

**General Regulations.****Packets addressed to His Majesty's Ships.**

**Method of Address.**—All postal packets for His Majesty's Ships in Home waters should be addressed to the port in the British Islands at which the ship is lying or for which it is bound. When the address is not known with certainty, or when the ship is in Foreign waters, the packet should be addressed:—

H.M.S. (Name of Ship.)

c/o G.P.O.,

London, E.C. 1.

but the use of the proper postal address for ships in Home waters will generally result in earlier delivery.

Neither letters nor parcels should be addressed "c/o Admiralty."

**Letters and Parcels addressed to Expeditionary Forces abroad**

are subject to special regulations which can be ascertained by enquiry at any Post Office.

**PARCELS FOR SHIPS AT FOREIGN PORTS.**

In posting Parcels intended to reach a foreign port before a ship sails, allowance should be made both for the slower transit of parcels as compared with letters and also for Customs delay in the country of destination.

Ordinarily, parcels addressed to ships are not delivered on board, but to the ship's agent at the port.

**LETTERS SENT BY PRIVATE SHIPS.**

Letters intended to be sent by Private Ship, must be addressed "By Private Ship"; and if by a particular vessel, the name of the ship must be added.

The postage and conditions of transmission of letters by a Private Ship are the same as by Mail Packet.

**LETTERS TO AND FROM SHIPS.**

Special arrangements are made for the delivery of letters addressed to passengers on board (a) the Peninsular and Oriental Packets sailing from Marseilles for Egypt, India and Australia, (b) the Orient Packets from Toulon for Ceylon and Australia, (c) the Union-Castle Packets for the Cape, etc., from Southampton, (d) the Packets for the United States from Southampton and Liverpool, (e) the Canadian Packets from London, Liverpool, Glasgow, Bristol and Southampton. Such letters may be posted in any part of the United Kingdom up to the latest time of posting registered letters for the mails which the Packets are to convey. They *must* be registered, but cannot be insured, and must be addressed to the care of the Commander of the Packet at the port of departure.

All persons on board British ships on the high seas are entitled to send their correspondence prepaid by means of British postage stamps. They should hand such correspondence to the master, or to such officer as he may appoint to receive it, in order that it may be specially conveyed to the Post Office at the first port of arrival.

Prepayment of letters posted on the high seas should be effected at the following rates:—

2d. for the first ounce and 1d. for each additional ounce, if addressed to the United Kingdom, to any British Colony or Possession, or to the places in Morocco where there are British Post Office Agencies.

2½d. for the first ounce and 1½d. for each additional ounce, if addressed to a Foreign Country.

Post-cards should be prepaid 1d. each.

Letters or Post-cards written in Foreign or Colonial waters should be prepaid by means of local stamps at local rates, and should be posted in the ordinary manner.

**TELEGRAPHS AND TELEPHONES.**

The Postmaster General's Telegraphs may be used by the public for communication with all parts of the United Kingdom, with places abroad, and with ships at sea. Communications within the

United Kingdom are known as Inland Telegrams, other communications as Foreign and Colonial Telegrams or Radiotelegrams.

**The charge for an Inland Telegram** is independent of distance, and depends upon its length only.

**The Foreign and Colonial Telegraph System and the Radiotelegraphic System** are largely regulated by International Conventions, to which nearly all the States of the World are parties.

**Wireless Telegraphy.**—For communication with ships by means of the Radiotelegraph Service *see* page 103.

**Trunk Telephone Lines** connect all the large towns of the Kingdom, and may be used by subscribers to Telephone Exchanges whether such exchanges belong to the Postmaster General or to a Municipality. They may also be used by any member of the public from many of the numerous Call Offices which exist in all places of any size.

**Telephone Exchanges.**—The Postmaster General has a Telephone Exchange in every place of importance in the United Kingdom.

**Private Telegraph and Telephone Lines.**—The Postmaster General also constructs private telegraph and telephone lines on rental terms.

**List of Telegraph and Telephone Offices.**—All places in the Provinces at which telegraphic or telephonic communication is possible are shown in the List on pages 149 to 509; and London Telegraph Offices are shown on pages 516 to 547.

**Hours of Attendance.**—Head Telegraph Offices are usually open on week-days from 8 a.m. to 7 p.m. Many Sub-Offices are not open until 9 a.m. In London and in a few of the largest towns the Head Office is always open, day and night; and in many other towns telegrams may be despatched at any hour from the Railway Station.

The Postmaster General is not liable for any loss or damage which may be incurred or sustained by reason or on account of any mistake or default in the transmission or delivery of a telegram.

### INLAND TELEGRAMS.

The charge is 9d. for the first 12 words, including the address, and  $\frac{1}{2}$ d. for every additional word.

**Counting :** Compound Words, Proper Names, Figures, Abbreviations, &c.

Telegrams in plain language in any modern European tongue or in Latin are charged for according to the number of words; but all words not forming part of any modern European language or of Latin, and all unintelligible combinations of letters are charged for at the rate of five letters to a word.

With the exception of words which are ordinarily written as one, or coupled by hyphens, as "mother-in-law," "forty-seven," "warehouseman," no combination of words is counted as one word.

Such names as O'Niel, MacDonal'd, De la Rue, and names with the prefix "St.," as St. Pancras, are charged for as single words; but double names like Bouverie-Tracy, although written with a hyphen, are counted as two words.

Such abbreviations as "can't," "won't," "don't," "shan't," "couldn't," are counted as single words.

**Figures are counted at the rate of five figures to a word.** For example, "38563" counts as one word, while "385634" counts as two words. Fractions are counted according to the number of figures employed, the mark of division being counted as a figure—thus " $\frac{1}{2}$ " counts as one word, " $2\frac{1}{2}$ " as one, "109 $\frac{1}{4}$ " as two. In groups of figures a stop or oblique stroke is counted as a figure. The symbols  $\frac{o}{c}$ , a/c, b/l and c/o are exceptionally counted as one word each. In other combinations of letters and signs, each sign is counted as one word. In ordinal numbers the affix st, nd, rd, or th is counted as two figures—thus, "1st" counts as one word, "1482nd" as two words.

Where a figure or a group of figures is followed or preceded by a letter (except in the case of ordinal numbers as above), the letter is counted as a word—thus, 104a or A104 counts as two words. Letters added to figures in an address to denote the number of a house or of a telephone number are exceptionally counted as figures.

**Initial letters are each counted as one word;** but, exceptionally the initials of the London Postal Districts, for example, "S.W.," are counted as one word for each group. Postal District numbers included in the addresses of telegrams are chargeable as one word each. The letters A.M. and P.M. are counted as one word for each group, and the letters "H.M.S." are also counted as one word in the address of an Inland telegram intended for one of His Majesty's Ships.

**Certain names of places are counted as one word each, irrespective of the number of words of which they are composed.** These fall into four classes as follows:—

- (a) All names of Towns and Villages in the United Kingdom;
- (b) The names of those railway and coastguard stations (not in towns) at which telegraph business is transacted on behalf of the Post Office;
- (c) The names of Districts in towns when used in addresses in addition to the names of thoroughfares;
- (d) The names of Foreign Telegraph Offices mentioned in the  
\* International List of Telegraph Offices.

