C.R.C. 28B Cancelling Rules
and Regulations in C.R.C. 27
and Supplements thereto.
Effective April 15, 1937.

CANADIAN PACIFIC

COMMUNICATIONS

CANADIAN PACIFIC RAILWAY COMPANY

COMMUNICATIONS DEPARTMENT

RULES AND REGULATIONS

1937

Refer to C.R.C. 28A for list of offices and rates

JAN. 30TH, 1937

2.00

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CANADIAN PACIFIC

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RULES AND REGULATIONS

1937

Refer to C.R.C. 28A for list of offices and rates

JAN. 30TH, 1937

(Circular)

CANADIAN PACIFIC RAILWAY COMPANY

OFFICE OF THE VICE-PRESIDENT
MONTREAL, July 1st, 1936.

The Company having undertaken the transmission of telegrams for the public over its wires, it is of the highest importance that this service be performed in a thoroughly efficient manner, and the most careful attention to this business is enjoined upon everyone connected with the communications service. Celerity in transmission and delivery, accuracy and privacy are of the first importance and no shortcomings in these particulars will be tolerated.

It must be remembered that no person, not excepting the highest officer of the Company, has the right to know the contents of any private telegrams entrusted to the Company for transmission, except that Superintendents, Inspectors and others designated by the proper authority in the Communications Department have the right to examine the telegraph business to check up transmission and delivery, or other defects in service. The greatest care must be taken to prevent private telegrams from being seen by persons for whom they are not intended and any employee of the Company divulging the contents of such a telegram will be punished by immediate dismissal.

General Superintendents are requested to co-operate with the General Manager of the Communications Department in every possible way to secure the desired efficiency, and to see that all persons connected with the communications service on their respective divisions fully carry out his instructions concerning commercial telegraph business.

D. B. Brown

Vice-President.

These Rules and Regulations have been compiled by this Company for the guidance of its employees in determining the terms and conditions under which domestic telegrams will be accepted from the public for transmission and delivery through its facilities.

They are open for public reference and must be used in conjunction with the Company's Tariff Directory and Supplements thereto.

LIST OF RULES

RECEIVING DEPARTMENT

RULE NUMBER		RULE NUMBER	
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2	Acceptance of Messages	10	No promise in regard to time of transmission or delivery
3	Addresses	11	Collect Messages
4	How to count and charge for messages	12	DH and Franked Messages
5	Signatures	13	Employees Messages
6	Special Services	14	Service Messages
7	Message Checking Instructions	15	Telegrams not to be accepted
8	Messages offered during interruption of lines, near or after closing hour of office at destination		

DELIVERY DEPARTMENT

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17	Delivery of Messages by telephone	23	Delivery of Night Messages and Night Letters
18	Delivery of Messages by private connection	24	Special Instructions in Delivery
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20	Delivery of Messages to Telephone Subscribers	26	Messages forwarded to wrong destination
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OPERATING AND PLANT DEPARTMENT

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28	Privacy of Operating Rooms	33	Office Calls
29	Offices to be kept tidy	34	Wire - messages
30	Contention for Circuit	35	Temporary absence from wire
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OPERATING AND PLANT DEPARTMENT - (Cont'd)

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38	Chief Operator to decide route
39	Care in Transmission
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41	Transmission of Address
42	Congestion of Traffic
43	Messages to Passengers on Trains
44	Transmission of Back Date Messages
45	Transmission of Book Messages
46	Transmission of Checks
47	Transmission of Duplicates
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49	Transmission of Repeated Messages
50	Transmission of Press
51	When a Message cannot be transmitted promptly
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53	Order in which messages are to be received
54	Care in handling code and figures
55	Time, Etc. on Sent Messages
56	Messages to more than one address
57	Messages to be sent as far as possible on day of receipt
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59	Operator signs
60	Number Reports
61	Filing Time on Service Messages
62	Operators conduct
63	Care of Typewriters
64	Use of Company's Telephones
65	General
66	Directions to Supervisory and Plant Staff
67	Wire Tests
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70	Care of Batteries, Instruments, Etc.
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72	Procedure on closing
73	Lines and equipment not to be used for experimenting

ACCOUNTS, REPORTS AND REMITTANCES

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75	Receiving and Delivery Clerks Records
76	Check Ledger Entries
77	Record of Telegrams handled free
78	Sunday telegraph business
79	Checks not to be changed
80	Cable Traffic (Reporting of)
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87	Check Reports - Form CD 22A
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RULE NUMBER	
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105	Uncollected, Authorized Outstanding Accounts
106	Change of Agents
107	Mailing of Reports and Correspondence
108	Agents jurisdiction
109	Hours of Attendance
110	Care of Property
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RULE NUMBER	
115	Application for copies of telegrams
116	Refunds and satisfaction of faulty service
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118	Summons and other legal process
119	Court Orders for production of telegrams
120	Politics
121	Correspondence
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123	Students
124	Certificate of Service
125	Time
126	Transmission of messages from passengers on trains - account serious delays or mishaps
127	Destruction of Records

LIST OF FORMS AND STATIONERY SUPPLIED COMMUNICATIONS DEPARTMENT

See Pages 54 and 55

RULES AND REGULATIONS

The rules previously issued in C.R.C. 27 and Supplements thereto are hereby cancelled and will be superseded by rules and instructions as follows :

RECEIVING DEPARTMENT

RULE - 1

MESSAGES TO BE ON PROPER CD FORMS:

Each message for transmission must be written upon the form provided by this Company for that purpose, or attached to such form by the sender, or person presenting the message as the sender's agent so as to leave the printed heading in full view.

Regular sending forms (CD 2) must be used when receiving messages over the telephone.

TERMS AND CONDITIONS:

The acceptance of messages for transmission and delivery is subject to the terms and conditions printed on the reverse side of forms CD 2.

The Company's blanks shall not be provided for purposes other than for the sending of messages, unless by authority of the Superintendent.

RULE - 2

ACCEPTANCE OF MESSAGES

.01 The tariffs of this Company and connecting lines are arranged under the following designations :- Section Rates, Square Rates, State Rates and Exception Rates, and are charged for on a minimum basis of ten words unless otherwise advised. C.P. offices are shown in tariff listings with the Section number on the left side of the listing and those offices of other Companies in Canada are shown with the Section in which they are located to the right of the listing. Attention is called to the exception list at the end of table of Provincial or State rates and wherever the exception rate is lower than the Section, Square or State rate it will be used. In cases where listings show a square rate, reference to the Provincial rate sheet should be made and when the square rate produces a lower charge to the customer the square rate will be used.

.02 Employees shall render any aid or explanation necessary to enable the sender to prepare his message.

.03 There shall be no change made in a message without the consent and approval of the customer. Misspelled or improperly abbreviated words will be courteously referred to the sender for correction. If the sender declines to make such correction the message will be accepted as written and a notation made on reverse side of the blank. When necessary, make indistinct words plain by printing the word clearly above the indistinctly written word if space permits, if not, a marginal notation will suffice. When the sender of a message written in paragraphs wishes it transmitted in paragraphs, count and charge for as many additional words as there are paragraphs, less one (the first paragraph) and add that number and the words "CNT pghs" to the check. For example, a 60 word telegram to be transmitted in four paragraphs should be checked, if a prepaid message, "63 Paid CNT 3 pghs." There will be no charge made for the expression "CNT 3 pghs" in the check.

.04 Groups of letters must be transmitted in groups, as written by the sender and must not be divided. (See rule 7.06).

.05 Unless the sender has already indicated the place from and correct date on his message, this information will be shown in its proper place on the message, together with time filed. (Also see paragraph .07). A nightletter or a night message filed after midnight, but before 2.00 A.M. shall be dated as of the preceding day. For example: a nightletter or night message filed at 1.30 A.M. on May 25th will be dated May 24th.

.06 The address of the sender of a message unless known shall be requested and recorded on the reverse side of message blank for future reference.

.07 Each message filed for transmission at an office or agency of this Company, shall show as its point of origin the name of the city, or town and the Province or State where such office or agency is located and shall show the date and time of filing with this Company.

.08 A message from a point listed in the Tariff Directory of this Company, telephoned by the sender to this Company's office at the transfer point designated in the Tariff Directory and accepted for transmission, shall show as its point of origin the name of the city or town from which it is telephoned. The name of the point at which it was received by telephone shall appear in the check preceded by the word "Via". For example, a message telephoned from Montreal South, Que. containing ten text words would be checked 10 paid via Montreal, Montreal South, Que. appearing on the date line as the point of origin.

.09 A message originating at a point on the lines of another Company which is not a connecting line of this Company transferred at a regular transfer point to the lines of this Company, shall show as its point of origin the name of the city or town at which it was originally filed with the other telegraph company. The checking of such traffic shall be as follows : If the message originates at a C.N.T. office in Canada or the United States or at an exclusive office of the Western Union in the United States, the point of origin only shall appear on the date line, the via point shall be carried in the check in the manner indicated in Paragraph .08 of this rule.

Messages originating at an office in the United States competitive with Postal Telegraphs shall be checked showing the via office on the date line and the extra words on the date line shall be counted and charged for in accordance with rule 9, (Forwarding of Messages).

.10 A message telephoned from a point not listed in the tariff book or tariff circulars shall show as the originating point the name of the place from which the message was telephoned and shall be treated as directed in rule 2.08.

.11 Where there are two or more places of the same name in the same Province or State, a message filed to, or from one of them shall show in its address or date line (as the case may be) the name of the county in which such place of origin or destination is located.

.12 Telegrams to be delivered by ***telephone,**mail, stage or train are forwarded at sender's risk and must be prepaid. Employees will however, exercise due care as far as is possible to insure delivery.

Collect telegrams erroneously accepted for destinations as above, will be disposed of at once in accordance with instructions in the address and reported uncollectible. (See rule 11. 07).

.13 When a message is received for a point listed in the Tariff Directory with other-line charges, for example : (a) *** Sub. only, 25-0", (b) ** Sub. free, others 40-0." (c) ** Sub. 10-0, others 35-0," the amount of the other-line charges collected shall be transmitted in the check following the abbreviation "OL" (other line). For instance, in the case of (a) the check of a twelve word paid message would read "12 OL 25". The amount collected and shown in the check will indicate to the delivering office, the terminal service to be applied on that message.

Where the listing indicates free service for telephone subscribers and a charge for non-subscribers as in (b), a message for a subscriber will carry the indicator "SUB" in the check. The check of such a message would read "12 SUB".

Where no amount is shown in the check and the Tariff Directory listing calls for a collection of an other-line charge, the office at destination will dispose of the message and then service the point of origin as follows : "Your _____ we check you (amount) as per Tariff Directory listing".

(The terms "OL 25", "SUB" will neither be counted nor charged for.

In case a message was accepted with the understanding that the addressee is a telephone subscriber and it develops that he cannot be reached by telephone, making special delivery necessary, it will be in order for the delivering office to collect the amount of delivery charges from the addressee, without servicing the point of origin, provided the cost is nominal. If the addressee declines to pay delivery charges, the delivering office will then service the originating office to the following effect : "Your_____, we check you (amount) delivery charges, party has no phone."

If in the above case the cost of making physical delivery is abnormal, a copy should be mailed immediately and a service sent to the office of origin reading as follows : "Your_____, party has no phone, delivery charges (amount), advise disposition. Copy mailed." The reply thereto should be the guiding factor in disposing of the message.

Where a delivery charge exists but the amount is unknown and the sender agrees to assume the cost of making special delivery, the check of a ten word prepaid message would read "13 3 ex. report dly chgs", if collect and the sender guarantees payment of the delivery charges, the check would read : "14 collect 3 ex dly chgs gtd".

.14 Messages offered for points not listed in the Tariff Book or Supplements should be accepted only at sender's risk, and whenever possible the proper routing direction should be secured from the sender, as well as a deposit of the special delivery, or other charges if any are known to be involved or a guarantee of such charges by a responsible party.

.15 A message given to the agent or other employee at a time when the office is closed, as for example, a message telephoned to the agent's residence or handed to him elsewhere than at the office should be accepted only with the distinct understanding that it will be dated and timed as at the time when it is so transmitted.

.16 A message and tolls received by mail from a distant point shall, provided the amount enclosed is sufficient to pay the tolls, be forwarded bearing the name of the place of origin. The charges shall be the tolls from the city or town of telegraphic origin. A message so transmitted will carry in the check the office of telegraphic origin preceded by the word "Via" in the same manner as indicated in rule 2 .08. If the tolls enclosed are insufficient, the message will nevertheless be sent and an account mailed to the sender for the balance due, provided the balance due is nominal.

.17 No office is permitted to act as agent for the sender by accepting messages to be mailed to another telegraph office for transmission from the latter point. Mailing of such messages must always be by the sender as his own agent and at his own responsibility. Until further advised this prohibition will not apply to PLT messages.

.18 When a telegram is to be forwarded by mail to reach the destination point, no charge will be made for postage at the originating office unless the cost exceeds the ordinary postage rate.

.19 It is very important that all messages be timed correctly and to make this possible it is necessary that clocks register the correct time. Daily inspection of clocks should be carried out by agents and chief operators.

.20 The RP indicator will not be used in connection with domestic messages. The present liberal scope of the Company's "Collect" arrangements renders the RP service unnecessary. Customers desiring to pay for a collect reply may have this facility afforded without any additional expense, the RC (reply collect) indication being indicated in the check. See rule 6 .14.

.21 ACCEPTANCE OF TRAFFIC FOR UNITED STATES

The Postal Telegraph-Cable Co. having established universal service in the United States as from February 1st, 1932, all offices may accept checked paid or collect messages to any U.S. point charging the regular State rate plus any other line tolls indicated in the tariff listing or amendments thereto. Messages to or from all offices listed as "CP" or "SO" will check direct and be reported in accordance with instructions in rule 87. All other messages to or from U.S. points will be booked as Postal traffic. See rule 87. In exceptional circumstances, it may be impossible for Postal Telegraph to dispose of certain collect messages and offices receiving advice to transfer at point of origin will do so.

If a message originating at an exclusive C.P. office and destined to a point in the United States is undisposed of and an advice is received to "transcan" the message, it shall be resent via the nearest Canadian transfer point from Postal Telegraph to destination for transfer at that point to the C.N.T. The message if prepaid shall be re-rated on the basis of the two locals and booked accordingly. If the message is checked collect, the office of origin will check with the transfer point.

For list of transfer points see rule 9 .08.

