



BOARD OF CIVIL SERVICE EXAMINERS.

WILLIAM J. SHEPHERD, President.
GEORGE W. TIPTON, Secretary.
FRED O. COLLINS, Assistant Secretary.
WALTER S. ELLIOTT.

Applications for examination for positions in the Postoffice, and information on the Civil Service, should be made to the Secretary or Assistant Secretary.

INFORMATION FOR THE PUBLIC.

Postal cards, which have been spoiled by misdirection or other cause, and which have not been cancelled, will be redeemed for three-fourths their face value, payable in postage stamps, provided the cards are in whole condition.

Postage stamps are neither redeemable nor exchangeable for those of other denominations.

Stamped envelopes which have been spoiled by mistake or other cause, and which have not been cancelled, if in a whole condition, will be redeemed for the value of the postage on them, payable in stamps.

Mail matter deposited on the top of the letter boxes is not in custody of the Postoffice. It is of almost daily occurrence to receive packages which have been deposited in this manner with the stamps torn off the wrapper by dishonest persons.

From ten to twenty minutes are required to transfer the mails from the central office to the depots; therefore, mail should be in the central office not less than one-half hour before the departure of the trains, and as much earlier as possible.

It is of daily occurrence that letters intended for registration are received with the ordinary mail. Demand of your messengers the receipt of this office, which is always given for matter that is presented at the registry window for registration. Otherwise your letter or parcel may not be registered.

When mail matter is returned to the sender for more postage or for better direction, care should be taken to erase the rubber stamp impression put on by the Postoffice before again placing

the article in the mail, or better still, a new envelope or wrapper should be used.

Letters for delivery in the United States, Canada or Mexico will be forwarded if one full rate of postage (2 cents) is paid, even if they be overweight. Letters to all other foreign countries will be forwarded without postage, but upon their arrival at destination will be charged with double the unpaid postage, which must be paid by addressee before delivery.

Merchants and others desiring to mail circulars, catalogues and other mail matter in quantities of two thousand (2,000) or more pieces can secure the use of the United States mail sacks upon the condition that matter to be sent is separated by States according to addresses. This privilege can only be secured by calling at the Postoffice and signing a contract to be responsible for the return of the sacks.

PRECAUTIONS BEFORE MAILING.

See that the proper postage is paid.

Have your letters and packages properly addressed.

Have your card with a request to return upon the face of the envelope, so that in case of non-delivery it will be returned directly to you.

All letters and packages with valuable contents should be registered, as it is almost impossible to trace losses of ordinary mail matter.

More mail matter is improperly handled, delayed, and mis-sent because of imperfectly or carelessly written abbreviations of States than from all the other causes combined.

When addressing matter for delivery in the city, the words "Terre Haute, Ind." should be used and not "City." This will prevent the matter going astray which has been inadvertently been sent out of the city.

Persons mailing packages or parcels should not depend upon the scales in the corner grocery or nearest drug store to determine the proper amount of postage required, as only the scales in the Postoffice are relied upon to ascertain the correct weight.

DISPUTED MAIL.

When a firm or company dissolves partnership, and contention arises as to whom the mail matter addressed to the former business firm or company, or its officials, shall be delivered, the postmaster, being forbidden by one party to deliver to another, should require them to designate some third person to receive the mail, retaining all matter until such person is selected; and if no one is designated to take the mail from the Postoffice, nor an agreement between the contending parties is reached before the expiration of thirty days from the date when the delivery ceased, the letters in dispute and all that may arrive thereafter (until agreement is made or receiver for the mail appointed) shall be sent to the Dead Letter Office endorsed "In Dispute." If, however, such letters bear card requests for their return if not delivered within a certain time, they shall be returned to the sender direct, at the expiration of the time named, care being taken to mark all such letters "In Dispute."

UNMAILABLE ARTICLES.

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| Alcohol and alcoholic liquors. | Fraudulent schemes. |
| Ale. | Fruits (liable to decomposition) |
| Animals (alive or dead). | Gasoline. |
| Beer. | Guana. |
| Benzine. | Indecent matter. |
| Birds (alive or dead). | Inflammables. |
| Bugs (alive). | Insects (except queen bees). |
| Caps (gun, explosive). | Kerosene. |
| Cartridges. | Lime (not slack). |
| Cigar lighters, with caps. | Lottery matter. |
| Defamatory matter. | Malt liquor. |
| Explosives. | Matches. |
| Fertilizers. | Naphtha. |
| Firearms (not detached). | Obscene matter. |
| Firecrackers. | Poisons. |
| Fireworks. | Reptiles (alive or dead). |