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\* Applications for copies of this book should be addressed to the Secretary, General Post Office.

For example, "Newcastle-on-Tyne," "Abbey Holme," "Bodmin Road," Camden Town in the address "High Street, Camden Town," and "Davos Platz," are counted as one word each.

**The names of Town Sub-Offices and Branch Offices** (see page 146), and all other names, unless used in addresses together with the names of thoroughfares to denote districts in towns, are counted according to the number of words of which they are composed. For example, "Hanging Ditch" and "Drury Lane" are each counted as two words.

When it is necessary to add the name of a town or county to the name of a place to distinguish it from another place of the same name, the name of the town or county is not charged for.

**When words are underlined, or placed in a parenthesis, or within inverted commas, one extra word is charged for.**

One word each is also charged for the ordinary signs of punctuation if they are required to be transmitted.

### **Telegram Forms and Mode of Payment.**

**Telegrams should be written on the proper forms. Unstamped forms can be obtained free of charge, and postage stamps should be affixed to them by the senders.**

Forms with embossed stamps can be obtained singly; or, in books of 20, interleaved and with a sheet of carbonic paper, price 15s. 2d.

An embossed stamp removed from an unused telegram form or cut from an envelope will be accepted in payment or part payment of a telegram, but mutilated and defaced stamps will not be accepted.

A receipt for the charges prepaid upon a Telegram can be obtained for one penny.

A certified copy of a telegram can generally be obtained on application to the local Postmaster, at a charge of 3d., but when special search has to be made for the telegram at headquarters any cost which may be incurred will be chargeable in addition to the fee for a copy.

### **Mode of Delivery and Portage Charges.**

**Telegrams are delivered free of charge within three miles of the Office nearest the address, which is called the Terminal Office; and when that office is a Head Post Office no charge is made for delivery within the town postal delivery even if that extends for more than three miles.**

When the address is beyond the limit of free delivery, portage is charged at the rate of 3d. a mile or part of a mile, the distance being calculated from the limit of free delivery.

When the usual delivering office is closed, telegrams may at the request of the sender be delivered from another office; but a portage charge of 1s. a mile (8d. in Ireland), calculated from the door of the

delivering office, must be prepaid unless the address is within the town postal delivery of that office. For portorage arrangements on weekly half-holidays, *see* page 135.

The sender is liable for portorage charges; and, when the address is not within the free delivery, he must, if he can, state the distance and pay the portorage in advance. When the exact distance is not known a deposit must be paid. The list of Post Offices (pages 149 to 509) gives the approximate distances of Post Offices more than three miles from an office from which telegrams are delivered. This information will furnish some guide in computing portorage charges. Should the sender under-estimate the charge, the deficiency is collected on delivery, and should he pay too much, the excess is refunded.

The sender may direct that his telegram shall be delivered by post, and no charge is then made for delivery; or he may direct that the telegram shall be forwarded by train from the Terminal or other post office. In the former case the sender should write the word "post" before the addressee's name, and, at the end of the address, the name of the office at which the telegram is to be posted: in the latter case the word "train," or the words "train from . . ." as the case may be, should be written at the end of the address, and the sum of 1s. deposited to cover the cost of conveyance by train, if the exact charge is not known.

A deposit for boat hire is required on telegrams addressed to ships, unless the ships are alongside a wharf, jetty, or pier. Any surplus is refunded.

At many places delivery of telegrams addressed to ships is not undertaken after nightfall, and such telegrams are generally held over for morning delivery.

### **Delivery by Telephone.**

**In most cases subscribers to exchanges can make general arrangements to have all telegrams (except Press telegrams) delivered by telephone instead of by messenger, but in large towns this can be done only if the subscriber has a registered telegraphic address. Written copies of telegrams delivered by telephone will be sent to the addressees either by post in daily batches without extra charge, or singly as express letters on payment of express fees. No charge is made to a subscriber for recording instructions for the delivery by telephone from the normal delivery office of his fully addressed telegrams.**

Delivery of any specified telegram by messenger can be ensured by the insertion of the words "By hand" at the beginning of the address. The words are chargeable at the ordinary inland rate and the arrangement applies only to ordinary addresses and not to telephonic or registered addresses.

### **Prepayment of Replies.**

**The cost of a reply, not exceeding forty-eight words, may be prepaid. A reply form will then be delivered to the addressee, who will be at liberty to use it for any inland message at any time within twelve months. If the Form be not used, its value will be refunded from Headquarters to the sender of the original telegram if he applies and sends the Form within twelve months to the local Postmaster. When a reply-paid telegram is delivered by**

telephone and a reply is dictated at once the Form is used in payment for the reply ; but if a reply is not so sent the Form is posted with the confirmatory copy of the telegram, and it may be used in part payment of the subscriber's telephone account.

#### Addresses.

The address of a telegram should be sufficiently full to enable it to be delivered without difficulty, and without reference to Directories or other sources of information ; and the Postmaster General cannot accept responsibility for the delay or failure of a telegram of which the address does not comply with these requirements. In telegrams for towns the name of the street and the number of the house should be given, and when there are two or more streets of the same name in a town the name of the locality should be added. Telegrams for London should contain in the address the word "London," or alternatively the initials of the London Postal District (for example, "E.C." "S.W.") supplemented by the name of the locality if the name of the street is duplicated in the same Postal District, thus: King Street, Hammersmith, W. Exceptionally, the word "London" (or the initials of the Postal District) may be omitted from the address of a telegram for a well-known street or locality at the risk of the sender. Telegraph Delivery Offices do not always correspond with Postal Delivery Offices, and the Postal District numbers appropriate for letters are not required in the addresses of telegrams.

An address ordinarily used for letters is not necessarily correct or sufficient for telegrams.

#### Use of Telephonic Addresses for Telegrams.

Telegrams may be addressed to the telephonic addresses of Exchange subscribers for delivery by telephone. The telephonic addresses to be used in such cases must comprise the subscriber's name, Exchange, telephone number and town thus:—

"Jones, Midland 245, Birmingham,"

or, where the name of the Exchange is the same as the name of the town or of a telegraph office or well known locality which is a sufficient address for telegrams, the address may be abbreviated thus:—

"Jones, Stafford 245."

"Jones, Putney 245."

The name of the town is not required in addition to the name of the Exchange for a telegram originating in the same town. Thus "Jones, North 154" would be a sufficient address for a telegram originating in London.

The sender must take the responsibility for the accuracy of the particulars furnished.

Written copies of telegrams delivered by telephone under this arrangement will be sent by post to the address in the Telephone Directory in daily batches without charge.

#### Delivery by Telephone at Night.

Telegrams may also be delivered by telephone after the Local Telegraph Office is closed, provided that the Local Telephone Exchange is still open. Such telegrams should be directed to

a telephonic address as shown above, and the address should be prefixed by the words "Telephone from.....," the name of the Telegraph Office from which the telegram is to be telephoned being inserted. For example:—

"Telephone from Birmingham, Jones, Stafford 245."

The office selected should be an office which is open always. (Pages 149 to 509.)

The subscriber will be required to agree to pay the telephone fee before the telegram is telephoned to him.