.22 To guard against errors, messages received over the telephone must be repeated back carefully. Use the following symbols to verify letters of difficult, unusual or code words:

A--Albany	J--Japan	S--Sherbrooke
B--Boston	K--Kingston	T--Toronto
C--Chicago	L--London	U--Utica
D--Detroit	M--Montreal	V--Vancouver
E--England	N--New York	W--Winnipeg
F--France	O--Ottawa	X--X-Ray
G--Glasgow	P--Peterboro	Y--Yarmouth
H--Hamilton	Q--Quebec	Z--Zebra
I--Italy	R--Rochester	

In confirming figures, spell them as in the following examples:-

The figures, "234", should be repeated, "2 two, 3 three, 4 four".

Operators should politely request a repeat back on messages telephoned to customers who make a written record of same.

The receiving operator's number or initials and the time of reception must be plainly shown on all messages taken over the telephone, also the rate quoted, if any, and the name and address of the sender, unless well known. Any handicaps such as difficulty in properly hearing the customer, should be recorded on the back of the message.

Employees when speaking on the telephone should enunciate distinctly and endeavour to impart information in a clear concise manner. Cultivate the habit of speaking directly into the transmitter and avoid talking loudly.

The chewing of gum or eating of fruit or candy is not only discourteous but its effect on diction is displeasing to the customer. It may cause errors on important telegrams and must therefore not be indulged in while on duty.

RULE - 3

ADDRESSES :

.01 The importance of a full and complete address cannot be over-estimated.

Addresses of messages destined to summer or winter resorts or other seasonal offices should show the street number, or the name of the hotel, club, cottage or boarding house at which, or the name of the person with whom, the addressee is staying.

.02 The titles: Mr., Messrs., Esq., in the address of a message will not be transmitted. However, the titles of address: Mrs., Miss, Hon., etc., will be accepted for free transmission whenever they form part of the address.

.03 The use of registered cable addresses for domestic messages is not permitted. As there is no charge for the address in such messages, customers should be requested to write same fully as possible.

.04 "Try Hotels" is an insufficient address. If the sender is unable to furnish a more definite address, endorse message "Accepted at sender's risk" after having so informed the sender.

.05 The proper address for messages which are to be called for by the addressee at the telegraph office of destination is "Will Call". The practice of using "Care Canadian Pacific Telegraphs" is confusing at large offices because such addresses suggest that the addressee is employed by the Company, thereby necessitating a review of the list of employees in the city before placing the message in the "Will Call" box. The expression "Care Canadian Pacific Telegraphs" should be restricted to messages addressed to employees of the Company.

.06 The address of a message to a passenger on a train should show the name of the railroad, train number or name when known, time due, and the place where message is to be delivered, and also the point for which the passenger is bound. If the train is run in sections, the section should be specified, if known.

Example:

> John Doe, En Route Winnipeg, Man., care Conductor (or, if Sleeping Car reservation is known, "Lower 6 car 92") C.P.R. train three, due 9.35 P.M. Fort William, Ont.

Similarly, the address of a message to a passenger on a bus should show the name of the bus line, time due, and the place where the message is to be delivered.

Such messages should be prepaid and addressed to a regular scheduled stop. (Refer to latest time tables).

Persons filing messages addressed to passengers on trains or boats otherwise than ocean steamers at terminal points should be advised that while every effort will be made, there is no assurance of their delivery. All such messages should, if possible, be addressed to an intermediate point.

.07 Record "Phone" or "Don't Phone" after name of addressee if the sender requests a message delivered or not delivered by telephone as the case may be. The words "Phone" or "Don't Phone" will not be counted as extra words or charged for.

.08 When messages are addressed to a rural free delivery route, for example, E. W. Lodge, RFD No. 3, St. Agathe, Que. or when otherwise indicating a post office address, the sender should be asked if delivery can be made by telephone and, if so, the direction "Phone" should be placed in the address. If it is not known whether telephonic delivery can be made or not, and if delivery by special messenger is desired, the sender should be required to pay or guarantee delivery charges. If delivery through the Post Office is desired the word "Mail" shall be inserted before the Post Office address and transmitted as an indication that the message is to be mailed.

.09 When the message is an answer and the sender is unable to give sufficiant address, write in the address (not in the check) the words "An Answer", followed by the word "date" if the message to which it is an answer is of the same date, or the figures indicating the date if it be a back-date message, provided the sender can supply the information. If the date of the message to which it is an answer shows an office call, add the word "care" and the office call shown in the date of the original message. The matter so written is not to be counted as extra words or charged for.

For Example : if the message be an answer to a telegram dated the same day, from Montreal, Que. signed John Doe, and the person filing the reply can give no definite local address for his answering message, the answering message should be addressed:

John Doe,
An Answer Date,
Montreal, Que.

If it be an answer to a back-date message (for example, an answer filed on the 14th of the month to a message dated the 12th) the answering message should be addressed:

John Doe,
An Answer 12,
Montreal, Que.

If the message be an answer to a message originating at a branch office designated as per example: "X Montreal, Que." the same day, it should be addressed:

John Doe,
An Answer date,
X Montreal, Que.

If it be an answer to a back-date message dated "X Montreal, Que." the 12th of the month, it should be addressed:

John Doe,
An Answer 12,
X Montreal, Que.

In all such cases it should be suggested to the sender of the answer that he sign his full name, as it appears in the address of the message to which he is replying (not "John" or "Father", etc.) so as to enable the originating office to identify the message to which it is an answer. If the sender does not sign the answering message with his full name, his name shall be written in and transmitted in the address after the words "An answer date" or "An Answer" followed by a back date, for example, "An Answer Date Thomas Brown".

.10 When the sender wishes a message delivered at a specified time and inserts a direction to that effect in the address, as for example, "Deliver 8 P.M.", such direction will be transmitted as a part of the address without extra charge.

METHODS OF COUNTING TO DETERMINE
CHECK

.11 A necessary delivering address in a message will be accepted for free transmission. Information essential to the Company in locating and identifying the address will be considered part of that necessary address. The following are examples of material considered essential to the address : (In each case the <u>underlined</u> expressions are transmitted without extra charge).

John Brown
<u>E. C. Brown & Co. (or care E. C..Brown & Co.)</u>
<u>16 McGill Street,</u>
Montreal, Que.

James Brown, <u>President</u>
<u>American Manufacturing Co.</u>

J. D. Jones & Co. or J. D. Jones & Co.
<u>Attention Mr. Kale</u> <u>Mr. Kale</u>

J. O. Seymour, <u>Personal</u>

When two or more names constitute a firm name, they will be transmitted free. For example :

Hill, Beith and McMahon,
480 Yonge Street,
Toronto, Ont.

The designation of a department, district, division or section, in connection with a firm name will be transmitted free. For example :

Jones & Co., Accounting Dept.
The Brown Company, Toronto Office
Montreal, Que.

John Jones
An Answer Date
Calgary, Alta.

John Jones
General Delivery
Edmonton, Alta

John Jones
Try Hotels
Vancouver, B.C.

.12 Matter added to the address which is not necessary or essential for the delivery of the message will be counted and charged.

.13 Alternate names of addresses or alternate street or telephone addresses will be charged. For example :

John Smith 80 Bleury St. or James Murphy 180 St. James St.	John Smith or James Murphy 46 John St.

The underlined words in these addresses are chargeable. Likewise :

John Brown 61 Windsor St. or 160 Park Ave.	John Smith Main 6748 or Kenwood 9651

.14 Whenever the location of an alternate address of a message is in another city, the alternate address will be charged extra, and if the message cannot be delivered to the first address, it will be forwarded prepaid to the second address and tolls checked against point of origin with service advice. The same procedure will be followed if there is more than one alternate address.

.15 Where a message is addressed to two persons in the alternative only one message will be transmitted and delivery will be completed when the message is delivered to either of the addressees, preferably the first mentioned.

.16 A multiple address showing two or more addresses, or so addressed that more than one delivery is required, will be charged for as two or more messages and separate copies of the message will be delivered to each of the addressees. For example :

William Brown 26 Bond St. AND B. Wills 60 Bay Street	or	J. D. Jones and R. K. Brown House of Commons, Ottawa, Ont.

or

Senators Jones, Reed AND Watson
Ottawa, Ont.

In these cases separate messages will be delivered to each of the addressees named and a charge will be made for each separate message.

When the sender of a multiple address message wishes to indicate to the addressee that he is sending the same message to the other addressee or addressees, he should do so in the text.

.17 A joint address message addressed to two or more persons at one address will be treated as a single message and the one jointly addressed copy will be delivered to either addressee. For example :

Mr. and Mrs. J. Brown 26 Hampton Road Toronto, Ont.	Walter Rogers and Family 42 Delaware Ave. Toronto, Ont.

Messages addressed to members of one family at one address are joint address messages as noted in these examples unless separate messages are sent. There are no extra chargeable words in the address.

Note: A joint address message (other than the family address dealt with in the preceding paragraph) with one delivery is distinguished from a multiple address message, with more than one delivery through the establishment of a charge for extra words after the name of the addressee (see underlined words in the following examples):

R. Johnson AND F. Parsons,
135th Avenue,
Edmonton, Alta.

W. Johnson, J. Smith AND W. Jones,
Canada Assurance Co.,
Vancouver, B. C.

.18

DELIVERY INSTRUCTIONS TRANSMITTED WITHOUT CHARGE

The sender may request that particular delivery instructions be followed in reaching the addressee at point of destination. The following instructions will be accepted by this Company for free transmission as part of a message.

Sender's Instructions	Examples of Proper Indication in the Address
Message to be telephoned to addressee	Phone or Phone Main 2047
Message not to be telephoned to addressee	Don't Phone
Message to be delivered at a specified time	Deliver (hour specified) Deliver 8 P. M. Deliver before 8 P.M. Deliver after 8 P.M.
Receipt not to be obtained from addressee	D.W.R. (Deliver without receipt)
Receipt to be obtained from addressee	Don't D.W.R. (Don't deliver without receipt)
Message to be held for addressee's arrival, (for example, a message to a hotel guest)	Hold for arrival
Message to be called for at the telegraph office by the addressee	Will Call

RULE - 4

HOW TO COUNT AND CHARGE FOR MESSAGES

Application of Rule.

.01 This rule applies on messages addressed to points in Canada, United States, Newfoundland, Mexico and Alaska. For reference concerning extra chargeable matter in the address, see Rule 3 and for extra words in the signature, see Rule 5.

.02 Dictionary words, words taken from any one of the following languages namely, English, German, French, Italian, Dutch, Portuguese, Spanish and Latin, (Japanese language in Canada only, see paragraph 14) initial letters, surnames of persons, names or abbreviations of countries, counties, cities, towns, villages, states or territories, the Canadian provinces, abbreviations of weights and measure in common use, forts, barracks, army stations and military camps, in the text of a message shall be counted and charged for as one word.

.03 The word "country" as used in this rule, shall mean that which constitutes a political entity (Canada, United States, Mexico, etc.). A geographical section or collective name such as New England or North America is not a country or political entity within the meaning of this Rule. New England is a collective name applied to a group of States. North America is a continent and not a country. Likewise geographical terms such as "Mississippi River", "Lake Superior", "Atlantic Ocean", "Long Island Sound", "Blue Ridge Mountains", etc. will not be accepted on the basis of the single word count, but shall be counted as commonly written.

	Word Count		Word Count
Signatory (English)	1	J. G. M. Jones, Jr	5
A bon marche (French)	3	Van Dorne	1
Auf wiedersehen (German)	2	O'Conner	1
Erba mala presto crese (Italian)	4	Fahnstock's	3
El Corazon menda las carnes (Spanish)	5	Fahnstocks	1
Mijne Groete anme vrouw (Dutch)	4	McGregor	1
Tudo esta perido (Portuguese)	3	North America (Continent)	2
Errare humanum est (Latin)	3	United States (Country)	1
S.H.M.N. (Initials)	4	United States of Colombia	1

	Word Count
Yellowstone National Park (Preserve)	3
New York (or N..Y.)	1
New York City	1
District of Columbia (or D.C.)	1
St. Louis	1
East St. Louis	1
Winston-Salem	1
New Mexico (or N.M.)	1
New York State	2
Nova Scotia (or N. S.)	1
Red Bud (town)	1
South Orange (City)	1
Atlantic Ocean	2
Puget Sound	2
Blue Ridge Mountains	3
City of Philadelphia (name of vessel in text of message)	3
Per cent or percent (%)	1
Queen Anne (Country)	1
New York, New Haven & Hartford Railroad	5
New England (geographic section)	2
Lake Superior	2
Mississippi River	2
Long Island State Park (Preserve)	4
Hot Springs National Park (Settled Community)	1
Thousand Island Park (Settled Community)	1
lbs..(POUNDS)	1
cwt..(HUNDRED WEIGHT)	1
hhds.(HUNDREDS)	1
St...(STREET)	1
Ave..(AVENUE)	1
Day Letter or Dayletter	1
Night Letter or Nightletter	1

.04 Designations of vessels "HMS", "CGS", "USS", "USAT", "USCG", etc. as well as the term "SS" shall be counted as one word. For example :

	Word Count
CGS Patricia	2
HMS Sydney	2
SS Olympic	2
USS California	2

.05 Groups of letters when written together and which do not form dictionary words in any of the eight languages which are recognized by this Company for domestic messages (See .02), and are not proper names or accepted trade expressions, shall be counted at the rate of five characters or fraction of five characters to a word. For example :

	Word Count
Ukugu	1
Sixdan	2
Babelu	2
Bacyzafyih	2
Abycazfybgk	3
Rhgga	1
CPR	1
CNR	1
Canadian Pacific	2
Canadian National	2
YMCA	1
Y M C A	4
AM	1
PM	1
COD	1
FOB	1
CIF	1
OK	1
CRR of NJ	3
CRRNJ	1

.06 Groups of letters made up of combinations of dictionary words shall be counted one word for each dictionary word used in the combination, except where the grouping creates a commonly used and logical English term, as in the case of railroad names. For example:

	Word Count
Doyou (improperly combined)	2
Allright (or alright) (improperly combined)	2
Dothe (for "do the")	2
Itis (for "it is")	2
Havyu (for "have you")	2
Air Mail or Airmail	2
Canhe (improperly combined)	2
New Year or Newyear	2
Housemate (dictionary word)	1
Carload (familiar English expression)	1
Navy-yard (dictionary word)	1
Cannot or can't	1
Can not	2
Carlot (dictionary word)	1
Warrisk	2
Billading	2
Firstclass	2
Parcel Post or Parcelpost	2
Postoffice or Post Office	2
Bando (Baltimore & Ohio R.R.	1
Rephone, Reletter, Relet	1
Rewire, Retel	1

.07 Except that, commercial words which are apparently combinations of dictionary words shall be counted in the way in which they are written in business correspondence, in printed matter, in advertising and (in the case of commodities so named) on boxes or containers used commercially. This single word count is limited strictly to those words which are standard and accepted trade designations and have not been combined as evasions of telegraph rules or for private code purposes. For example :

Drivurself - National Automobile Renting Service
Uneeda - Nationally advertised biscuits
Flakewhite - Nationally advertised soap flakes
Sunkist - A brand of fruit
Usones, Ustwos, Spanones, Spantwos, Runones, Runtwos, Quartersax, tenpex, etc.

