

heavy parcels, are to be used only for bulky parcels of light weight, such as hats, &c. Wooden boxes should not be used when it is necessary to transfer parcels to coaches or motor-cars. In any case in which a small hamper is not available for the despatch of a fragile parcel by coach or motor-car, and it is necessary for the parcel to be forwarded loose, the controlling officer at the office of despatch is to see that the parcel is deposited in a place suitable for its safe custody, and that the contractor gives a receipt for it. Mail-contractors who may have special authority to carry parcels loose must be impressed with the necessity for the proper protection of the parcels. If loose parcels are not properly protected, the authority for their despatch unenclosed is to be withdrawn. Parcels carried by a mail-contractor loose must invariably be entered on the waybill accompanying the mail. Fragile parcels, when addressed to offices served by packhorse, may be packed in bottle-baskets, which may be enclosed in the mail-bag when being carried by packhorse. Otherwise, the enclosing of bottle-baskets in mail-bags is not permitted. The larger bottle-baskets must be suitably secured, sent unenclosed, and entered on waybills. The smaller-sized bottle-baskets must be enclosed in hampers.

(c.) A canvas "Fragile" label is to be attached to every parcel-post receptacle containing fragile parcels, if the receptacle is not lettered "Fragile."

(d.) Oversea fragile parcels will not be charged the special fee to ensure their despatch in hampers, boxes, or baskets in the inland service. Parcels posted in New Zealand for despatch overseas, and also those received from abroad for delivery within New Zealand, are to be forwarded in the inland service in bags unless there is reason to suppose that the parcels would be damaged by being so conveyed, in which case hampers should be used.

615. Parcels must be carefully handled and packed. In the event of damage to a parcel through careless handling or packing the officer responsible will be liable for the amount of any claim in respect thereof. Heavy parcels are to be placed at the bottom of the receptacle, and the lighter or more fragile articles, such as cardboard boxes and packets of photographs, uppermost. Parcels emitting a strong odour must be kept apart and packed in separate receptacles. When a basket is fitted with a tray, the tray must be fastened down with the strap, so as to steady the contents; and when bags are used they must be tied close to the contents. Trays should invariably be sent with their corresponding baskets.

616. Canvas address labels must in every case be attached to parcel-post receptacles. The use of wooden labels for addressing such receptacles is forbidden. Hampers containing express-transit parcels must bear a special yellow label, which must be placed above the ordinary address label.

617. All labels used with parcel-post receptacles should be carefully preserved, and, with the exception of "Empty" labels, promptly returned to the office of origin. Labels marked "Empty" received in excess of requirements are to be forwarded to the Stores Manager for reissue.

618. A record of the total number of hampers despatched in a mail must be kept on the traffic-sheet or in the Daily Register of Mails Despatched.

619. For those shipping companies which are not paid on the basis of statistics the weight-docket P.P. 19 must be made out and forwarded to the Controller of Accounts monthly with the necessary voucher. Only complete pounds are to be entered on the weight-dockets; any fraction of a pound amounting to or exceeding 8 oz. to be treated as a pound.