### **Registered Abbreviated Addresses.**

**Any person may register an abbreviated or arbitrary address on payment of a registration fee of £1 ls. a year, dating from the day of registration.** The address must consist of two words, one of which is to be the name of the town or place of delivery; the other must be a word containing not more than ten letters which is easy to pronounce. In London an additional word indicating the appropriate Delivery Office is inserted between the registered abbreviation and the word London, without extra charge for registration or inland transmission. Telegrams intended to be delivered to the care of a person who has registered an abbreviated address, must have "care of" or "c/o" written before the abbreviated address, thus: "Smith, care of Hercules, Liverpool." The symbol *c/o* counts as one word. Abbreviated addresses should be written with great clearness.

Special instructions relating to the delivery of telegrams bearing a registered address can be given on payment of 5s. for each separate instruction. A fee of one shilling is charged for recording a change of address but the record may be cancelled and the original address resumed without further charge.

Telegrams directed to registered addresses can be delivered to subscribers by telephone. In London the indicator "Phone" denotes telephonic delivery from the Central Telegraph Office, and registrants, after notifying the Secretary, General Post Office, London, E.C. 1, should substitute "Phone" for their local Indicator, or use the indicator "Phone" in place of the local indicator in order to obtain delivery by telephone of occasional telegrams. Confirmatory copies will be sent by post in daily batches without charge. No charge is made to a registrant for recording instructions for the delivery by telephone of telegrams bearing his registered address.

Abbreviated addresses registered for telegrams should not be used for letters.

### **Multiple Address Telegrams.**

**A telegram will be delivered at two or more addresses in the same free delivery on prepayment of the ordinary telegram charges for the total number of words in the addresses and text in addition to a charge of threepence for every copy beyond the first.** Each address must be complete in itself. Each London Postal District, for example, the District called "South Western" is regarded for the purpose as forming a separate delivery; and when a multiple address telegram for London is directed to one or more registered abbreviated addresses the District initials must be inserted after each registered address and must be paid for. The Postal District numbers appropriate for letters are not required.

### Telegrams for His Majesty's Ships.

The address of a telegram for one of His Majesty's Ships should contain (1) the name of the addressee, (2) the name of the Ship prefixed by the letters "H.M.S.," and (3) the word "London," or alternatively the name of the Telegraph Office of destination.

The Post Office cannot supply information of the whereabouts of a ship.

### Repetition of Telegrams.

Telegrams can be repeated, if the sender desires it, by being telegraphed back from office to office throughout the course of transmission. The charge for repetition, which must be paid when the telegram is handed in, is one half the ordinary tariff, a fraction of a halfpenny being reckoned as a halfpenny. Telegrams containing mercantile quotations or figures, and telegrams written in cypher, or according to a preconcerted code, should always be repeated. No copy of a repeated telegram is given to the sender.

If the receiver of a telegram doubts its accuracy he may have it repeated by paying half the amount paid for its transmission to him, fractions of a halfpenny being reckoned as a halfpenny. Should he require only a portion of the message to be repeated, a payment must be made at the half rate sufficient to cover the number of words to be repeated. For example, if 20 words in a message of 40 words are to be repeated the payment would be  $6\frac{1}{2}d.$  The minimum charge, however, for repetition (even of a single word) is  $4\frac{1}{2}d.$  The money will be refunded if it should turn out that the original telegram was incorrectly transmitted.

### Re-direction.

Telegrams can be re-directed to a second address either by an Officer of the Post Office or by an agent of the addressee. When official re-direction of telegrams is required, a notice to that effect must be given and a fee of one shilling paid in advance; printed forms can be obtained from the local Postmaster. If telegrams bearing a registered address are to be redirected as well as fully addressed telegrams a second fee of one shilling must be paid. The person making the request is responsible for any charges that may be incurred. Re-directed telegrams are liable, if any additional service is performed, to an additional charge of  $9d.$  if the two addresses are within the same town; but if the addresses are in different towns the full inland rate is charged for the re-direction of fully addressed telegrams. Each London Postal District, for example, the whole district called "South Western" is considered for this purpose as a separate town. For official redirection after one month a fee of  $\pounds 1$  1s. per annum is charged, in addition to the re-direction charges on each telegram.

Standing instructions for the re-direction of fully addressed telegrams during fixed hours are registered on payment of  $\pounds 1$  1s. per annum. The telegrams are subject to the usual re-direction charge.

Telegrams can be re-directed for onward transmission by post without further charge.

Should the sender, upon being informed that his telegram cannot be delivered because the addressee is unknown, require the telegram to be presented a second time at the same address, or re-directed to another address in the same town, he must pay a further fee of  $9d.$

If, however, he re-directs it to an address in a different town (each London Postal District, for example, the whole district called "South Western" is considered for this purpose a separate town) he must pay the full inland rate for the re-transmission. Should it appear that the necessity for the further trial, or for the re-direction to a different address, arose from any fault of the Post Office, the extra charge will be refunded on application being made to the local Postmaster.

### **Telegrams sent by Telephone.**

**Telephone Subscribers who have opened a deposit account**, and renters of private wires to Postal Telegraph Offices (page 106), may telephone messages (except Press messages) for onward transmission as telegrams to a Telegraph Office which can be reached either through the local Exchange System or by means of the Trunk wires. Similarly the public may dictate telegrams from many Telephone Call Offices where Trunk Calls are accepted, as well as from Telephone Call Offices which are kept open at Telegraph Offices after the ordinary hours for telegraph business. The usual fee for the use of the Call Office must be paid in addition to the telegram charges.

In the provinces the sender will generally be put through to the local Head Telegraph Office, and in London to the Central Telegraph Office.

### **Telegrams posted in Letter Boxes, or handed to Postmen.**

**A prepaid telegram enclosed in an envelope marked "Telegram, Immediate," may be posted in any letter box either in town or country, or may be handed in a Rural District to a Postman on his way to a Telegraph Office.**

Prepaid telegrams so posted are sent to the nearest convenient Telegraph Office and are thence transmitted by wire. Telegrams posted without envelopes are similarly treated. Posted telegrams which are insufficiently prepaid are forwarded to their destination, and the deficiency is charged to the addressee; but unpaid telegrams are not forwarded. The time of arrival at the Telegraph Office is taken as the time of handing in.

Most Telegraph Offices are closed at 7 p.m., and a posted telegram which does not reach a Telegraph Office before 6 p.m. may not reach its destination until the following day.

### **Messages telegraphed for Inclusion in Outgoing Mails.**

Telegrams may be sent to certain ports for onward transmission as letters. The sender must write "post" (which will not be charged for) before the addressee's name and the name of the terminal Telegraph Office at the end of the address. For example: "Post, Brown, 12, Fifth Avenue, New York, Liverpool." Thus a telegram of 24 words to be sent by post from Liverpool to New York should be prepaid *1s. 5d., viz., 1s. 3½d.* for the telegram (including *¼d.* for the name of Liverpool) and *1½d.* for postage. In such cases a registered address cannot be used.

### **Cancelling Telegrams.**

The sender may have his telegram cancelled, and if it be cancelled before the commencement of transmission the sum paid will be

returned at the time, less a fee of *3d.* for cancelling it; but if transmission has commenced, the sum will not be returned. If transmission has been completed, an official telegram, prepaid by the sender, will be sent to the Postmaster at the Terminal Office. If the official telegram should arrive too late, the sender will be informed that the attempt to cancel his telegram has failed, but the sums paid will not be refunded.