.08 Combinations which are written commercially as two words shall be so counted in messages, even though they may be irregularly combined and written as one word. For example:

	Word Count		Word Count
"Ben Davis" or Bendavis.....	2	"Sport Coupe" or Sportcoupe.....	2

.09 Figures, decimal points, punctuation marks, the ordinal number designations (st, nd, etc.) and bars of division shall be counted each as one word. For example:

	Word Count		Word Count
" " (quotation marks).....	1	2nd.....	2
( ) (parenthesis).....	1		

.10 Mixed groups of letters and figures shall be counted one word for each sequence of five letters or less and one word for each figure. The use of the "&" sign with groups of figures or letters places such groups in this category. Wherever possible, (and at the sender's approval), the term should be written out as "and". For example:

	Word Count		Word Count
al.....	2	442.....	3
x9n8g.....	5	44.42.....	5
3/4.....	3	165 East 22nd St.....	8
74 3/4.....	5	December 31st.....	4
DA & GY (or DA&GY).....	3	B & O (or B&O).....	3
ABCDE4ABCDE.....	3		

.11 In domestic messages, the dollar sign ($), the pound sterling sign (£), the percent mark (%), the numerical designation (#), the cent sign (¢), the commercial designation for "at" or "to" (@), the sign signifying degrees (°), the sign signifying minutes or feet (′) and the sign signifying seconds or inches (″), should preferably be spelled out. The cent sign (¢), the commercial designation for "at" or "to" (@), the degree sign (°) cannot be transmitted. Each term can be properly written as a single word. The count and cost of transmitting such of these signs as can be transmitted by wire will be the same as though the words they signify were written.

.12 Numbers and amounts should preferably be written in words. When they are not the count will be made as in .09 hereof.

.13 The manner of display of the text of a customer's message must not be altered. Groups of letters or figures in excess of single word count shall be counted in accordance with their content, but in no case must the group be divided. The group shall be counted in accordance with its composition as a double or triple, etc., as the case may be. (See paragraph .06).

.14 The use of the Japanese language is included in the foregoing as regards Canada. The maximum length of a plain language or code word is restricted to ten letters. Code words of more than ten letters must be counted and charged at cipher rate, namely, five letters to the word, but genuine words of more than ten letters may be used in their ordinary sense in a code message or in a plain-language message at the rate of ten letters to a word, plain-language telegrams to be composed of plain Japanese words written in Roman letters and authorized by the current usage of the Japanese language, and code-language telegrams to be constructed of words, "whether genuine or artificial", written in Roman letters and formed of syllables capable of pronunciation according to the current usage of the English language.

EXPLANATORY - SEE .02

Enquiries have been received as to how employees can determine whether code groups are taken from one of the official languages referred to in paragraph .02. This can only be determined by reference to the Chief of Tariff Bureau. As reference to Chief of Tariff Bureau by outside offices requires time, the use of careful judgment on the part of employees checking messages is necessary.

It will generally be found that groups of letters combined to form code groups are of varying lengths not exceeding ten letters and are readily pronounceable. Cipher or artificial groups subject to the five letter count usually appear as groups of five or ten letters to the word without variation and such groups should be treated on the basis referred to in paragraph .05.

If the treatment of such groups on five letter count is objected to by the customer, the matter should be referred through the channels of organization to the Chief of Tariff Bureau for ruling.

RULE - 5

SIGNATURES

.01 The signature of a message will be accepted for free transmission. Information essential to the proper identification of a signature by the addressee will be accepted as part of the free signature. (For treatment of messages without signature, see Rule 5.05.

.02 When the signature is that of a company or firm having two or more branches or departments in the same city, the name or designation of one of the branches or departments may be added as part of the signature and shall be accepted for free transmission.

When the signature is that of a company or firm the title of an official or representative may be added as part of the free signature. For example:

American Automotive Corporation, William Johnson.
William Johnson, American Automotive Corporation.
American Automotive Corporation, Credit Dept.
Credit Dept., American Automotive Corporation.
President, American Automotive Corporation.
American Automotive Corporation, President.

A title may be added to the name of an individual to indicate his business affiliation, and that information will be accepted as an essential part of the signature and transmitted free. For example :

John Jones, Asst. Treas.
Gen. Mgr. Robert Thompson.
Wm. Johnson, Chief of Police.
Thos. Green, Chief of Bureau.
Ralph Gordon, Agent.

Family messages may be signed by more than one person in the family and the signature will be accepted as a single signature, without extra charge. For example :

Mother and Father
Brother and Sister
Uncle and Aunt
Harry and Eleanore
Peter Robert Charles and Mary
Hubert Valade and Family

.03 Business and social suffixes which are considered part of a business or individual name shall be so accepted and no extra charge will be made for the extra words. For example :

Barry & Co., Ltd.
Brown & Co., Inc.
John Brown, Jr.
John Brown, Third.

A title or other abbreviation in ordinary use, preceding the name of the sender, such as "Dr.", "Rev.", "Lieut", etc., shall not be counted or charged.

Information beyond the limits designated in the foregoing paragraphs shall be deemed not essential to the signature, and each word added shall be counted and charged as one extra word.

A title added to the name of an individual, when the individual's name has been added to a firm or company signature, will be counted and charged. For example :

American Automotive Corporation, Wm. Green, <u>President</u>.
Wm. Green, <u>President</u>, American Automotive Corporation.

(The underlined words are extra and chargeable).

The designation of department or division, and the name of an individual, district, section or branch, shall not both be accepted as part of the free signature of a company or firm. In case the two designations are added the one written first will be included in the free signature and the one written last will be counted extra and

charged. For example :

American Automotive Corporation, Plant Dept., Johnson.
American Automotive Corporation, Johnson, Plant Dept.
Johnson, Plant Dept. American Automotive Corporation.
Plant Dept., American Automotive Corporation, Johnson.
Treasury Dept., Customs Division, Chief Clerk.
Treasury Dept., Chief Clerk, Customs Division.
Dept. of Agriculture, Livestock Div. Bureau of Economics.
Bureau of Economics, Dept. of Agriculture, Livestock Div.

(The underlined words are extra and chargeable).

The names of more than one individual added to the signature of a firm or company, will not both be transmitted free. In that case the first individual name will be free, and the second will be counted extra and charged. For example :

American Automotive Corporation, Johnson and Green.

(The underlined words are extra and chargeable).

Superfluous words inserted between the name of the firm or company, and the name of the individual or department, will be counted extra and charged. For example :

American Automotive Corporation by Johnson
Johnson, care of American Automotive Corporation
American Automotive Corporation per Johnson

(The underlined words are extra and chargeable).

.04 Signatures in code will not be transmitted free. Should the sender insist on using a code signature, it must be counted and charged for as if it were part of the text and the indication "CNT SIG" should be added to the check of the message to designate that the code signature has been counted and charged for.

Code signatures are signatures made up of numerals written or in figure groups, time indicators, unintelligible letter groups, and all expressions which would constitute code in the text. The following combinations used as signatures are presumably intended to convey part of the intelligence of the text :

(1) - 205
(2) - Naught Two Four Six
(3) - 3 PM
(4) - BMXNPOY
(5) - 2L5M6
(6) - Shatter Shivering

Charge for such signatures is on the usual basis of counting and charging. Thus in the examples above (1) is 3 words, (2) is four words, (4) is two words, (5) is five words and (6) is two words.

The condensed signatures "Ford Pinkney", "Buick Barry", etc. (which are the names of individuals added to abbreviated firm names), are considered legitimate signatures and can be accepted as such without extra charge.

.05 A message offered without signature will be accepted, but the attention of the sender will be called to the omission. If a signature is not then added by the sender the notation "unsigned" should be written in place of the signature. The word "unsigned" will not be added to U.S. Govt messages.

RULE - 6

SPECIAL SERVICES

.01 The sender may request the repeating of his message to the originating office for verification. In that case the words "Repeat Back" will be inserted in the message check. An extra payment of one half of the rate of the message will be charged in addition, for this service.

.02 The words "Repeat Back" inserted in the message check and indicating that this class of service is desired, will be counted and charged for, as two extra words.

.03 When the sender places upon his message, in writing, a special value in excess of $200.00, the cost shall be that of a repeated message plus the rate of one percent of the special value for any distance not exceeding 1,000 miles and two percent for any greater distance. The words "Specially Valued" will be inserted in the message check. The message will be repeated as in the case of a "Repeat Back" message. The conditions are

specified in the contract of acceptance on the reverse side of form CD 2.

.04 The words "Specially Valued" inserted in the check will be counted and charged for, as two extra words. In the event of such a message being sent wire particulars to your Superintendent immediately.

.05 The sender of a message may request notification of delivery. In that case the term "Report Dly" will be written in the message check. The sender will receive a "collect" message from the office of destination, stating time of delivery. However, if a message cannot be delivered, the usual free service advice will be sent.

.06 The term "Report Dly" inserted in the message check, indicating that this class of service is desired, will be counted and charged for as two extra words.

.07 A message to be specially delivered beyond the free delivery limits of the terminal office, and for which the delivery charge is not given in the tariff directory, will be accepted upon the payment or guarantee of the telegraph tolls, plus the cost of delivery. The term "Report dly chgs", when the charges are to be paid by the sender, or the term "Dly chgs gtd", when they are to be paid by the addressee, but are guaranteed by the sender, will be inserted in the check of such messages and will be counted, but not charged for as extra words.

When the delivery charges are shown in tariff listing to ** points, it will be understood by receiving office that the "other line" toll is paid at point of origin. It is not necessary for delivering offices to make any enquiry.

.08 Places, establishments, institutions, etc., for which messages will be accepted for delivery by special messenger, mail, train or other means of transportation are indicated by two stars (**) placed before the name in the Company's Tariff Directory.

.09 Messages for delivery to places within the delivery limits of the terminal office, but not readily accessible, will be accepted only at sender's risk as to delay and non-delivery. Such messages will be accepted only within the prescriptions of this Company's rules covering special delivery by messenger (see .08 of this rule) and the sender must guarantee all special charges involved in such deliveries.

.10 If the sender insists upon having the word "Rush", "Urgent" or any word or words indicating a request for special attention carried in any part of the message other than the text, it will be pointed out that it must be written after the check of the message and that it will be counted and charged for, the message check showing extra word or words for such expressions.

.11 Where conditions permit and facilities allow, a customer, by prearrangement with the Company, may obtain conversation service. This contemplates the setting up of a direct circuit between two operating rooms, or offices, of the Company or customer or customers with the customer and his correspondent at opposite ends of the circuit. By this means the customer and his correspondent can communicate direct by telegraph.

.12 The basis for charge will be the regular rate between the cities so connected for the actual number of words handled in the conversation, plus one hundred words for establishing connections on this basis.

.13 Customers can arrange for delivering offices of the Company to especially solicit addressees for telegraphic replies by providing for the insertion of the symbol "XU" immediately following the message check of their telegrams. The indicator "XU" is neither counted or charged.

.14 Customers may conveniently arrange for the solicitation of collect replies to their telegrams by guaranteeing payment for same through the addition of the symbol "RC" written in or specifically authorized by the sender for insertion in the space provided for the message check. This indicator will neither be counted nor charged for, and will be an instruction to the delivering office to make especial effort to secure a collect telegraphic reply.

.15 Certain types of messages fail their purpose unless delivered within well defined time limits. It therefore, will be the practice of the Company to mark such messages either with the symbol "X" or "RX", which symbols shall serve as traffic handling instructions. Attach form CD 1213 to such messages.

.16 X Messages - These messages generally fall into the class of instructions to buy or sell bonds, grain, cotton, etc., the price of which is governed by market conditions, which during active markets fluctuate rapidly.

.17 RX Messages - These messages indicate that their purpose will be served only by immediate transmission and delivery. Messages in this class are those requesting funds, money order messages, messages pertaining to the shipment of perishable

products such as fruits, fish, livestock, poultry, etc., messages filed by financial institutions pertaining to the transfer of money, quoting prices of investment offerings, etc. , messages addressed to passengers on trains, buses, aircraft, etc. , messages to and from air ports, piers and other termini pertaining to departure or arrival, movement of aircraft, vessels, etc. , forced landings, disasters, etc.

.18 SB Messages - Customers on request may have telegrams of congratulatory or other social nature delivered on special blanks designed for the purpose, form C.D. 2SB. These forms are available at all Canadian Pacific offices. The message will be checked in accordance with example Rule 7 .39

RULE - 7

MESSAGE CHECKING INSTRUCTIONS

.01 The check of a message is written in a space provided on the upper right corner of the sending form. It denotes the information transmitted on every message for the purpose of showing the number of words and class of service paid for by the sender or to be paid for by the addressee. The check may also contain handling and/or accounting instructions necessary to insure delivery of, or collection of the tolls on, the message. Unless the check contains information to the contrary, a message is prepaid.

.02 The originating office will be held responsible for making the proper charge, including the delivery charge published in the Tariff Book and supplements thereto, in the case of a message to a two-star, or three-star point, and the appropriate charge in the case of a message to an other-line point having different other-line rates for telephone subscribers and non-subscribers. No information concerning the charge made will be transmitted to the office of destination, which will assume that whatever is proper in these respects has been done by the office of origin.

.03 The terms "collect", "collect.....only", "delivery.....", "delivery charges guaranteed", "duplicate of telegram telephoned", "plus.....", "report delivery charges", "subject to correction", and "suspected duplicate", when appearing after the check of a message are counted in the check but not charged for.

.04 Extra chargeable expressions inserted as part of the preamble, address or signature will be counted and charged.

.05 Such extra chargeable and non-chargeable expressions will be identified by the term ".....extra" following immediately after the check itself. The number appearing before the word "extra" denotes the actual number of extra chargeable and non-chargeable words in the message.

