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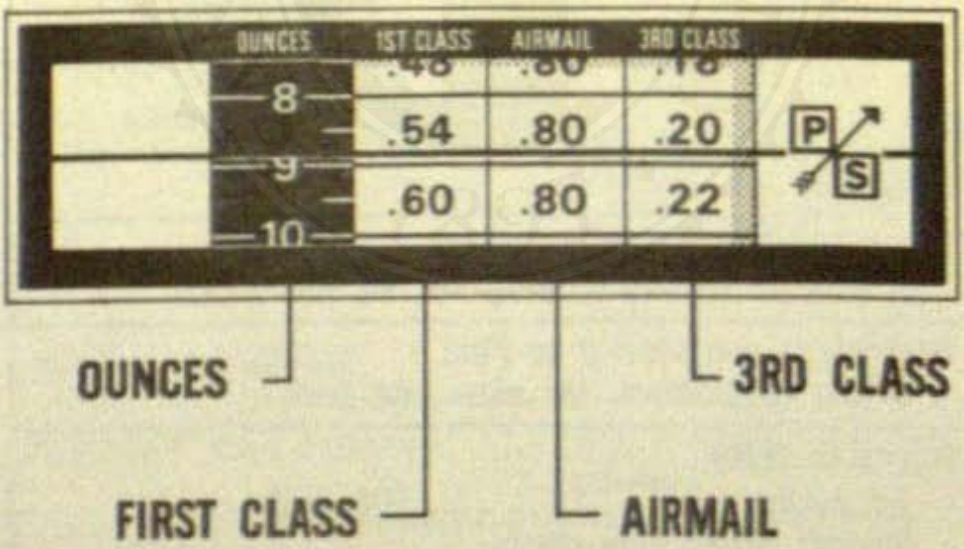
INSTRUCTIONS FOR MAIL SCALE

POSTAL INFORMATION, RATES AND REGULATIONS FOR MODEL 6010 PARK SHERMAN MAIL SCALE

Your new Mail Scale by Park Sherman computes weight and postage on a rotary drum for maximum readability and accuracy. The window is slanted for a consistently proper viewing angle.

ADJUSTING: The Mail Scale is provided with an adjustment screw to bring the zero ounces line on the drum into alignment with the horizontal red indicator line on the window. This adjustment screw is located underneath the front of the scale platform. The adjusting screw should be rotated either clockwise or counterclockwise until the zero line on the drum and the line on the window coincide at your particular viewing angle.

TO USE: Center the object to be weighed on the platform and read the postage computation directly from the drum.



From time to time the Post Office Department changes rates on various classes of mail, fees and regulations. To keep your scale up to date, see information on the back of this folder.

DOMESTIC UNITED STATES RATES, FEES AND POSTAGE INFORMATION EFFECTIVE JANUARY 7, 1968.

FIRST CLASS MAIL

All first class letters and packages weighing 13 ounces or less, except for post cards	6¢ per ounce
Post cards conforming to Post Office regulations for size	5¢ each
Post cards larger than 4¼" x 6"	6¢ per ounce
Double post cards (reply half of double post card does not have to bear postage when originally mailed)	5¢ each half
Business reply mail:	
Cards	7¢ each
Other than cards:	
Weight not over 2 ounces	6¢ per ounce or fraction of an ounce plus 2¢ per piece
Weight over 2 ounces	6¢ per ounce or fraction of an ounce plus 5¢ per piece
Over 13 ounces	Air parcel post rates plus 5¢ per piece

AIRMAIL

Letters and packages weighing 7 ounces or less	10¢ per ounce
Post cards conforming to Post Office regulations for size	8¢ each
Business reply:	
Air cards	10¢ each
Airmail other than cards:	
Weight not over 2 ounces	10¢ per ounce plus 2¢ per piece
Weight over 2 ounces	10¢ per ounce plus 5¢ per piece
Weight over 7 ounces	Air parcel post rates plus 5¢ per piece

SECOND CLASS MAIL

Newspapers, periodicals and other publications with second class mail privileges to be mailed by an individual	5¢ for first 2 ounces, 1¢ each additional ounce or fraction thereof, or the fourth class rate, whichever is lower.

THIRD CLASS MAIL

Circulars, books, catalogs and other printed matter, merchandise, seeds and plants weighing less than 16 ounces	Single Rate: 6¢ first 2 ounces, 2¢ each additional ounce or fraction. Bulk Rate: Consult your local Post Office.

PARCEL POST and AIR PARCEL POST RATES

These categories are rated by zone as well as by weight. Consult your Post Office for packages and other mailed material over one pound.

SPECIAL DELIVERY

First class and airmail (including air parcel post)	30¢ in addition to postage
All other classes	55¢ in addition to postage

SPECIAL HANDLING

Not more than 2 pounds	25¢ in addition to postage

CERTIFIED MAIL

Fee	30¢ in addition to postage
Restricted delivery	50¢ in addition to postage

INSURANCE

Liability	
$ 0.01 to $15.00	20¢ in addition to postage
15.01 to 50.00	30¢ in addition to postage
50.01 to 100.00	40¢ in addition to postage
100.01 to 150.00	50¢ in addition to postage
150.01 to 200.00	60¢ in addition to postage
Liability for insured mail is limited to $200.	
Restricted delivery. (Not available for mail insured for $15 or less)	50¢ in addition to postage
Return receipts (not available for mail insured for $15 or less)	

When Rates Change . . . . .

Your Mail Scale is not obsolete even if rates change. The Post Office will provide a folder showing existing or new rates computed by ounces. A new chart to be applied to the drum of this Mail Scale will also be available from Park Sherman Inc. for $1.00 which includes postage and installation instructions.

PARK SHERMAN Inc.
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