### **Interruption of Communication.**

When communication is interrupted, so that a telegram cannot be transmitted, notice is given to the sender, together, if practicable, with a statement of the cost of delivery by special means; and on payment of such cost the telegram will be delivered. If, however, the sender prefer to cancel the telegram, the amount paid will be returned, on application to the local Postmaster, at any time within three calendar months. If the sender cannot be found, or declines to cancel the telegram, or to pay for the delivery, it will be delivered without extra charge by post.

**Hours of Business at Telegraph Offices; see pages  
136 to 140.**

### **Late Fees.**

Telegrams may be accepted at an office after the usual hours on payment of the following fees, if the other offices through which the telegram would have to pass are open and their attention can be gained.

- (a) If the handing-in office is not open for either postal or telegraph business, *1s.* for the postmaster, *1s.* for the telegraphist, *1s.* for a messenger, if one be required to call the telegraphist.
- (b) If the office is open for postal business but not for telegraph business, *1s.* for the telegraphist, *6d.* for a messenger, if one be required to call the telegraphist.
- (c) If the office is open for the receipt of press news (but not for other telegraph business, or ordinary postal business), *6d.* for the postmaster, *6d.* for the telegraphist.

When several telegrams are handed in together by the same person, late fees are payable on one telegram only.

When a telegram has to pass through an intermediate office which is not open for telegraph business, late fees are payable in respect of such office, as in the case of the office of origin.

If a postmaster or telegraphist be called up to send a telegram, and it subsequently appears that it cannot be despatched, the person desiring to send it must nevertheless pay the fees.

When a telegram is handed in at an office which is open, for one which is not open for telegraph business, the following fees are to be paid by the sender:—

- (a) If the terminal office is not open for postal business, 1s. for the telegraphist, 1s. for the messenger, 6d. an hour for the telegraphist, if he has to wait for a reply.
- (b) If the terminal office is open for ordinary postal business, 1s. for the telegraphist, 6d. for the messenger.

Alternatively the telegram may be held over for delivery the next morning at the request of the sender.

### **Night Telegraph Letter Service.**

Night Telegraph Letters may be sent between any two towns in which the Head Telegraph Offices are open always (*see* pages 149 to 509) for delivery by the first post the next morning—including Sundays if there is a Sunday delivery. The rate is 9d. for 86 words or less, and ½d. for every 8 words beyond 86.

Night Telegraph Letters must be in plain language. They should be written on telegram forms and the charges prepaid in postage stamps. They may be handed in at or telephoned to the Head Office of the town before midnight, or posted in time to reach it by midnight, prepaid at the above rate, in an envelope marked simply "Telegraph Letter." They may not bear multiple addresses; and registered telegraphic addresses will not be accepted.

### **Miscellaneous Regulations.**

**Telegrams are not dropped into a letter box unless personal attention cannot be gained at the place of address. If attention cannot be gained and there is no letter box, a notice is pushed under the door stating that the telegram can be obtained at the Post Office. Whenever, therefore, a house is shut up for several days, instructions should be given to the Postmaster as to the disposal of telegrams.**

In London and other large towns, a telegram for an office or other place of business arriving after 7 p.m., or on Sunday, is not delivered until the following morning, unless the addressee has requested by letter that it may be delivered immediately on arrival.

If the addressee is known to the messenger, a telegram may be delivered wherever on the road the messenger may meet him. If the place of meeting is within the free delivery area, no charge is made for portage; but, if beyond, portage is charged at the ordinary rate as far as the point of meeting.

The name and address of the sender of a telegram, if not to be telegraphed, should be written on the back of the form, so that in the event of non-delivery the sender may be advised.

The sender may have instructions, such as "private," "confidential," "to be opened at once," or the like written on the outside of the envelope of the message. He may also insert the words "By hand" before the full address of a telephone subscriber in order to ensure, exceptionally, delivery by messenger. The instructions will be charged for as part of the message.

Telegrams intended for delivery to callers at a Telegraph Office should contain in the address the words "Poste Restante" or "to be called for." Such telegrams are kept for two clear days at the office to which they are addressed.

Telegrams for railway passengers should be addressed "c/o Station Master."

Telegrams indecently or obscenely worded, or appearing to contain grossly offensive matter, will not be transmitted.

Inland telegrams are only kept for three months from the date of transmission, and during that time are not produced except to the sender or addressee, or their duly authorized agents.

Enquiries or complaints in regard to Inland telegrams should be addressed to the local Postmaster, and should be prepaid in the ordinary way.

The Postmaster General is not liable for any loss or damage which may be incurred or sustained by reason or on account of any mistake or default in the transmission or delivery of a telegram.†

## FOREIGN AND COLONIAL TELEGRAMS.

### Charges.

The charges for Foreign and Colonial telegrams will be found on pages 740 to 768.

### Telegram Forms and Mode of Payment.

Special forms are provided for Foreign and Colonial telegrams. Telegrams written on forms supplied by the Telegraph Companies are also accepted at Post Offices. Stamps must be affixed to the forms by the senders.

Books containing 25 forms, each bearing an embossed 10d. stamp, interleaved, can be obtained, price £1 1s. each.

A receipt for a telegram can be obtained for 1d. A certified copy of a telegram can be obtained on application to the Secretary, General Post Office, at a charge of 5d.; postmasters are not allowed to supply such copies.

### Plain language; Code language; Cypher.

Telegrams are accepted without restriction to most places abroad. A few countries, however, still maintain restrictions, of which particulars may be obtained at any Post Office.

\*Telegrams in plain language are those composed of words, figures and letters which form an intelligible meaning. They may be expressed in any of the principal European languages, and certain others. They must be written in Roman characters.

\* Special restrictions apply to deferred telegrams accepted at reduced rates. See page 100.

† The Postmaster General has received a notification from the Western Union Telegraph Company that the Company will not accept any liability for mistakes or delay in the transmission or delivery of any unrepeat message, and that they will not be liable for mistakes or delay in a repeated message beyond 50 times the extra sum received by the Company for repeating such message over its own lines.

**Code language** is composed of real words not forming comprehensible phrases, or of pronounceable groups of letters having the appearance of real words. No word or group of letters must exceed ten letters in length. The real words may be drawn from any of the following languages:—English, French, German, Italian, Spanish, Portuguese, Dutch and Latin; the groups of letters must be pronounceable according to the current usage of one of those languages.

**Cypher** is composed of—

(a) Arabic figures or groups or series of Arabic figures having a secret meaning, or letters or groups or series of letters having a secret meaning;

(b) Words, names, expressions, or combinations of letters not fulfilling the conditions applicable to plain language or code.

Letter and figure cypher cannot be combined in one group.

It is desirable to avoid the use of letter cypher as far as possible, as it is less easy to transmit than pronounceable groups of letters, and is, therefore, more liable to error. Where letter cypher is used, it should be arranged in groups of five letters, in order to facilitate transmission.

Combinations in plain language, code or cypher, formed by running together two or more real words (whole or contracted), are prohibited.