.06 Messages in which there are artificial expressions to be counted double for charge will carry a stroke check. The figure on the left side of the stroke of such checks will represent the chargeable word count and the figure on the right side of the stroke will contain the total number of words in the message, including all extra chargeable or non-chargeable words in the preamble, text and signature.

.07 Following are examples of typical message checks as they will be written in a message :

	Example	Interpretation
.08	10	A paid message containing 10 words in the text.
.09	11 collect	A message containing 10 words in the text, the tolls of which are to be collected from the addressee. (The word "Collect" being counted but not charged for).
.10	10 NM	A paid message containing 10 text words sent at Night Message rate. (The term NM is not counted).
.11	51 NL Collect	A message containing 50 text words sent collect at Night Letter rate, the tolls of which are to be collected from the addressee. (The term "NL" is not counted. The word "collect" is counted but not charged for).
.12	50 DL	A message containing 50 text words, paid, and sent at Day Letter rate. (The term "DL" is not counted).

.13	27 3 EXTRA	A message with 24 text and 3 extra words. (The extra words may be in the office from, the name to, the address or the signature or check of the message).
.14	10 RC	A message containing 10 text words the RC being an indication that the sender requests the Company's delivery office to solicit the addressee for a collect reply, the tolls on the reply being guaranteed by the sender of the RC message. The letters RC are neither counted nor charged.
.15	10 XU	A message containing 10 text words, the letters XU being an indication that the sender requests the Company's delivery office to solicit the addressee for a reply. The letters XU are neither counted nor charged.
.16	11 1 EXTRA CNT SG	A paid message containing 10 words in the text with a code signature of one word, counted and indicated by the term "1 Extra" in the check. (The term "CNT SG" is not counted in the check).
.17	13/11 COLLECT	A collect message containing 10 text words, two of which are artificial words composed of more than five but not more than ten characters and which are therefore to be counted double. The count of the word "collect" is included on both sides of the stroke.
.18	154 COLLECT 1 EXTRA CNT SG 1/60	A collect message containing 152 text words and having a code signature of one word which is counted. The message is transmitted on more than one sheet, the first of which contains 59 text words and the word "Collect" in the check (the word "Collect" is counted), making the check of the first sheet 60 words, and denoted by the 1/60 in the example. (The term "CNT SG" is not counted). The second sheet should carry 70 words, the balance to be carried on a third sheet.
.19	14 COLLECT 3 EXTRA 36 AND 40	A collect message containing ten text words of current date ordered forwarded to a new destination. In this example, there are thirteen words chargeable to the addressee - 10 words in the text and 3 words in the date line and in addition, the tolls on 10 words from the original office of origin.
.20	14 COLLECT 3 EXTRA COLLECT 36	A collect message of 10 text words, originating as a paid message at an office of this or a connecting company, to be forwarded collect upon instructions of the sender over the lines of this Company beyond the office of original destination with 3 extra chargeable words on the date line.
.21	28 CNT PTNS	A message containing 28 words with punctuations transmitted as part of the text. Each punctuation mark counts as one word. (The term "CNT PTNS" is not counted).
.22	33 CNT 3 PGHS	A paid message containing 30 text words in 4 paragraphs of which only 3 are counted because no indication is transmitted before the first paragraph. (The term "CNT 3 PGHS" is not counted).
.23	12 2 EXTRA REPEAT BACK	A paid message containing 10 text words, which is repeated to the sending office. (The term "Repeat Back" being counted and charged for.)
.24	12 2 EXTRA SPECIALLY VALUED	A message containing 10 text words which has been valued by the sender. (The term "Specially Valued" is counted as 2 extra words and is charged for). See Rule 6 .04.
.25	12 2 EXTRA REPORT DLY	A message containing 10 text words on which the sender has requested a report of delivery (acknowledgment of receipt). (The term "REPORT DLY" is counted and charged for as 2 extra words).
.26	154 NL COLLECT 2 EXTRA REPORT DLY 1/60	A message at Night Letter rates, sent collect, containing 151 text words, on which the sender has requested a report of delivery and which message is transmitted on more than one sheet, the first sheet containing 59 words and the word "Collect", making the check of the first sheet 60 words.

.27	13 3 EXTRA DLY 50	A paid message containing 10 text words to a point in connection with which there is a known delivery charge and the sender prepays the charge. In this example 50 cents was paid. (The term "DLY 50" is counted but not charged for).
.28	13 3 EXTRA REPORT DLY CHGS	A paid message containing 10 text words to a point in connection with which the delivery charges are unknown but the sender agrees to pay the charges when notified of the amount. (The term "Report Dly Chgs" is counted but not charged for).
.29	14 COLLECT 3 EXTRA DLY CHGS GTD	A collect message containing 10 text words filed under the same circumstances as in examples .27 and .28. The delivery charges (known or unknown, as the case may be), are guaranteed by the sender who will pay whatever charges there may be in the event the addressee refuses to pay them. (The term "DLY CHGS GTD" is counted but not charged for).
.30	11 1 EXTRA RUSH	A paid message containing 10 words with the extra chargeable word "RUSH" written after the check.
.31	DH or DH CO. or DH EMP	A message sent without charge to the sender. It may be a message sent by an officer or employee of the Company.
.32	DH FRANK	A message sent without charge to a point on the lines of this Company by the holder of a C.P.R. frank.
.33	RS	Railroad Service message on Company's business.
.34	10 DH FRANK AND PAID 30	A deadhead message containing 10 text words, when the sender holds only a Canadian Pacific frank and the message is to a point on the lines of another company, with the "other line" tolls paid at origin.
.35	11 DH FRANK AND COLLECT	A deadhead message containing 10 text words where the sender holds only a Canadian Pacific frank and the message is to a point on the lines of another company. The "other line" tolls in this case are to be paid by the addressee.
.36	10 PAID 30 AND DH FRANK No 173 F	A deadhead message containing 10 text words where the sender holds a Frank on the lines of a connecting company but not a Canadian Pacific frank. The "this line" tolls are paid.
.37	11 COLLECT AND DH FRANK NO 173 F	A message containing 10 text words filed under the same circumstances as in example .36. The "this line" tolls are to be collected from the addressee.
.38	DH AND DH NO 173 F	A message to a point on the lines of a connecting Company. The sender holds complimentary frank cards of both Companies.
.39	10 PAID SB 1 EX	A message of 10 words to a point on the lines of this Company to be delivered on a social telegram blank, form CD2SB. See rule 6 .18.
.40	10 INTER VIA _____	An interchange message handled in accordance with instructions shown in CRC 28A titled "INTERCHANGE BUSINESS".

RULE - 8

MESSAGES OFFERED DURING INTERRUPTION OF LINES OR AT TIMES NEAR OR AFTER CLOSING HOUR OF DESTINATION OFFICE.

.01 Messages offered when communication is known to be interrupted, will be accepted only if the sender agrees that transmission shall be made immediately when communication is restored. The sender will be so informed and the words "Accepted subject to delay" shall be written on the face of the message.

.02 When day messages are accepted the text of which indicates prompt delievery is necessary and it is found it cannot be transmitted through to destination on account of the destination office having been closed for the day the following procedure will be observed:-

Such messages should be transmitted to the nearest open office and telephoned to the addressee. The intermediate point will as soon as possible thereafter transmit the message to its destination and shall transmit after the check "Telephoned". Inasmuch as the "Station to Station" telephone rate is lower than the "Person to Person" rate the agent at the intermediate point will place the call on the "Station to Station" rate if possible.

The telephone toll will be paid by the Company, the Agent taking special credit on form CD 161 for such amounts expended. In support of such credit, the Agent will submit full particulars to the Auditor with his monthly reports. The telephoning office will not check the office of origin, the checking taking place at office of final destination.

RULE - 9

FORWARDING OF MESSAGES.

.01 When a message has been transmitted over the lines of this or another telegraph company to the place to which it was originally addressed, and is then forwarded to another point over the lines of this Company, the message as forwarded will show, in addition to the name of the place from which it is forwarded and the date, the name of the place and province (or state) from which it was originally sent together with the word "via", the extra words on the date line being counted and charged for as indicated in example below. A ten word message originally sent from Toronto, Ont., to Montreal, Que., and forwarded from Montreal to Quebec City would be checked and dated thus :

"13 paid 3 extra
Toronto, Ont.
Via Montreal, Que., Oct. 24"

The underlined "Toronto, Ont. Via" will be forwarded as a part of the message and charged for.

.02 If the message to be forwarded is a back-date message, the original date will be shown in figures, counted and charged for according to the number of numerals which the figure representing the back-date contains. Assuming the message contains 10 text words as above, but as a back-date message it will be checked as follows :-

"14 paid 4 extra
Toronto, Ont., 3
Via Montreal, Que., Oct. 4"

The underlined words "Toronto, Ont., 3 Via" will be forwarded as a part of the message, and charged for.

If the original date were Oct. 23 and the forwarding date Oct. 24, the message would be checked and dated :

"15 paid 5 extra
Toronto, Ont., 23
Via Montreal, Que., Oct. 24"

and the underlined words "Toronto, Ont., 23 Via" counted as extra words and charged for.

If the original date were January 31, and the forwarding date February 1, the message would be checked and dated:

"15 paid 5 extra
Toronto, Ont., 31
Via Montreal, Que., Feb. 1"

The word "January" need not be inserted. "Toronto, Ont., 31 Via" five words, as underlined, will be counted as extra words and charged for.

.03 If a message is received as a paid message and is to be forwarded collect, the forwarding office will show in the check of the forwarded message the tolls to be collected to cover its transmission from the forwarding point to the place to which it is forwarded, and will date the message as shown in sub-divisions (.01) and (.02) of this Rule. For example: A 10 paid message from Toronto, Ont., to Montreal, Que., forwarded collect from Montreal, Que., to Quebec, Que. (the rate from Montreal, Que., to Quebec, Que., being 30-2), will be checked and dated as follows :

"14 collect 3 extra 36
Toronto, Ont.
Via Montreal, Que., Oct. 24"

(See example rule 7 .20). If the message be a back-date message, the original date will be shown and the number of extra words increased as shown above in (.02). The amount to be collected at destination to cover the forwarding charges will be transmitted as a part of the check.

.04 When a message, which has been received over the lines of this Company and which is to be forwarded, is a "received collect" message, the forwarding office will check it so that the tariff from the forwarding office to destination, and the tariff from the originating office to the forwarding office, shall appear separately and as a double check. (See example rule 7.19).

Illustration: Suppose the tariff from Toronto to Montreal to be 40 and 3, and from Montreal to Quebec 30 and 2, and a ten word message has been sent "collect" by Toronto to Montreal, which the latter office is to forward to Quebec, Montreal should check the message (counting three extra words): "14 collect 3 extra 36 and 40". The "36" represents the tolls for thirteen words from Montreal to Quebec and "40" represents the tolls for the ten words from Toronto to Montreal.

If the message be a back-date message, Montreal should check the message: "15 collect 4 extra, 38 and 40" or "16 collect 5 extra 40 and 40", according to whether the figures indicating the back-date consists of one or two numerals.

The figures representing the amount of tolls to be collected will be transmitted as part of the check.

.05 In a message forwarded more than once only the originating place and the last forwarding place will be shown in the date, but when such a message bears successive collect charges, the preceding "vias" must be shown and transmitted.

.06 When a "Night Letter" or a "Night Message" is forwarded, it will retain the check "NL" or "NM" respectively but will in the forwarding be treated as a full rate message so far as transmission and delivery are concerned. The fact that it is a forwarded Night Letter or Night Message will be apparent from the original date and "via" date. The forwarding charges will be collected at Night Letter or Night Message rates as the case may be.

.07 All service messages relating to forwarded messages carrying a via should be addressed to the forwarding point from where advice will be sent to the originating office.

.08 When messages originating in and destined to points in Canada are transferred to this Company by a company other than a connecting company, same will be accepted and checked in accordance with rule 2 .09. Transfer points are as follows : Saint John, N.B., Montreal, Que., Toronto, Ont., Sudbury, Ont., Winnipeg, Man., Regina, Sask., Saskatoon, Sask., Edmonton, Alta., Calgary, Alta, Nelson, B.C. and Vancouver, B.C. Whenever alternate transfer points are shown, the via point selected should be shown on the message to enable the originating office to make proper entry in check report. Where a difference in rate occurs the via routing producing the lowest cost to the customer will be used. It will be observed that when the originating point is to be charged as extra words, the extra words will be carried on the date line but when the point of origin on a forwarded message is not to be charged as extra words, the via point will appear in the check.

.09 The check and date line of a foreign or ship message, containing ten text words received paid in Montreal from Wellington, N.Z. and then forwarded to Toronto on the same date will read :

13 3 extra
Wellington, N.Z. via Montreal, Que. Nov. 8
Royal Bank Bldg., Toronto, Ont

Cannot accept your offer prices far too high advise further.

Russell Co.

The underlined are extra words to be counted and charged for.

If the sender of the message described immediately above prepaid $2.50 for a reply, then the check line and address will read as follows :

19 9 extra Wellington, N.Z. via Montreal, Que., Nov. 8
RP $2.50 Edward Roessler
Royal Bank Bldg. Toronto, Ont.

Three extra words are for "Wellington, N.Z. via" and six extra for "RP $2.50".

RULE - 10

NO PROMISE IN REGARD TO TIME OF TRANSMISSION

.01 No promise in regard to the time of transmission and delivery of a message shall be made beyond the assurance that the necessary and proper care will be exercised by the Company in its transmission.

RULE - 11

"COLLECT" MESSAGES

ACCEPTANCE WITHOUT CASH DEPOSIT

Collect messages will be accepted for transmission to points in Canada, United States or Newfoundland without cash deposit as guarantee under conditions as follows :-

.01 From holders of collect cards issued by the General Manager of Communications.

.02 From holders of collect cards issued by the Postal Telegraph-Cable Company.

.03 From credit account patrons.

.04 From persons of unquestionable standing or reliability at the discretion of the Agent.

.05 An answer to a paid message wherein a reply is requested.

.06 Collect telegrams, but not Collect cablegrams or Radiograms, may be accepted from passengers on C.P.R. trains. When Collect messages are accepted, the Agent shall when possible, obtain the residence address of the sender for reference purposes.

.07 Collect messages must not be accepted for delivery by telephone mail, stage or train. (See also rule 2 .12).

CASH DEPOSIT REQUIRED

.01 In all other instances, a cash deposit as guarantee must be collected.

