraph Regulations and Instructions are set forth in Appendix A.