### **Counting: Compound Words, Misspelt Words, Figures, etc.**

In plain language the maximum number of letters allowed to pass at the charge for a single word is 15, any excess being charged for at the rate of 15 letters to a word.

Subject to this limit, ordinary compound words and names of towns, countries, provinces, places, family names, and names of ships, written without break, are counted as single words; the same mode of counting applies to the names of streets, squares, etc., but the words "street," "square," etc., or their equivalents in other languages, cannot be combined, contrary to the usage of the language, with such names so as to form a single chargeable word. If joined by a hyphen, or separated by an apostrophe, such compound words or names are counted as so many separate words. Compound numbers written in words and without break are also counted as single words, subject to the same limit as to the number of letters. The name of the office of destination in the address is charged for as one word whatever its length; and when the name of the country, state, province, or district has to be added to distinguish the office from others of the same name, the whole expression is charged for as one word, provided it is written in accordance with the \*International List of Telegraph Offices.

Words incorrectly spelled, so as to reduce the number of letters below the maximum, or incorrectly joined together, contrary to the usage of the language, are inadmissible.

If the sender of a telegram from a place abroad irregularly joins together words for the purpose of reducing the charge, the amount undercharged is collected from the addressee.

\* Application for copies of this book should be addressed to the Secretary, General Post Office.

\*In all telegrams every isolated letter or figure is charged for as a word. Groups of letters forming cypher and group figures are counted at the rate of five letters or figures to a word, and at the same rate for any excess. The same method of counting is applicable to groups of letters forming commercial expressions or commercial marks—that is, marks impressed on packages or bales of goods or on the goods themselves. Groups of letters in current use are similarly counted when occurring in the text. But such letters are not admissible in groups in the address; they are charged for as so many separate words. Letters added to figures to form ordinal numbers or commercial marks, or to represent the number of a house, are counted as figures. Bars of division, decimal points, and stops used in the formation of numbers are counted as figures; otherwise signs of punctuation are not transmitted except at the special request of the sender, and they are then charged for as separate words.

In code language no word must exceed ten letters in length. Words in plain language in the text of a telegram which also contains words in code language are charged for at the rate of 10 letters to a word, any excess being charged for at the rate of 10 letters to a word.

#### Addresses of Telegrams.

The address must be paid for, and must in no case consist of less than two words. When it is expressed in two words, the first should designate the addressee, and the second the name of the telegraph office of destination. Such abbreviated addresses should be registered at the office of destination.

In telegrams for large towns, the name of the street and the number of the house should be given when the address is not registered. If these particulars cannot be furnished, the profession, trade or calling of the addressee, or similar information should be given, otherwise the telegram will be forwarded only at the risk of the sender. The address should be in French or in the language of the country to which the telegram is sent. If there are more places than one of the same name, the name of the country or state, province or district, in which the place is situated should be added to the address in the manner shown in the †International List of Telegraph Offices.

In telegrams bearing addresses consisting of a name prefixed to a registered address, or addressed to one person at the house of another whose name is also given it is necessary to insert "care of," "chez," or an equivalent expression in the language of the country of destination. It is undesirable to use the symbol c/o, as the equivalent of "care of," except in the case of telegrams addressed to English-speaking countries.

The name and address of the sender are charged for if they are to be transmitted. They must in any case be written at the foot of the form.

\* For special rules relating to deferred telegrams accepted at reduced rates see page 100.

† Application for copies of this book should be addressed to the Secretary, General Post Office.

### Multiple Addresses.

A telegram addressed to several persons in the same town, or to the same firm at different localities in the same town, is charged for as a single telegram (all the words in the several addresses and the text being counted), but a sum of 5*d.* must be prepaid for every extra copy to be delivered if the number of chargeable words per copy does not exceed 100, and an additional sum of 5*d.* per copy for every additional 100 words or part of 100 words. The instruction "\_\_\_\_\_ addresses," or "TM \_\_\_\_\_" (the latter being counted as one word) must be written before the address and paid for. Telegrams of this kind are not accepted by the routes of the North Atlantic Cable Companies.

### Prepaid Replies.\*

A reply of any length can be prepaid to all telegrams, but the minimum payment is 10*d.* If the sender desires to prepay a reply he must insert before the address of destination "RP——" which is charged for as one word. A voucher for the reply is issued by the office of delivery, and the person receiving it is entitled to use it at any time within six weeks from the date of its issue in payment, or partial payment, as the case may be, of a telegram to any destination abroad.

If the addressee does not use the reply form of a telegram, the cost of the reply will be returned to the sender on application to the Secretary, General Post Office, within three months of the date of issue of the form. The form must be returned with the application. When the charge for the reply sent is less than the amount prepaid, the balance, provided that it is not less than 10*d.* in amount, will be returned to the sender of the original telegram on application to the Secretary, General Post Office, within three months of the date of issue of the reply form.

### Repetition at Request of Sender to Ensure Accuracy.\*

The sender can have his telegram repeated from office to office throughout the whole course of its transmission by paying, over and above the charge for the original transmission, a quarter of that charge. If the telegram is for one of those countries for which there is a minimum charge per telegram, the lowest charge will be the minimum charge plus one quarter of the minimum charge. Whenever a telegram is repeated, "T C," which is charged for as one word, must be inserted before the address of destination.

Repetition is desirable for all telegrams in code or cypher.

The sender can have the telegram repeated between the office of origin and the last Post Office in the United Kingdom at which it is dealt with on payment of a charge equal to the rate for an ordinary inland telegram of the same length.

\* For special rules relating to deferred telegrams accepted at reduced rates see page 100.

**Repetition at Request of Addressee to Detect Errors.**

The addressee of a telegram can, by application at the Delivery Office, obtain the verification of doubtful passages or words. For this purpose he must pay a sum calculated by multiplying the number of words to be repeated by the ordinary rate per word to the place from which the repetition is to be obtained. The minimum charge is 10*d.*

The amount is refunded if it should prove that the passages or words in question were inaccurately transmitted, but if the repetition shows that some of the words repeated, but not all, were inaccurately transmitted, a proportionate part only of the amount paid for repetition will be remitted.

The addressee of a telegram may have it repeated from the first Post Office in the United Kingdom at which it was dealt with on depositing the ordinary charge for the transmission of an inland telegram, viz. 9*d.* if the part to be repeated contains 12 words or less, and  $\frac{1}{2}$ *d.* per word for each word after 12. If there has been an error the amount deposited for the repetition will be refunded.

**Charges Returned.**

The following charges are returned :—

The cost of a telegram in plain language or a telegram of which the repetition to the office of destination has been paid by the sender, if the telegram was rendered useless by inaccurate transmission. In no circumstances is the charge for an unrepeatable telegram, containing code or cypher, which has been inaccurately transmitted, refunded.

The cost of telegrams which have failed to reach their destination in consequence of some error of the telegraph service; the cost, if not less than 10*d.*, of any word or words omitted during transmission.

The amount paid for a telegram cancelled before transmission, less 3*d.* If the telegram is cancelled after transmission to the next office has been completed, but before it has reached the place to which it is addressed, any balance of charges due will be returned.

Claims for reimbursement should always be accompanied by documentary evidence; viz. :—

In the case of non-delivery, by a written statement from the office of destination or the addressee that the telegram has not been received.