.02 If notice of failure to collect from the addressee is received from the delivering office, Agent will deduct the amount due from the guarantee deposit and refund the remainder, if any, to the sender.

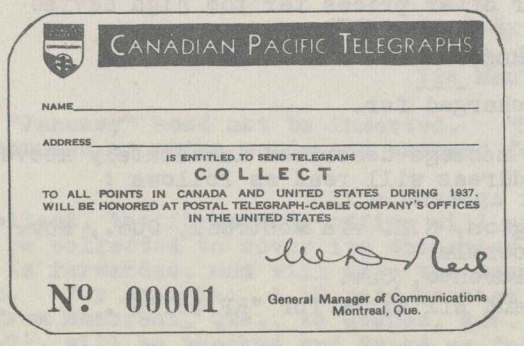
.03 In cases where no advice of non-payment is received from destination office within 48 hours from time message was filed, the guarantee shall be refunded to sender.

COLLECT CARDS

.01 Collect cards are intended for the use of persons of unquestionable standing and reliability, and applications for such cards should be made by Agents to their Superintendent. Agents shall maintain record of all collect cards issued by his office.

.02 The number, name and address of party in whose favor Collect Card is issued, must be endorsed on all collect messages sent by the holders of such card.

.03 A facsimile of the card issued annually by this Company appears below.


CANADIAN PACIFIC TELEGRAPHS

NAME _____

ADDRESS _____

IS ENTITLED TO SEND TELEGRAMS

COLLECT

TO ALL POINTS IN CANADA AND UNITED STATES DURING 1937, WILL BE HONORED AT POSTAL TELEGRAPH-CABLE COMPANY'S OFFICES IN THE UNITED STATES

Nº 00001

General Manager of Communications
Montreal, Que.

FORM C. D. 24

CANADIAN PACIFIC RAILWAY CO.

COMMUNICATIONS DEPARTMENT

Cable Service to all the world. Money transferred quickly by Telegraph to all principal points in Canada and United States.

Fast Telegrams: The regular full-rate expedited service. Accepted for immediate transmission.

Night Telegrams: May be filed up to 2 A.M. for delivery the next business day. Reduced rates. Code language may be used.

Day Letters: A deferred day service. 50 words for 1½ times the cost of a 10-word Fast Telegram. Code allowed.

Night Letters: Accepted up to 2 A.M. for delivery the next business day. 50 words for the cost of a 10-word Fast Telegram. Code allowed.

_____
Identification Signature

TELEPHONE YOUR TELEGRAMS TO CANADIAN PACIFIC TELEGRAPHS

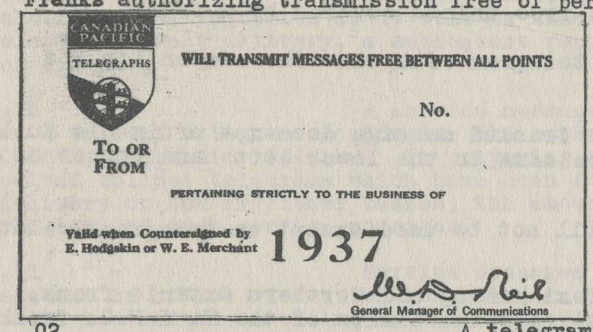
RULE 12

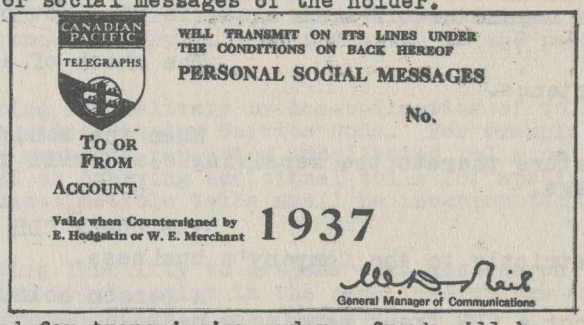
DH AND FRANKED MESSAGES

.01 Card Franks entitling the holder to send telegrams free over the lines of this Company, and are of two classes, viz:-

Franks pertaining strictly to the business of the individual or Company whose name appears thereon.

Franks authorizing transmission free of personal or social messages of the holder.


CANADIAN PACIFIC TELEGRAPHS
WILL TRANSMIT MESSAGES FREE BETWEEN ALL POINTS
No.
TO OR FROM
PERTAINING STRICTLY TO THE BUSINESS OF
Valid when Countersigned by E. Hodgskin or W. E. Merchant 1937
General Manager of Communications


CANADIAN PACIFIC TELEGRAPHS
WILL TRANSMIT ON ITS LINES UNDER THE CONDITIONS ON BACK HEREOF
PERSONAL SOCIAL MESSAGES
No.
TO OR FROM
ACCOUNT
Valid when Countersigned by E. Hodgskin or W. E. Merchant 1937
General Manager of Communications

.02 A telegram offered for transmission under a frank will be carefully scrutinized before acceptance, so that any improper or fraudulent use of the frank may be prevented, but the telegram will not be refused unless the evidence is clear that its free transmission is not authorized by the frank. If franks are believed to be improperly used report facts to the Superintendent.

.03 Offices are strictly enjoined not to change checks nor make any request to that effect.

.04 No telegram may be accepted "DH" for the reason that it is "an answer to a DH telegram received requiring an answer", but such replies may be accepted and forwarded Collect.

.05 The holder of a frank may use same to clear the charges on a "received collect" message from a Canadian Pacific point providing the message is of a nature covered by the terms of the frank. The Agent will take credit for the tolls on Line 30 - C.D. 15.

.06 Franks issued by this Company are good only over its own lines between Canadian Pacific points. Franks issued by "connecting" lines are not good over this line unless countersigned by the General Manager of this Company, and in like manner C.P. franks are not good over "connecting" lines, unless countersigned by the proper Officer of the connecting line..

.07 A telegram to a "connecting" or "other" line office, offered for transmission under a frank, will be accepted provided that the place of transfer is within the territorial limits indicated on the frank, and that the tolls for connecting or other lines are paid.

.08 For messages destined to Postal Telegraph offices offered by holders of Postal Telegraph Franks, the charge will be one-half of the through rate. No messages to be accepted, however, at a rate of less than 30-2, and such messages will be checked in accordance with example, Rule 7 .36.

For messages offered destined to Postal Telegraph offices by holders of Canadian Pacific franks, the charge will also be one-half of the through rate and such messages will be checked in accordance with example, Rule 7 .34.

For messages destined to offices on the lines of a connecting company when the sender is the holder of franks on both this line and connecting line such messages will be checked in accordance with example, Rule 7 .38.

On messages sent "paid" from a C.P.R. to a Postal office where a Postal frank covers one-half of the charges, the full amount collected at C.P.R. originating point will be reported in Column "A" of Postal Group of Check Report, Form CD 22A, in a lump amount as a special entry following last day of month, indicated "Franked Messages", if message is sent "collect" the full amount of through tolls at ordinary full rate between office of origin and destination will be reported in Column "C" of Postal Group of Check Report, Form CD 22A, On messages received "paid" in the opposite direction where a Postal frank covers one-half of the charges, the full amount of the through tolls at ordinary full rate between office of origin and destination will be reported in Column "C" of Postal Group of Check Report, Form CD 22A, if message is received "collect" the full amount collected at C.P.R. office of destination will be reported in Column "A" of Postal Group of Check Report, Form CD 22A, in a lump amount as a special entry following last day of month, indicated "Franked Messages".

On messages sent "paid" from a C.P.R. to a Postal office where a C.P.R. frank covers one-half of the charges, the full amount collected at C.P.R. originating point will be reported in Column "B" of Postal Group of Check Report, Form CD22A if message is sent "collect" no entry shall be made in Check Report. On messages received paid in the opposite direction where a C.P.R. frank covers one-half of the charges, no entry shall be made in Check Report, if message is received "collect" the full amount collected at C.P.R. office of destination will be reported in Column "B" of Postal Group of Check Report, Form CD 22A.

.09 Franks will not be honored for any portion of the tolls on cablegrams, radiograms or money transfers the tolls on which must be paid in full.

.10 A telegram of an officer of a railroad company with which this Company has a contract, when on business of such railroad company, may be sent free without a frank between stations on such roads but when such telegram is offered at or for a place beyond or off such line, it will not be sent free unless covered by a frank.

.11 The check of a free telegram will show the reason for its acceptance.

.12 When the sender of a franked message does not affix his full signature thereto the receiving clerk will note the name in the lower left hand corner of the message.

.13 The check "DH CO" will not be used except on telegrams relating strictly to the Company's business.

.14 A person holding a Temiskaming and Northern Ontario frank, but not a CPR frank sending a message beyond the territorial limits of the T. & N.O. frank must pay the regular rate from North Bay to destination. In the reverse direction the holder of a CPR frank but not a T. & N.O. frank sending a message to a point on the T. & N.O. will be charged the T. & N.O. regular rate from North Bay to destination. The day rate for a ten word message between North Bay and T. & N.O. offices is 30 cents.

RULE - 13

EMPLOYEES MESSAGES

.01 Urgent messages relating to the social or domestic affairs of employees of this Department may be sent free upon the written approval of the Agent, Chief Operator or officer of the Communications Department. Such messages are not permitted free transmission if pertaining to the affairs of another party.

.02 Employees business messages must in all cases be paid.

.03 This privilege does not extend other than to employees of the Communications Department.

RULE - 14

SERVICE MESSAGES

.01 The correct form as outlined in the Service code should be followed in the preparation of service messages. Service messages should be written as concisely as possible compatible with clarity of expression. The reputation of the service may suffer unfairly if the sender is not fully informed of any special efforts made, therefore, such details should be furnished as would appear necessary and desirable so that the sender may be made aware of the completeness of our efforts to effect delivery in the event it is found necessary to send a service advice.

.02 It is essential that all service messages be replied to promptly, particularly those asking for repetitions or better address. Service messages of all classes should be regarded as of vital importance and therefore, replied to with a minimum of delay,

.03 If a "received" service message bears an office call, a service message in reply thereto must be addressed to the branch office of origin. For example a service message bearing the branch call of the Board of Trade branch in Montreal would be signed "B" Montreal and the reply to a service message should be so addressed. A service sent by the Main Office of larger cities should be signed in accordance with the department where service was written, viz., Delivery (DELY) - Service (SVC) - Bookkeeping (BKG) or Telephones (FONES) so that no undue delay may occur in the reply reaching the proper department.

.04 Service messages should not be signed with the name of the individual unless special circumstances make it necessary and desirable to do so. This shall not apply to messages sent personally by Agents.

.05 A service message requesting a change in check or classification is irregular. If an error in checking occurs the matter should be adjusted through the regular channels by mail.

.06 Service messages requesting information for a customer or to correct errors for which the Company is not responsible will not be sent free of charge.

.07 Unnecessary service messages should be avoided. Use the mail when time permits.

.08 Service messages relating to telegrams of current date need not carry the word "date" as it will be understood such service messages refer to a telegram of the date following the signature.

.09 A report of delivery when address is corrected by service message should not be requested as it will be understood if the corrected or new address is insufficient to effect delivery, a subsequent report of non-delivery will be forwarded to the point of origin.

.10 A service message advising non-delivery or non-collection of tolls on a collect telegram should give the reason as outlined in the Service Code. For example : Colaft, Collect or Colunk. In preparing service messages reporting uncollected tolls on received collect telegrams which have been forwarded or carrying additional tolls for special delivery or for any other reason, the amount of uncollectible tolls shall be incorporated in the text of such service messages.

.11 Service messages reporting inability to dispose of a message on account of office of destination being an exclusive C.N.T. point in the same interchange area shall be drafted according to the sample form in Service Code under "Transcan".

.12 In service messages requesting the repetition of one or more words, the check and words requested should be quoted. Service messages requesting the duplication of a part, or of an entire message shall give the check in all cases, so that the message involved may be positively identified at the office of origin. The use of a check description in service messages eliminates the necessity of revising wire numbers on messages passing through relay points and thereby saves time, however, if it is found that more than one message on the same date bears the same addressee, signature and check the wire number shall be used to positively identify the message.

.13 Service messages referring to a back date telegram shall carry the date of the message in the text of the service.

.14 Service messages relating to non-delivery should always quote the local or care address as received, for example:- John Doe, 120 Bleury St., Montreal. Otherwise, the office to which the service message is addressed has no means of knowing whether the "local" or "care" address has been dropped or mutilated in transmission, thus avoiding additional service messages.

.15 In service messages correcting the "street number", "name" or "care of" in the address, the corrections should be repeated in the text of the service message.

.16 In service messages requesting the repetition of a word or words the word or words referred to should be quoted.

.17 Upon receipt of a service message requesting the repetition of a word or words or of the entire text, the following procedure will be followed : If it is found that the original was filed by telephone and the comparison of the service message with the message as recorded by the operator who received it over the telephone, shows that there has been no error in telegraphic transmission, the sender should be requested to confirm the word or message before the service message is replied to. Similarly if the service message quotes the word or words in the same manner as filed by the sender, the sender will be communicated with for verification or correction. If the sender has made an error this should be explained briefly in the service message reply.

.18 When a received service message fails to supply sufficient data or reference to enable the office receiving such service to locate the original or relay copy every effort should be made to locate the original before asking for a duplicate.

.19 In duplicating a full copy of any telegram it is not necessary to precede such duplication with a pilot service message, but should be sent in care of the individual name or office requesting the duplicate and this indication should follow the point of destination. Example: Jones & Co., care R S M Montreal, or Jones & Co., care Service, Montreal.