In the case of error in a plain language or a repeated telegram, or in the case of the omission of one or more words, by the actual message form delivered to the addressee.

In the case of error in a telegram of which the receiver has obtained the repetition from the office of origin, by the original message form delivered to him, together with the form upon which the repeated telegram is written.

The cost of telegrams rendered necessary by the non-delivery, delay, or incorrect transmission of a telegram is in no case returned, except in the case of telegrams sent at the request of the addressee asking for repetition (*see above*). No reimbursement is

allowed in respect of correcting telegrams exchanged between the sender and the addressee direct.

No claim for reimbursement will be entertained unless made within five months of the date of the original telegram.

Foreign Administrations will not enquire into complaints (except in cases of serious or repeated irregularities) which do not involve a return of the cost of the telegram as shown above.

### **REDUCED RATES FOR EXTRA-EUROPEAN TELEGRAMS IN PLAIN LANGUAGE.**

(See special note at foot of page 768.)

Telegrams in plain language are accepted for transmission to the British oversea Dominions and other extra-European places at reduced rates on certain conditions. The places to which they may be sent and the rates of charge are given on pages 742 to 768. The service is at present suspended by certain routes.

Deferred telegrams are accepted on condition that they may, if necessary, be deferred during transmission in favour of full-rate traffic.

Deferred telegrams must be in plain language with the restrictions mentioned below. They must not contain either code or cypher, and must not bear any meaning other than that which appears on the face of them. Signs of punctuation are allowed if used in the ordinary way.

Deferred telegrams for any destination may be written in either English or French. In the case of some countries other languages may be used. These are indicated in the table of rates. Not more than one language may be used in the same deferred telegram. Deferred telegrams must bear the chargeable indication LCO (language of the country of origin) LCF (French), or LCD (language of the country of destination), according to the language used.

Prepaid replies and repetitions in connexion with deferred telegrams are charged for at the full ordinary rate. Reply vouchers issued with ordinary or deferred telegrams may be used to prepay, to the amount of their value, a foreign telegram of either of these classes.

### **MIXED POSTAL AND TELEGRAPH SERVICE.**

A telegram can be forwarded partly by telegraph and partly by post. Thus a telegram intended, say, for India, can be telegraphed to Marseilles for despatch thence by post to its destination in the outgoing weekly mail. In addition to the cost of the telegram to the place of posting, a charge of 2½*d.* is collected from the sender if the telegram is to be posted from one country to another, but no charge is made for postage if the telegram is to be posted from one place to another in the same country. If the telegram is to be posted as a registered letter, a registration fee of 2½*d.* is charged in addition to the charge for postage (if any).

The sender should write the word "Poste" before the addressee's name, the name of the terminal telegraph office being written last in the address. For example: "Poste Smith 10 Broad Street Calcutta Marseilles." The word "Poste" is charged for as a part of the telegram. **Registered abbreviated addresses cannot be used.**

**Messages telegraphed to certain ports in the United Kingdom for inclusion in Outgoing Mails—See under Inland Telegrams, page 92.**

### **Notice of Delivery.**

On payment of an additional rate for five words, the sender may have a notice of the time at which his telegram was delivered transmitted to him by telegraph. In that case, "P C," which is charged for as one word, must be inserted before the address of destination. The information will be given by post on payment of a fee of 2½*d.*, and of the charge for one additional word for the expression "P C P" before the address.

### **Special Delivery.**

The sender can prepay portorage at destination, or (by inserting the word "Jour" at the commencement of the address) secure that a telegram arriving at night shall not be delivered till the daytime, or (by inserting the word "Nuit" at the commencement of the address) secure that it shall be delivered at once, if in the normal course it would be retained until the daytime.

### **Telegrams to Follow the Addressee.**

When the sender is not certain that the addressee of a telegram will be found at the address given, and wishes the telegram to be sent on to him, he should insert before the address "F S," which will be charged as one word.

The addressee may also give instructions in writing, or by prepaid telegram, for any telegrams that may arrive for him to be re-directed to another address. The instructions may be given by a person duly authorised by the addressee on his behalf. The person giving such instructions is responsible for any charges that may be incurred.

### **Telegrams to be called for.**

In telegrams intended to be left until called for at telegraph or post offices, the words "Télégraphe restant" (or "T R") or "Poste restante" (or "G P") or "Poste restante registered" (or "G P R"), as the case may be, must be inserted before the address. The instructions "T R," "G P" and "G P R," are each charged for as one word.

## **SPECIAL TELEGRAPHIC SERVICES.**

**For Deferred Telegrams—See page 100.**

**For Mixed Postal and Telegraph Services to Places Abroad—See page 100.**

**For use of Telephones for sending Telegrams, &c.—See page 92.**

**For Night Telegraph Letter Service—See page 94.**

**For Time Signals—See page 108.**

**For Private Telegraphs and Telephones—See page 108.**

## Signalling Stations for Communication with Ships at Sea.

Signalling Stations are maintained by Lloyd's, and by others, at various points round the coast of the United Kingdom; and telegrams to and from vessels passing such stations may be signalled when the vessels are passing.

The charges made by Lloyd's and others for signalling, or for reporting the passing of a ship, or for giving other information, vary in amount. These are not collected by the Post Office.

In all cases the Post Office charge for the transmission of the telegram (including the reply, if any) must be prepaid at the ordinary rate for inland telegrams.

Commercial telegrams can be sent to or received from ships passing the Smalls Lighthouse (St. David's), Haisborough Lightship (Bacton), and Tuskar Rock Lighthouse (Wexford). In the case of inward telegrams the charge at the ordinary inland rate will be collected by the Post Office. A signalling charge of 1s. 6d. will be made on each commercial telegram: it will not, however, be collected by the Post Office.

## Shipping Casualties at Sea.

These can be reported by telegraph to owners of Vessels and others from the under-mentioned Lighthouses and Light-vessels:—

### ENGLAND.

#### Lighthouses.

*East Coast* :—  
Souter Point.  
Orford.  
Gunfleet.  
Maplin.

*West Coast* :—  
Menai.  
South Stack.

*South Coast* :—  
Needles.  
Anvil Point.  
Start Point.  
St. Anthony's Point.  
North Stack, Fog Gun  
Station.  
St. Bees.  
Smalls.

*Bristol Channel* :—  
Lundy.  
Hartland.  
Bull Point.  
Naah.

*Isle of Man* :—  
Point of Ayre.  
Douglas Head.  
Langness.

#### Light-vessels.

*East Coast* :—  
Haisbro.  
Cross Sand.  
East Goodwin.

Gull.  
South Goodwin.  
Sunk.  
Tongue.

Shipwash.  
Kentish Knock.  
Goodwin (N. Sand Head).

### SCOTLAND.

#### Lighthouses.

*East Coast* :—  
Montroseness.  
Girdleness.  
Coveasa Skerries.  
Tarbetness.  
Noashead.

*Orkney and Shetland* :—  
Cantickhead.

Broughness Lookout Station  
(South Ronaldshay).  
Fair Isle (N. and S. Stations).  
Sumburghhead.

*North-West Coast* :—  
Cape Wrath.

*West Coast* :—  
Stourhead.  
Rhyms of Islay.  
Mull of Cantyre.  
Turnberry.  
Corsewall.

*South Coast* :—  
Mull of Galloway.

### IRELAND.

#### Lighthouses.

*North Coast* :—  
Tory Island.

*South Coast* :—  
Galley Head.

*North-West Coast* :—  
Valentia.

*East Coast* :—  
Howth Balley.  
Tuskar Rock.  
Hook Tower.  
Minehead.

*West Coast* :—  
Loophead.  
Kilcredaune (River Shan-  
non).  
St. John's Point (Killybegs).

Payment at the rate for ordinary Inland telegrams (plus 10*d.* per message) will be demanded on the delivery of "casualty" telegrams.

Telegrams in reply will be accepted from the owners or others for transmission, if possible, to the vessel in distress, and will be subject to the same charges.

### RADIOTELEGRAMS.

**Ship Service Messages.**—Radiotelegrams relating to the safety or working of the ship to which they are addressed, and sent by the Owners or Agents of the ship (Ship Service Messages), are accepted at any Telegraph Office for transmission to ships equipped with wireless telegraph apparatus through any of the coast stations in the list (Parts I. and II.) given at pages 769 to 773.

**Private Radiotelegrams.**—Radiotelegrams concerning the private affairs of individuals or firms are also accepted for transmission to merchant ships in all waters except the following:—

Baltic,

Black Sea, and Sea of Marmora.

The coast stations open for the transmission of such radiotelegrams are shown in Part II. of the list at pages 769 to 773.

Private radiotelegrams are accepted for transmission to His Majesty's ships whether at home or abroad. The landline, cable and coast station charges are the same as for messages to merchant ships. No ship charge is made. Messages for His Majesty's ships must have in the address the words "British Warship" followed by the name of the vessel and the name of the coast station through which the message is to be sent. If the coast station is not known, the sender should enquire of the Secretary, Admiralty, London, by telegram with prepaid reply or by letter stating when it is proposed to send the radiotelegram.

**Charges.—(I.) For Radiotelegrams for transmission through coast stations in the United Kingdom (except Poldhu.**—As regards this station *see* paragraph headed **Long-Distance Communication.**)—The usual inclusive charge for a radiotelegram, whether a ship service or a private message, sent through a coast station in the United Kingdom to ships of most nationalities, including British, is 10½*d.* a word, but for radiotelegrams to ships of Argentine, Belgian, Dutch, German, Greek, Norwegian and Portuguese nationality the charges are as follows, viz.:—6½*d.* a word for the coast station and inland telegraph charge, plus 4*d.* a word with a minimum of 3*s.* 4*d.* a radiotelegram for the ship charge.

Reduced charges are, however, applicable in the case of the Cross-Channel and other short-voyage ships.—*See* table at pages 774–779.

**Charges.—(II.) For Radiotelegrams for transmission through coast stations abroad.**—The charges are made up as follows:—

- (a) The charge for transmission to the coast station abroad (*see* Table of Charges for Foreign and Colonial Telegrams at pages 740 to 768);
- (b) The coast station charge, given in the table at pages 769 to 773;
- (c) The ship station charge (4*d.* a word, except for the short-voyage ships mentioned in the table at pages 774–779, and in the case of Argentine, Belgian, Dutch, German, Greek, Norwegian and

Portuguese ships, for which the ship charge is 4*d.* a word, with a minimum of 3*s.* 4*d.* a radiotelegram); and

(*d*) The charge for special service, if any (*e.g.*, prepayment of a reply. The special services available can be ascertained at a Telegraph Office).

**Address.**—The address of a radiotelegram should contain (1) the name of the addressee; (2) the name of the ship, prefixed “steamship” when there is a risk of the name of the ship being confused with the name of a Telegraph Office (*see* above as to messages for British Warships); and (3) the name of the coast station through which the sender wishes the radiotelegram to be sent. (The Post Office is unable at present to give assistance in the choice of the coast station.)

**Long-Distance Communication.**—There is a special long-distance service with certain ocean liners through a Government station at a total charge of 10½*d.* a word. Particulars of this service can be obtained on application at any Telegraph Office.

Radiotelegrams are accepted for transmission through the Marconi Company's station at Poldhu to ships which are not within range of any other British coast station. The Poldhu station communicates with ships at night only, and its range is about 1,500 miles. The charge is 2*s.* 6*d.* a word, plus the ship charge, which is usually 4*d.* a word. Such radiotelegrams must bear the name of the station “Poldhu” in the address.

**Radiotelegrams for Delivery by Post.**—Radiotelegrams can also be sent to a ship in any waters, except those specified in the paragraph headed “Private Radiotelegrams,” to be posted as letters at a port of call. A charge of 2½*d.* is made for postage, in addition to the ordinary radiotelegraph charges.

**Radiotelegrams from Ships.**—In the case of a radiotelegram from a ship, the word “Radio” appears (as an indication of the manner in which the message has been transmitted) in the delivered copy in the space provided for the name of the office of origin, together with the name of the coast station through which the radiotelegram has been sent, and the name of the ship on which it originated.

**Abbreviated Addresses for Radiotelegrams from Ships.**—Abbreviated addresses for the receipt of radiotelegrams from ships are registered at a charge of 2*s.* 6*d.* a year.

**Counting of Words, etc.**—All radiotelegrams to and from ships, whether transmitted through British or through foreign coast stations, are subject to the same rules, with regard to the counting of words, etc., as Foreign and Colonial Telegrams (*see* pages 96, 97).

The name of the ship to which a radiotelegram is addressed is counted as one word.

The name of the coast station in the address of a radiotelegram when written in the form given in the list at pages 769–778 also counts as one word.

**Information regarding Position of Ships.**—Enquiry may be made of any Post Office coast station by inland telegraph as to the position and time of arrival of ships, and such public information as may be available at the station will be furnished. The charge for this service is 9*d.*, in addition to the cost of the telegram and the reply at the ordinary inland rate.

## TELEPHONES.

The Postmaster General now controls the entire Trunk and Local Telephone Service throughout the United Kingdom, except in Hull where the Corporation conducts the Local Service.

### TRUNK LINES.

The Telephone Trunk Lines which connect the various Telephone Exchange areas throughout the Kingdom can be used by callers at Post Offices which are connected with the Trunk Telephone system as well as by subscribers and callers using Telephone Exchanges. The names of places at which Trunk Telephone communication is possible are indicated in the List of Offices on pages 149-509.

The fees for the use of the Trunk lines are as follows:—

For 25 miles or under	..	..	Fourpence.
„ 50	„	..	Eightpence.
„ 75	„	..	One Shilling.
„ 100	„	..	One Shilling and Fourpence.
„ every additional 40 miles or fraction thereof	..	..	Eightpence.

The distances are usually calculated as between the terminal Trunk Exchanges through which the calls are effected.

Special rates are charged where submarine lines are used.

The unit period of conversation is three minutes from the time when the caller or subscriber has been informed that the connexion is completed, but any caller, by prepaying a double fee, may secure the option of extending a three minutes' conversation to six minutes on demand at the end of the first period.

When the option of extending a call to six minutes has been asked for by a caller, and the call is completed in three minutes, the fee for the second period will be refunded.

No person is entitled to use a Trunk line continuously for more than six minutes.