.20 With a view of condensing and eliminating unnecessary words in service correspondence, the following contractions should be used in service messages :-

TELEGRAPH SERVICE CODE

CODE WORD	MEANING
CANCEL	Cancel and file.
COLAFT	Collect there. Addressee out of town.
COLLECT	Collect there, payment refused.
COLUNK	Collect there, addressee unknown.
CUGA	Holding message dated.....Addressed.....Sgd.....Can you give address or say what message it is answer to

CODE WORD	MEANING
DELD	Delivered
DFS	Disregard former service.
DUP	Dupe quickly from original word not understood.
DUPREL	Herewith duplicate from relay copy. Branch closed. Will RFO in AM.
DUTY	Duplicate and trace your or yours.
GBA	Give better address. Unknown at address given. Not in directory.
GINUM	If previously received, give number.
GSA	Give some address, none received.
HANOR	Have no record.
HELD	Held here until morning, office closed for night.
HOLWN	Holding on local with number.
HC	Hurry press check.
LEFT	Undelivered, addressee has left.
LOCKED	Place closed, will deliver as soon as open.
MMD	My message date.
MISSING	Missing number, describe.
NOND	Non-delivery claimed, advise time delivered, and who signed for message.
NOTOAD	No telegraph office at destination, advise disposition.
ORNORD	Original not received. Have delivered duplicate with explanation. Please trace.
RFO	Repeat from original. Message not understood.
SATIME	Give time and signals.
SOS	See our service.
SENCOR	Senders correction.
SENCON	Have sender confirm.
SEYFOT	Search your files of today.
STRATUS	See your service, trace to us.
SUBFIX	We forward subject to correction, fix direct.
SYS	See your service.
TRANSCAN	Transfer there, we cancel.
TRY	See your (insert number of service message), try to deliver at.....
UNCLAIMED	Returned by Hotel or Post Office, uncalled for .
UNABLOCATE	We are unable to locate.
UNFONE	Unable to raise addressee on phone.
UNKN	Addressee unknown at address furnished.
YMD	Your message date.

.21 All service messages shall carry the filing time at the beginning of the text which should be written in by the writer.

.22 As a means for enforcing concentration and eliminating the hazard attendant on the mechanical process of inspecting sent traffic, offices making use of the "Inspector's stamps" should discontinue their use. When the service clerk is satisfied message has been properly transmitted he should place his initial in colored pencil on the sending marks certifying to his inspection before the message is placed in the files. The proper inspection of messages to insure against their being filed "unsent" is of the greatest importance.

RULE 15

TELEGRAMS NOT TO BE ACCEPTED

.01 PROFANE, OBSCENE OR LIBELOUS MESSAGES.

A message containing profane or obscene language, or of a libelous nature, must not be accepted.

.02 BETTING MESSAGES

Telegraph Companies are prohibited, under an Act of Parliament, from wilfully and knowingly sending, transmitting, delivering or receiving any message conveying any information relating to, or intending to assist in book-making, pool-selling, betting or wagering. All such messages must therefore, be refused.

.03 MESSAGES OF CRIMINAL INTENT

Any message which is clearly of criminal intent or of such a nature as to assist in or suggest the commission of a criminal or unlawful act, must be declined.

RULE - 16

DELIVERY OF MESSAGES

.01 Each message delivered by this Company shall be written on a form CD 1 provided for such purpose. A telegram is composed of the following essential parts :-

Message Check
Point of Origin and filing time
Date
Addressee's name
Necessary Delivery Instructions
Text of the message
Signature of the message, if any.

.02 Messages for messenger delivery shall be copied and enclosed in a sealed envelope, provided by this Company for the purpose and plainly addressed on typewriter or in ink, unless the open faced envelope is used.

.03 When tolls are to be collected, the amount should be typewritten or written in ink in the space provided on the envelope and also on Form C.D. 16. The space provided for charges must not be left blank.

.04 Messengers of this Company, unless otherwise directed, should obtain an acknowledgment of receipt on Form C.D. 16 for messages delivered, and such acknowledgment of delivery shall include the name of the person to whom delivery is made, and the time of such delivery. In those cases where the sender or addressee has specified or consented that messages are to be delivered without receipt, this Company will comply with these instructions and will be considered as having fulfilled its contract when the message has been left at the place to which it was addressed. In such cases proper notation should be made opposite the delivery number of the message on C.D. 16.

.05 The Agent or delivery clerk will examine the delivery sheets of messengers on their return from each service, endorsing the time of messenger's return on reverse side of C.D. 16. He shall also see that faithful delivery has been made, and that signatures and delivery time has been properly filled in.

.06 Messages will be delivered without additional charge within what are considered the corporate limits of cities, towns or villages. Beyond the delivery limits only the actual costs of the delivery service will be collected. Agents must exercise a careful discretion in the matter and see that such cost is as reasonable as possible.

.07 Messengers will deliver messages addressed to a passenger on a common carrier, through the carrier described in the address, paging the addressee, when that procedure is practicable and permissible. When delivery in that manner is not possible, the messenger shall deliver the message to a representative of the carrier (conductor, operator, etc.) authorized to accept messages addressed to passengers.

In the latter case, the Company will be considered to have fulfilled its obligation to deliver when the message has been delivered to the proper representative. When a message addressed to a passenger on one of this Company's trains is delivered in care of conductor, a duplicate copy of form C.D. 16 should be left with the conductor at time of delivery thereby enabling him to obtain a receipt on a proper form.

.08 When a telegram requires an answer, a form C.D. 18 should be pasted on the upper right-hand corner of the envelope and the messenger should make diligent efforts to obtain the reply. If for any reason the messenger should fail to obtain same, he should report the reason to the delivery clerk upon his return. Messengers should be supplied with proper blanks whereon answers can be written.

.09 Messages addressed to persons at business or public institutions shall be delivered in accordance with the regulations of the institutions. The Company will have completed its contract in handling such messages when they have been turned over to authorized representatives of the institutions.

.10 A telegram must not be left with the janitor, porter or elevatorman of a building for delivery by him, nor be placed under the door, nor left in the letter box, unless the addressee has filed with the Agent written instructions for such delivery, nor will the messenger allow any unauthorized person to know to whom the telegram is addressed. (Also see Para. .04).

.11 Code addresses should not be accepted for land line messages but in the event that a domestic telegram bearing a code address is inadvertently accepted and transmitted over the lines of this Company, the office of destination will effect delivery if the addressee is known and will afterwards report the facts to the Superintendent for review with originating office and advice to the sender for his future guidance.

.12 Messages addressed in care of a hotel (especially those bearing special delivery instructions such as "hold for arrival" etc.) may unless the addressee has left, be delivered at the hotel desk. If addressee has been a guest at the hotel and has departed, the messenger, shall, if possible, secure the forwarding address from the hotel clerk and if the addressee's destination is on the lines of this Company, the message should be forwarded checked "Prepaid" to the address given unless the text indicates that there would be nothing gained by so doing. The forwarding office will obtain the necessary credit to cover his debit by advising and checking the originating point through Column "D". If the originating point is unable for any reason to collect the forwarding charges, the Agent shall refer the matter to his Superintendent for credit. In the event the addressee's destination can be reached at a lower rate from the originating point the message will not be forwarded, but a service message will be sent giving particulars so that the sender may be afforded the opportunity of resending the message at the lower cost if desired.

Messages addressed "Personal" or announcing illness, personal injury, important appointments, extreme urgency, or of a nature indicating that immediate advice of non-delivery is imperative, should not be left with the hotel clerk unless the addressee is registered. If addressee is not registered or at hotel a notice Form CD17 should be left and the message returned to the office. An effort should then be made to locate addressee by enquiry at other hotels and if after so doing he is unlocated an advice to office of origin should be given that addressee not at hotel referred to in the address or at other hotels.

In the event of another hotel reporting party registered, special care must be exercised to insure that message is delivered to the true addressee.

If a message is reported undelivered and subsequently delivered a service message shall be sent so that sender may be informed.

At points where only day and early evening hours are maintained, the original message to be available when addressee arrives should be left at the hotel and if party is unlocated at another hotel message shall be dealt with as indicated in Para. 12.

In order to guard against undue delay in advising non-delivery of messages left at hotels unreported, a trustworthy messenger should call each morning at hotels where messages have been delivered to pick up "undelivered" messages, leaving a notice Form CD 17 for delivery to addressee if and when party arrives. When such messages are returned a service message advice should be forwarded to office of origin advising message uncalled for.

.13 Messages marked "Personal" in care of hotels, common carriers, business or public institutions, etc. will be delivered direct to the addressee when such delivery is possible, or in accordance with the foregoing provisions of this Rule when personal delivery cannot be effected. The word "personal" shall be written prominently on the envelope.

.14 When a telegram cannot be delivered because the addressee's place of business or residence is closed, or because no authorized person can be found to receive the telegram, the messenger will leave a notice (CD 17) at the place of address, filling in the necessary details as required on the form. The undelivered telegram will then be returned to the office and disposed of in accordance with any instructions filed by the addressee. In the event that no instructions have been filed in the case of a message addressed to a business address, the text will be scrutinized and if same appears of sufficient importance to warrent advice to the sender, the receiving office shall forward a service message advising "locked", giving briefly reason for non-delivery. Where messages are addressed to private addresses, efforts should be made by enquiry, to learn addressee's whereabouts that delivery may be effected as early as possible. If this cannot be accomplished a service message advising "locked" should be sent to the originating point.

It will usually be found that it is possible to obtain information as to the addressee's whereabouts by diligent enquiry of neighbours or others. In order that our service may be commended, it is desirable that every possible effort shall be made when the addressee is absent to locate him and make the earliest delivery possible.

.15 In the event of non-delivery for any reason the sender of the message will be notified by free service message. (Refer to Service Code).

RULE 17

DELIVERY OF MESSAGES BY TELEPHONE

.01 Messages for delivery to three-star points, or for which delivery is effected by telephone, shall be telephoned only to the addressee or his authorized representative. The name or initials of the person accepting the message shall be written on the message copy with the symbol of the Company's employee who telephoned the message and the time of telephoning. The confirmation will be mailed to the addressee upon request and shall bear an endorsement to the effect that it has been telephoned.

.02 Congratulatory and greeting messages other than those addressed to places listed as three-star points in this Company's Tariff Directory, shall not be telephoned except as circumstances make such form of delivery imperative.

.03 Messages relating to illness, financial embarassment of the addressee, accident or death, addressed to others than three-star points shall not be telephoned unless circumstances require such form of delivery, in which case, the message shall be referred to the Agent or clerk in charge for instructions. Care and judgment are necessary in disposing of such messages.

RULE 18

DELIVERY OF MESSAGES BY PRIVATE CONNECTION

.01 Where private connections are established with customer's offices, messages for such customers will be transmitted by these facilities, and such transmission shall be deemed a valid delivery.

.02 Unless marked "Personal", messages addressed in care of a person, firm, hotel, institution, etc., having these facilities, may be delivered by such facilities and this will be considered to complete all obligations of delivery. Messages marked "Personal" should only be delivered to the party to whom message is addressed. (See Rule 16 para. 13).

RULE 19

DELIVERY OF MESSAGES BY MAIL

Messages received with instructions to mail, and confirmation copies of messages telephoned (to be mailed), will be deposited at the nearest Post Office, postage prepaid and the Company shall thereby be deemed to have discharged its obligations in such cases with respect to delivery. The office of mailing should be stamped on the reverse side of the envelope to facilitate return in the event of non-delivery.

RULE 20

DELIVERY OF MESSAGES TO TELEPHONE SUBSCRIBERS

If a message is received addressed to a point listed as FSO (Free Subscribers Only) or "telephone subscribers only" and it is found that the addressee cannot be reached by telephone, same shall be dealt with in accordance with instructions contained in rule 2.13.

RULE 21

COLLECT TELEGRAMS - PAYMENT REFUSED

If the addressee of a Collect telegram refuses to pay for the same the telegram will, nevertheless, be tendered to him and he shall be permitted to open and read same. A notice of the failure to collect will be at once given to the sending office by service telegram in order that tolls may be collected from the sender. The tolls shall be collected from the sender and reported in guaranteed statement on Line 31, CD 15.

RULE 22

INSURED TELEGRAMS

When an insured telegram is received it will be the duty of the Agent, or of the person in charge, to satisfy himself that prompt and correct delivery is made.

RULE 23

DELIVERY OF NIGHT MESSAGES AND NIGHT LETTERS

.01 Night Messages and Night Letters will not be delivered until the morning of the ensuing day unless called for. When, in the case of a paid message, the addressee calls before the stipulated time of delivery, the message will be delivered upon payment of the difference between the Night Message or Night Letter rates, as the case may be, and Day Letter or full-rate message tolls whichever offers the lower charge to the customer, or upon payment of the Day Letter or full-rate tolls whichever produces the lower charge, if the message is checked collect.

.02 Night Letters may, at the option of the Company, be mailed at the place of destination to the addressee, and the Company shall be deemed to have discharged its obligation in such cases, with respect to delivery, by such mailing. However, this action should not be taken if it is possible to effect delivery by messenger or other means.

RULE 24

SPECIAL INSTRUCTIONS IN DELIVERY.

.01 All delivery instructions indicated in a message will be observed by the delivering office.

.02 A message received with the address "tis answer" will be compared with the message to which it is a reply and delivery will be made to the sender of that message, whose address may be found on the original copy of the message.

.03 When a multiple-addressed message is received showing the names of two or more addressees, separate copies will be delivered to each of the addressees (See Rule 3 .16).

.04 A joint-address message showing two or more alternate names of addressees, or street addresses, will be delivered to only one address or addressee. (See Rule 3 .17).

SPECIAL INSTRUCTIONS IN DELIVERY

.05 A "Report Delivery" message will be acknowledged by the sending of a collect message from the delivering office direct to the sender of the original message. The message of acknowledgement shall state the time that delivery was effected. In the event that it is not possible to deliver the message, a free service message will be forwarded giving reason for non-delivery. (See Rule 6.06).

.06 A "Report Delivery Charge" message will be acknowledged by a service message sent by the delivery office to the office of origin, stating the exact cost of such delivery. The sending office will arrange for the collection of the charge from the sender. (See Rule 6.07).

.07 A message for which there is a special delivery charge (guaranteed by the sender) will be delivered to the addressee even if he refuses payment of that special delivery charge. In that case the originating office will be notified immediately of the failure to collect the charge and will collect from the sender. (See Rule 6. 07).

RULE 25

ADVICE TO CUSTOMER OF NON-DELIVERY

.01 In event of non-delivery for any reason, the sender of the message will be notified by free service message. (Refer to Service Code).

.02 If, in transmission, the Company discovers a probable error in the message and is temporarily unable to get in touch with the sender or secure verification from the originating office, the Company, in order to avoid delay, will deliver it to the addressee with the words "Subject to Correction" written in the check. When correction or verification of the suspected error has been obtained, the Company will deliver a notice to the addressee confirming the message as it was delivered or, in event of an error, will deliver a "corrected copy" as indicated.

RULE 26

MESSAGES FORWARDED TO WRONG DESTINATION

.01 When an originating office learns that a message has been sent through error of service to a wrong destination it will at once forward the message to the proper address AS A NEW MESSAGE and notify the office to which it has been improperly sent to "file" it.

.02 The originating office will enter in receipts the tolls on both messages and take credit for the tolls on the first message on Form CD 162, with proper explanation and original message attached.

.03 An office reporting non-delivery of a message will "file" the message and "check" the originating office.

.04 A telegram which has from any cause failed of delivery will be filed with other business. It will not be destroyed because of that or other reason, nor will a request to that effect be complied with.

RULE 27

OPERATING & PLANT DEPARTMENTS - OBSERVANCE OF RULES

The following rules and regulations are for the guidance of employees in the Operating and Plant Departments. When in doubt regarding the interpretation of any rule or when a condition arises not covered by any of these rules, refer to the Chief Operator or Supervisor.

RULE 28

PRIVACY OF OPERATING ROOMS

Operating rooms and telegraph offices must on account of the necessity for secrecy, be kept strictly private. Employees must explain to their friends whenever necessary, that they are not to receive visitors while on duty without permission of the Agent or Chief Operator. Messages should not be placed in such a position that their contents can be read by unauthorized persons.

RULE 29

OFFICES TO BE KEPT TIDY

Agents and Chiefs should see that offices are kept clean and tidy. Particular attention must be given to loose blanks or other waste paper on office floors as a precaution against lost messages. Operators must not keep an excessive number of blanks on their desks. Blanks should not be spread over the desks in such a manner as to permit messages to become mixed with them.

RULE 30

CONTENTION FOR CIRCUIT

Contention for circuit is positively prohibited. Gossiping over the line is forbidden and conversation on business must be as brief as possible.

RULE 31

RELAY ADJUSTMENT

.01 Operators coming on duty should test their relays to make sure they are in adjustment for other offices on the line. They should also endeavour to test selector signals from all points on the line.

.02 It is necessary to pay particular attention to the adjustment of relays in wet or foggy weather. Under such conditions the loss of current on the line through leakage is in some cases very considerable, resulting in delay and interruptions on account of one office being unable to break another when out of adjustment.

RULE 32

OPERATION OF SELECTOR SIGNALS

Operators must be careful in making selector signals. Signals should be made firmly with the proper space between each group of dashes which is approximately the time it would take to make four short dashes. Operators must report to Chief in charge any failure on the part of operators on the line to properly operate the selector signal.

RULE 33

OFFICE CALLS

.01 An operator when calling an office will sign his own office call after every third or fourth call and will also acknowledge a call from a distant office by giving the call of his own office.

.02 When offices do not answer calls, the calling operator will record the call and time on call sheet or number sheet as provided in larger offices or on the back of the message in smaller offices. The attention of the Chief or Agent must be drawn to the delay in raising the office.

RULE 34

WIRE MESSAGES

"Wire" messages are considered superior to all classes of traffic except train orders and shall be given priority, but the use of the term must not be abused.

RULE 35

TEMPORARY ABSENCE FROM WIRE

Should it be necessary for an operator to leave the wire to attend to a patron, answer the telephone, etc., he must leave the circuit closed in order that other offices may use it. Under no circumstances shall the key be left open for the purpose of retaining priority in the use of the circuit.

RULE 36

CORRECT FORMS TO BE USED

.01 All telegrams, whether city, through or service, must be received on standard receiving forms.

.02 Revenue bearing messages received must be copied with typewriter or pen. The use of a pencil in receiving such messages is prohibited.

RULE 37

MESSAGES TO BE SENT AS WRITTEN

Messages must be sent as written. Where doubt exists as to the reading of a message, it should be referred to the Chief Operator or Agent, or sent to the receiving clerk with form CD 74 attached. Where periods or other punctuation marks are used, they should not be transmitted unless they are counted and included in the check. See Rule 4 .09.

RULE 38

CHIEF OPERATOR TO DECIDE ROUTE

.01 The Chief Operator or his representative will decide as to the proper routing of messages. When the receiving operator is in doubt regarding a message offered by another office, the matter should be referred to the Chief Operator.

.02 Relay offices will control the movement of traffic, but messages originating at way stations will be cleared before messages of the same or an inferior class are transmitted by the relay office. Messages of a superior class on hand at either a relay office or way station will be given priority in transmission over traffic of an inferior class.

.03 Offices exclusively telegraph should give preference to those who also have railroad or other duties to perform.

RULE 39

CARE IN TRANSMISSION

.01 Sending operators must make their sending as perfect as possible and regulate their speed to the ability of the receiving operator. They should refrain from making an unnecessary number of dots when transmitting such characters as S, H, P, 6, 8 etc.

.02 Operators who use sending machines should exercise the greatest care in their adjustment. Actual tests prove that machines adjusted to make 11 dots per second, which is a moderate speed, have the best carrying qualities on the average circuit. Higher speed tends to develop erratic sending. The common errors are "8" for "B", "4" for "V", "P" for "H" and "S" and "Z" for "C", and are the result of lack of control. Machines must be submitted to wire chiefs for meter tests at reasonable intervals.

RULE 40

ORDER OF TRANSMISSION

.01 In transmitting messages operators will observe the following order:-

1. Number (when required), and call of sending office.
2. Check of message and any special instructions after the check.
3. Office call if message originates at a branch office.
4. Place from.
5. Date and filing time
6. Name to, address and destination.
7. Text of message.
8. Signature and any title or address after signature.

.02 A message filed at a branch office shall carry the call of such office, through to the destination.

.03 The destination shall be written in full at both originating point and destination.

.04 The recognized abbreviation for the province or state must be carried through to destination. Certain exceptions have been made to this rule and the offices concerned have been furnished with lists.

.05 Valuable time is lost by operators using "HR" or "AHR" for "another", "No." for "number", "CK" for "check", "Fm" for "from", etc. All unnecessary transmissions should be eliminated.

RULE 41

TRANSMISSION OF ADDRESSES

Sending operators will not transmit "Mr.", "Messrs.", or "Esq." in the address of a message. In cases where no initials are given the title "Mr." must not be eliminated. "Mrs.", "Miss", "Misses" and distinctive titles such as "Gen.", "Hon.", "Rev.", etc., must not be eliminated. In transmitting street addresses suffixes "th", "nd", "rd" and "st", where following a figure will not be transmitted.

RULE 42

CONGESTION OF TRAFFIC

When a congestion of traffic occurs, operators should not hesitate to alternately exchange small numbers of messages if instructed to do so by the main office. Rush traffic must be given preference, thereby more evenly expediting the movement of traffic.

RULE 43

MESSAGES TO PASSENGERS ON TRAINS

Messages addressed to parties travelling on trains must be given special attention. In all cases they must be routed in care of the traffic chief in the relay office who will make every endeavour to have the message handed to the conductor of the train at its next stop. If the message is handed in as undelivered by the conductor, the originating point must be advised immediately. Also see Rule 3 .06.

RULE 44

TRANSMISSION OF BACK DATE MESSAGES

In the transmission of "Backdate" messages, the indication "Backdate" spelled in full should be sent in the check. The month and date must be sent with the transmitted time by the sending operator.

RULE 45

TRANSMISSION OF BOOK MESSAGES

.01 When an office has a number of messages in which the text is the same but the addresses different and which are known as a "book", the sending office will report to the office to which the book is to be sent the number of city and through copies in the book. Example :

TC Montreal - Book of ten ck 18 collect 4 cities 6 throughs.

Montreal TC will reply instructing the sending office how the book should be sent.

.02 If the book contains a large number of messages or if the text is unusually long, or there are small fill-ins to be made, any special arrangement may be agreed upon by the sending and receiving offices that will facilitate the speedy and correct handling of the book.

.03 Telegrams for different circuits must not be booked on the same blank.

RULE 46

TRANSMISSION OF CHECKS

.01 All the figures and words in the check of a message must be transmitted except the word "Paid" and the amount of tolls in the case of a prepaid message to a "This Line" office.

.02 Care must be taken not to omit the word "Collect" on "This Line" messages and any tolls or instructions shown in the case of "Collect" messages to or from "Other Line" offices. Any omission, however, will not relieve the office of destination of the responsibility of collecting the proper tolls on a message.

.03 Messages with wrong checks or containing apparent errors must not be held more than two minutes. A correction slip, form CD 74, must be affixed and the message handed to a traffic chief or supervisor.

.04 In transmitting Commercial cables on Morse circuits, the word "Via" should precede "Commercial" in order to prevent the possibility of "Commercial" or its abbreviation being rendered "Collect".

RULE 47

TRANSMISSION OF DUPLICATES

If to correct an error in a message or if for any other reason a second transmission becomes necessary, the sending operator will begin the second transmission with the word "DUPLICATE" and the original operator's sign should be enclosed within a circle and not obliterated in any way so that there will be no doubt as to the endorsement of the original transmission. Receiving operators must be careful to write the word "DUPLICATE" in full and such messages should be delivered with the word "DUPLICATE" prominently displayed. The abbreviation "DUPE" must not be used.

RULE 48

TRANSMISSION OF INSURED MESSAGES

.01 A specially valued message shall be preceded in transmission by the words "SPECIALLY VALUED" and shall carry the indicator "SPECIALLY VALUED" in the check to be counted and charged for and must be repeated back from office to office. The receiving operator shall carefully copy such message, and if it is to be forwarded on another circuit, he will hand it to the Agent, Chief or Traffic Chief, who will see that it is promptly transmitted over such circuit, repeated back and returned to him with the signs of the sending and receiving operators on the face of the blank, after which they must be handed to a Chief to be followed up in like manner at the relay point and destination.

.02 In order to ensure positively against loss of Specially Valued messages the office of destination must report back to the sending office the time the message is delivered and signature held. This report shall be attached to the original telegram by the sending office and placed in the files. Also see Rule 6 and example Rule 7 .24.

RULE 49

TRANSMISSION OF REPEATED MESSAGES

.01 Special care should be observed in sending and receiving "Repeat Back Messages". At the office of origin and at each repeating office an operator upon receiving back a repeated message shall carefully compare it with his copy, underlining or checking each word and if the repetition be found to be correct he shall write on the back of the message the words "Repeat Back O.K." followed by the signs of both operators.

.02 On duplexes with two operators, the operator (Sender or Receiver) first handling the message will be held responsible for seeing that it is repeated back and so endorsed by the operator opposite on the duplex.

RULE 50

TRANSMISSION OF PRESS

.01 In the transmission of press matter both the sending and receiving operators must use the utmost care in the proper punctuation of same.

.02 When operators are transmitting or receiving press matter the time sent or received must appear on each sheet.

RULE 51

WHEN A MESSAGE CANNOT BE TRANSMITTED PROMPTLY

When for any reason an operator is unable to transmit a message promptly, he will note the cause on the record sheet and report the facts to the Chief Operator. In smaller offices the notations should be made on the back of the messages.

RULE 52

INSPECTION OF MESSAGES FOR EVIDENCE OF TRANSMISSION

At each office it will be made the duty of some employee to scrutinize and initial before filing for record all sent messages to see that they bear the proper indication of transmission. Rubber stamps must not be used. The utmost care must be taken to prevent unsent messages being placed with those that have been sent. (Also see Rule 14.22).

RULE 53

ORDER IN WHICH MESSAGES ARE TO BE RECEIVED

.01 When receiving a message, the operator will copy such message as transmitted, entering on the form CD 1 after the number and call of the sending office, his personal sign. He must verify the check by counting the words in the message while receiving and should display each message with ten words to the line, the fifth and sixth words on each line to be separated by two spaces, all the other words to be separated by one space only. This method will facilitate correct counting of the message. The time of reception must be recorded below the line of the signature and at the extreme left.

.02 In stroke-checked messages, for example, a message checked 10/8, which indicates 10 chargeable but only 8 actual words,particular care should be taken to verify the figure on the right hand side of the stroke by comparing it with the number of words, groups or combined figure and letter groups as they are written in the text including each figure of straight groups of figures as one word. Example :

EXPRESS TWENTY XX5X BY 1245 CPR VOXQTN

The correct check for the above text would 13/10. XX5X and VOXQTN would be counted as one word on the right hand or actual words side of the stroke but would be counted as three and two words respectively on the chargeable or left hand side of the check. 1245 would be counted as four words on either side. If the tolls on the above described message were collect, the word "Collect" would be added to the right hand side of the stroke making the check /11 collect. The extra words (three in this case) are simply added to the actual check (11 collect) making the complete check 14/11 Collect.

.03 In the case of a message not received on the day of its date, "BACK DATE" will be inserted in the check and the date on which the message was received will be recorded immediately following the time of reception.

.04 The acknowledgment of receipt must be made by transmitting the signal "OK" and the receiving operator's personal sign.

RULE 54

CARE IN HANDLING CODE AND FIGURES

.01 Morse operators must use the utmost care in sending and receiving telegrams and cablegrams containing code. The practice of repeating, or repeating back of such code is unnecessary on all Morse trunk circuits. It is not intended, however, to prohibit the confirming of words about which the sending or receiving operators have any doubt. Accuracy must be the first consideration. On city wires, way wires and with smaller offices where less experienced operators are employed, code cables will be repeated back, the operator's sign to be placed on the reverse side of the blank. On such circuits, operators will continue to confirm code in domestic traffic.

.02 Morse and printer operators will confirm figures, combinations of figures and letters, such as CJS4, single letters or groups of letters and characters such as SQ&H when contained in commercial traffic, but will not confirm figures contained in addresses except where the address is a paid part of the message, as in the case of radiograms.

.03 Figures, or words representing figures in RS messages or forms will not be confirmed on Morse or printer circuits.

.04 Messages of more than seventy five words shall be divided to contain not more than six full lines, approximately sixty words on the first sheet and seven full lines, approximately seventy words for subsequent sheets. The word "COLLECT" and any extra words appearing in the check, office from, name-to or address shall be included in the sheet check count of the first sheet, while any extra words in the signature shall be included in the sheet check count of the last sheet. Each sheet must carry a heading complete enough to identify the message, and also show the number of words in the sheet. This heading must be started three spaces in from the margin of the blank and must be separated from the body of the message by double the usual line space.

RULE 55

TIME, ETC. ON SENT MESSAGES

.01 The sending operator shall write upon each message sent the consecutive number, (where required) and the call of the distant office, the signs of the sending and receiving operators, the time sent and the date if other than the date on which the message was filed. Example in the order given :

A21 RA BD EH 925A.

.02 It is most important that message numbers be correct and accurately marked off on the number sheet with the operator's sign in offices where number sheets are used.

.03 In marking off sent messages, operators shall not do so in such a manner as to obscure the addressee's name, destination, text or signature of the sent copy. Whenever possible, operators' markings should be placed after the destination and under the date line.