The charge for a six minutes' conversation between 7 p.m. and 7 a.m. is the same as for a conversation of three minutes' duration in the day time. During the same period, for a three minutes' conversation, for which the day charge is 1s., a reduced fee of 8d. is charged, and half the usual day charge is made where the ordinary fee is 1s. 4d., or more.

When on weekdays (excluding Saturdays) the Telephone Trunk traffic is light, *e.g.*, in many cases before 9 a.m., between 1 and 2 p.m., and between 5 and 6 p.m., the use of the Trunk Telephone lines for conversations of one or more quarter-hour periods is permitted at a reduced charge. For instance, such conversations would be possible between London and Birmingham, and the charge would be 7s. 6d. per day, or £8 5s. 0d. per month of 22 days when the line is taken for one quarter hour daily. The charges are payable monthly in advance, as the arrangements are subject to a monthly agreement, terminable at the end of any month by either party giving eight days' previous notice in writing. The Postmaster General reserves the right to withdraw the service in the case of emergency. In such a case, however, a proportionate allowance would be made in respect of the period of withdrawal either by rebate of rental or by an equivalent allowance of time during the same day. Application for these facilities should in each case be made to the Secretary, General Post Office, London.

All sums payable for the use of a Trunk line must be prepaid. Subscribers are required to make deposits for Trunk charges, &c., and callers originating Trunk calls are also required to pay a Call Office fee of 2d. in the Provinces and 3d. in London. This Call Office fee is payable in respect of each 3 minutes' conversation in the daytime and each 6 minutes' conversation at night.

A list of the charges for Telephone Trunk wire conversations between all towns connected with the Trunk wire system can be obtained through the local Post Office, or from the Secretary, General Post Office.

No charge is made for the use of the Trunk lines when the subscriber originating a call and the subscriber to whom the call is addressed are not placed in effective communication with each other.

If a call cannot be duly effected, owing to pre-occupation or inattention on the part of one of the subscribers, attempts will be made by the telephonist at short intervals to effect it, so long as the originating subscriber desires such attempts to be made. No additional charge will be made in respect of these attempts.

When a call is cancelled after the attention of both subscribers has been obtained and effective communication is practicable, a full fee is charged as for an effective call.

### ANGLO-FRENCH AND ANGLO-BELGIAN TELEPHONE SERVICE.

Telephonic communication can be obtained between London and the principal provincial towns in England on the one hand and Paris on the other. London and certain provincial towns in England can also communicate with certain provincial towns in France, as well as with Brussels and certain provincial towns in Belgium.

The fee for a day call of three minutes over the Anglo-French circuits varies between 6s. and 12s. 10d. according to distance.

The charges for single calls at night over the Anglo-French circuits, effected between the hours of 9 p.m. and 7 a.m. in summer, and 8 a.m. in winter, are three-fifths of the day charges.

The fee for a call of three minutes over the Anglo-Belgian circuits is 8s.

The period of conversation is subject to the same conditions and regulations as in the case of inland Trunk line conversations.

Conversations over the Anglo-French and Anglo-Belgium circuits for 6 minutes or longer at a fixed hour nightly for a minimum period of a month can be obtained at reduced rates.

Further particulars regarding charges and other details may be obtained from the Controller, London Telephone Service, 144A, Queen Victoria Street, E.C. 4.

### **LONDON TELEPHONE SYSTEM.**

The terms and rates of subscription may be ascertained on application to the Controller, London Telephone Service, 144A, Queen Victoria Street, London, E.C. 4.

### **PROVINCIAL SYSTEM.**

The terms for Telephone Exchange circuits may be ascertained on application to the District Manager.

### **USE OF TELEPHONES FOR SENDING AND RECEIVING TELEGRAMS.**

Telephone subscribers' circuits and public telephone call offices may be used for the dictation of messages to telegraph offices for onward transmission as telegrams subject to certain conditions (*see page 92*).

Telegrams may also be delivered to telephone subscribers by telephone, and may be addressed to subscribers' telephonic addresses (*see page 89*).

### **USE OF TELEPHONES FOR SENDING EXPRESS AND ORDINARY LETTERS.**

Any subscriber to a Telephone Exchange may telephone messages to many Post Offices which can be reached through the local Exchange system, or by means of the Post Office Trunk wires, in order that the messages may be written down and dealt with as express letters or ordinary letters. Similarly the public may dictate letters from many telephone Call Offices where Trunk Calls are accepted. The Express Delivery Service is available only during the hours of telegraph business, and is not available on Sundays at any place outside the London Postal District.

An Express letter telephoned to a Post Office is delivered for the usual express delivery fee if it does not contain more than 30 words, including the address. If it exceeds that number, each additional 30 words, or part thereof, is charged for as a separate express letter.

The charge for the use of the telephone is the same as in the case of an ordinary call.

Any person receiving an express letter in this way may send another express letter back to the Post Office to be telephoned to the sender of the original message. Full express and telephone fees are payable for the reply as for a separate message.

In the case of a message telephoned for transmission as an ordinary letter each 80 words, or part thereof, is charged for as a separate letter.

**Any subscriber to a Telephone Exchange may obtain the services of an express messenger by telephoning to the nearest Post Office which is connected with his Exchange.** The fees for the Express Service are calculated upon the whole distance travelled by the messenger from the Post Office.

The senders of telephone messages which are to be written at Post Offices should speak very distinctly, and should spell all proper names, numbers or difficult words. The persons who take down messages at Post Offices will repeat them to the senders, who are requested to do all in their power to prevent and correct mistakes.

#### **SUNDAY DELIVERY OF LETTERS BY TELEPHONE IN LONDON.**

A message to a telephone subscriber in the London Telephone Area posted in London or in the provinces in time to be received at the General Post Office, London, early on Sunday morning can be delivered on Sunday by telephone. Letters containing such messages should be addressed to "The Central Telegraph Office, London, E.C. 1" and marked conspicuously "For telephone delivery on Sunday." A broad perpendicular line should be drawn across the centre of each side of the envelope. The ordinary postage on the letter should be prepaid by means of stamps affixed to the envelope and a fee of threepence for a message not exceeding thirty words, and threepence for each additional thirty words, or part thereof, should be prepaid in stamps affixed to the sheet of paper on which the message is written.

#### **PRIVATE TELEGRAPHS AND TELEPHONES.**

The terms on which private telegraph and telephone lines can be provided may be ascertained in the Provinces by application to the District Manager of the Post Office Telephone Service, and in London by application to the Controller of the London Telephone Service.

Apart from the arrangements under which private persons or firms can rent long-distance telegraph or telephone lines for their exclusive use, they can, under certain conditions, secure the regular use of the public long-distance telephone lines at night throughout the year. Particulars can be obtained on application to the Secretary, General Post Office, London.

#### **TIME SIGNALS.**

Where the Telegraph arrangements permit, Greenwich mean time can be supplied by electric current every hour in the day in London, and at either 10 a.m. or 1 p.m. (Greenwich time) to places in the country.

Where sufficient support is forthcoming special arrangements can be made for the hourly synchronization of clocks.

Information as to rates and arrangements can be obtained in London from the Controller, London Telephone Service, 144A, Queen Victoria Street, London, E.C. 4, and in the provinces from the District Managers of the Telephone Service.