.04 The receiving operator, (or Number Sheet Clerk where monitoring system is in force), should never mark off a number without first seeing the message which bears it.

.05 It is very important that clerks and operators time all messages correctly, and to make this possible it is necessary that those responsible shall at all times keep the clocks adjusted to indicate the correct time.

.06 Clocks must be checked with the daily time signals where these are received and in offices which do not receive daily time signals, a check must be made each morning with the main office.

.07 No message shall be regarded as transmitted until acknowledged in the usual manner, but if a number of messages are to be sent in succession, the sender will obtain "OK" after the first and continue. The acknowledgment of the last being regarded as an acknowledgment for all.

RULE 56

MESSAGES TO MORE THAN ONE ADDRESS

When a message is addressed, for example, to "A" or "B" for delivery to either, it shall be treated as a single message, extra words being counted for the word "or" and the alternate name or names. When a message is addressed, for example, to "A" and "B" or to several persons for delivery to each of them it will be treated as a book of separate messages. See Rule 3, paragraphs 13 and 16.

RULE 57

MESSAGES TO BE SENT AS FAR AS POSSIBLE ON DAY OF RECEIPT

Offices will transmit nightlettergrams as early as traffic conditions permit in order to avoid congestion at relay points and to permit of delivery at destination. If any night messages or nightlettergrams are unavoidably left over until the next morning at offices that are not kept open all night, such messages shall be transmitted prior to new business of the ensuing day.

RULE 58

RECEIPT OF DUPLICATE NUMBERS

Whenever duplicate numbers are discovered, a description of both messages will be wired to the distant office where an immediate search of the files will be made, with a view of preventing the loss of one of the messages and adjusting the numbers.

RULE 59

OPERATORS' SIGNS

No operator shall change his personal sign without the consent of the Agent or Chief Operator, nor shall any two operators in the same office use the same sign nor the sign or initials of any official.

RULE 60

NUMBER REPORTS

If possible each office should compare numbers with the main office before closing at night. Otherwise the main office will compare sent and received numbers with all offices as early as possible the following morning by service message. If numbers compare, no reply is necessary. If a discrepancy is apparent, this should be called to the attention of the main office and corrected immediately.

RULE 61

FILING TIME ON SERVICE MESSAGES

All wire and service messages shall carry the filing time at the beginning of the text.

RULE 62

OPERATORS' CONDUCT

.01 As accuracy is essential, operators must not talk while sending or receiving messages, or, if unoccupied, talk to others so engaged.

.02 The use of profane, abusive or indecent language over the wire or about the office will not be tolerated, and employees are earnestly requested to report to the proper authorities any violation of this rule.

RULE 63

CARE OF TYPEWRITERS

Typewriters used for copying messages should be frequently dusted and oiled. The type should be kept clean in order that neat, legible copies will be produced.

RULE 64

USE OF COMPANY'S TELEPHONES

The Company's telephones are primarily for the conduct of business with the public and shall not be used by employees unless permission is obtained from the Agent or Chief Operator.

RULE 65

GENERAL

.01 Employees should familiarize themselves with all notices posted on the operating room bulletin board.

.02 Employees should be courteous in dealing with one another both personally and on the wire. Operators and typists must endeavour by unfailing courtesy and helpfulness, to do their utmost to create and maintain the most friendly co-operation with operators and typists at private branches.

.03 Employees should cultivate punctuality by being at their positions ready to begin their duties at assigned hours. Operators and typists shall not leave their wires until relieved, and an operator about to be relieved shall complete the message upon which he is engaged unless otherwise directed by the Chief Operator or Supervisor.

.04 Substitutes must not be arranged for unless by approval of the Agent or Chief Operator.

.05 Should an employee be prevented from reporting for duty at the assigned hour, a report shall be made by telephone or other means to the Agent or Chief Operator, well in advance of the assigned hour, explaining reason for absence.

RULE 66

DIRECTIONS TO SUPERVISORY AND PLANT STAFF

.01 Wire chiefs and repeater attendants must be thoroughly familiar with improved methods of line testing and fault locating.

They should study the characteristics of the lines directly under, or which may at times come under their supervision, make periodical tests and records of conductivity, insulation and collect other data necessary for the quick location of line faults or troubles and be prepared to test and maintain in good order all instruments and apparatus under their care. Ground wires at test stations should be tested periodically.

.02 A close record should be kept of the movements of inspectors and linemen so that they may be located quickly. A complete report of all wire troubles should be obtained from inspectors or linemen and carefully entered in the wire log.

.03 They should make themselves familiar with testing stations, names of inspectors, linemen etc., in districts beyond their own, in order to render help when necessary.

.04 They should be able to quickly recognize conditions which call for the ordering of light engines or caboose hops, know at what points engines are available and where the engines should be instructed to pick up linemen with the least possible delay. When in doubt they should get instructions from the inspectors.

.05 They should study train time-tables and be familiar with the times of all trains on the district.

.06 A close watch should be kept on weather conditions and when conditions are threatening, a frequent weather report covering the whole district should be obtained and entered in the wire log.

.07 In cases of line prostration, or when our lines are being recovered after an interruption, care must be taken to restore our most important circuits first.

.08 Line current must be checked carefully and kept as low as possible, consistent with proper operation.

.09 The wire log must be complete. Report to the chief operator all wire trouble, or unusual incidents which he may wish to report to other officials.

.10 Our facilities for reaching any point by alternate routes in the event of failure of the normal route should be studied.

.11 Wire chiefs should co-operate with the traffic chiefs and keep them informed as to circuit available over and above what they are using.

.12 They should co-operate with other chiefs in locating troubles, patching and setting up circuits on alternate routes.

.13 The power plant of the office and the proper capacity of fuses used in each fuse position should be studied by all chiefs and attendants.

RULE 67

WIRE TESTS

.01 The word "wire" will be recognized as having the right of circuit at all times for testing purposes, (except that train orders on dispatching wires have preference). The Agent or Chief Operator of the testing office shall make frequent tests of the wires and see that the necessary orders to linemen are given and acted upon without delay. Every effort must be made to keep circuits in operation.

.02 In giving directions to linemen care must be taken to definitely locate trouble and to state its nature as accurately as possible. Linemen must report promptly on progress of repairs of wire trouble and Agents must see that these reports are handled expeditiously. Linemen should show the time of writing as the first words in the message.

.03 The Agent or Chief Operator of a principal office shall keep a daily record of all interruptions and incidents which occur to the working of the lines.

RULE 68

GROUND WIRE AT INTERMEDIATE OFFICES

The ground wire at intermediate offices will be used only in the event of an interruption of the circuit. The ground must not be left on except on instructions of the test office.

RULE 69

WAY OFFICES TO WATCH LINE CAREFULLY

Operators at all offices shall watch carefully to see that the lines are working properly. If circuit be open for an unusual length of time, it should be tested with the ground wire, and an immediate report made to the terminal office as to the direction in which the trouble exists.

RULE 70

CARE OF BATTERIES, INSTRUMENTS, ETC.

Agents shall see that local batteries are kept in good condition and that each cell is thoroughly insulated so as to prevent any escape of the current. All instruments shall be kept clean and always in order for business. The set screws and other connections of relays, keys, cut-outs, etc., should be frequently examined to see that they are firm and tight, and operators shall keep the switchboards free from cobwebs and any accumulation of rubbish and dirt.

RULE 71

PROTECTION OF EQUIPMENT DURING ELECTRICAL STORMS

Instruments not protected by protective equipment other than switchboard arresters should be cut out during severe lightning storms.

RULE 72

PROCEDURE ON CLOSING

All the larger offices should obtain "Good Night" from the Chief office of the district before closing, especially when any patching is to be done.

RULE 73

LINES AND EQUIPMENT NOT TO BE USED FOR EXPERIMENTING

The lines and equipment of this Company shall not be used for the purpose of experimenting with or testing electrical apparatus except with the approval of the General Manager.

ACCOUNTS, REPORTS AND REMITTANCES

RULE 74

A complete daily record of all telegrams must be kept by each office. For this purpose Agents will use the following forms :-

CD 5	Collect Sheet	CD 160	Sent paid or charged messages
CD 22A	Check Report	CD 1005	Check Ledger (Large)
CD 30	Number Sheet	CD 1005A	Check Ledger (Small)

RULE 75

RECEIVING AND DELIVERY CLERKS' RECORDS

All telegrams accepted on which sender has paid the tolls will be entered on Form CD 160 at the time and in the order of their acceptance. Received "Collect" messages will be entered on Form CD 5 at the time and in the order of their reception.

RULE 76

CHECK LEDGER ENTRIES

.01 Agents will each day enter on Forms CD 1005 or CD 1005A the paid and collect telegrams of the preceding day. The telegrams will be entered so that the names of the offices with which the business was done will appear in alphabetical order. The amount entered in the last column (Total "Other Line") will be made up of the amounts paid out to "other lines", amounts paid out for special delivery service, and that part of the tolls on forwarded telegrams which the last paragraph of Rule 9 .08 designates as "other line" tolls.

.02 A telegram to or from an "other line" office will be entered with telegrams of the office via which it reaches or leaves this Company's line. See last paragraph Rule 94.

RULE 77

RECORD OF TELEGRAMS HANDLED "FREE"

A separate record of free telegrams, not including service or RS telegrams, will be rendered by all offices on Form CD 22A. This record will state the number of telegrams sent TO and the number received FROM each office. Form to be headed "FREE".

RULE 78

SUNDAY TELEGRAPH BUSINESS

Sunday's telegrams will be entered as a part of Saturday's business except when the first day of the month falls on Sunday, in which case Sunday's telegrams will be entered as part of the business of the Monday following.

RULE 79

CHECKS NOT TO BE CHANGED

.01 A paid or collect telegram having been transmitted must be entered as originally checked and transmitted. Check must not be changed.

.02 When for any reason other than service error it is desired to collect tolls at destination on a telegram check prepaid, the originating Agent may request destination Agent to collect and account for tolls on Special Debit Statement Form CD 161 and to advise whether such collection has been made. Such request and reply must be forwarded by mail if time permits. Service telegrams must not be sent except in cases of emergency.

.03 Agent at originating office may take credit for such items on Special Credit Statement Form CD 161, attaching original request and reply in support of credit taken in the event that tolls are collected at destination.

RULE 80

CABLE TRAFFIC

.01 Daily record of cable traffic is to be kept as follows - Sent business on Form CD 60 and received "Collect" business on Form CD 61.

.02 No report of received "Paid" business is to be compiled.

.03 Separate reports must be made for sent "Paid" and received "Collect" business via each cable route, or wireless trans-ocean system.

These reports are to be rendered to the Auditor of Freight and Telegraph Receipts promptly at the close of each period, i.e., 7th, 14th, 21st and last day of month.

.04 The periodical totals are to be carried to monthly Summary of Cable Reports, Form CD 62. A separate summary Form CD 62 to be prepared for each cable route or wireless trans-ocean system.

.05 A final recapitulation of the several Forms CD 62 to be prepared, the totals as shown on the latter to be transferred to monthly Balance Sheet, Form CD 15, Line 17 "Cables per Form CD 62".

.06 The detailed reporting of cable traffic varies according to cable route, also the location of reporting office. Cable traffic via all cable routes or wireless trans-ocean systems, except Imperial-Atlantic and Imperial-Pacific, will be reported by all offices without exception in the exact manner indicated by the various headings of Forms CD 60 (Sent"Paid) or CD 61 (Received "Collect") each cable message appearing separately.

.07 Cable traffic via Imperial-Atlantic will be reported by all offices, except those located in the Maritime Provinces also C.P. offices in Maine, in daily totals, messages not to be reported separately. In column headed "Day" will be shown the dates of the period involved on which cable messages were sent "Paid" (Form CD 60) or Received "Collect" (Form CD 61); the columns headed "Name" and "Place to" (Form CD 60) and "Name" and "Place from" Form CD 61) will be left blank and in the section headed "No.of Words - Paid Charges - and Class of Cable" of Form CD 60 and in that headed "Number of Words - Collect Charges - and Class of Cable" of Form CD 61 will be inserted the daily totals of words and through charges for each classification.

.08 Cable messages sent "Collect" are not to be included in daily total of words (Form CD 60) or periodical totals of messages (Form CD 62). When a class of business is handled that is not provided for on Forms CD 60, CD 61 or CD 62, alter heading of a column not used or use a second sheet altering heading to suit the purpose.

.09 Offices in the Maritime Provinces, also C.P. offices in Maine, will report each cable message separately, filling in all particulars as required by the various headings of Forms CD 60 and CD 61.

.10 Cable traffic via Imperial-Pacific will be reported by all offices, except those located West of Fort William, in daily totals, messages not to be reported separately. In column headed "Day" will be shown the dates of the period involved on which cable messages were sent "Paid" (Form CD 60) or received "Collect" (Form CD 61); the columns headed "Name" and "Place to" (Form CD 60) and "Name" and "Place from" (Form CD 61) will be left blank and in the section headed "No. of Words - Paid Charges - and Class of Cable" of Form CD 60 and in that headed "No. of Words - Collect Charges - and Class of Cable" of Form CD 61 will be inserted the daily totals of words and through charges for each classification.

.11 Cable messages sent "Collect" are not to be included in daily totals of words (Form CD 60) or periodical totals of messages (Form CD 62). When a class of business is handled that is not provided for on Forms CD 60, CD 61 or CD 62, alter heading of a column not used or use a second sheet altering heading to suit the purpose.

.12 Offices located West of Fort William will report each cable message separately, filling in all particulars as required by the various headings of Forms CD 60 and CD 61.

RULE 81

UNCOLLECTED AND GUARANTEED TELEGRAMS

The following details will be sent in with the monthly reports:-

Skeleton copies of telegrams received "collect" for which payment has not been obtained, together with the telegraphic notices relating thereto, required by Rule 21 .01.

A skeleton copy of each telegram sent "collect" which has been reported by delivery office as uncollectible together with the service message reporting same uncollectible.

The uncollected telegrams referred to above will be listed on Form CD 1015 and the guaranteed telegrams on Form CD 1016.

RULE 82

FILING OF TELEGRAMS

All telegrams between C.P.R. offices will be filed in the order in which they appear on Form CD 1005 or CD 1005A and properly labelled by days and months.

Conjoint telegrams should be filed in the same order as is required to compile Forms CD 22A.

RULE 83

MAILING MONTHLY REPORTS

All reports covering telegraph business must be forwarded to Auditor of Freight & Telegraph Receipts not later than the second day after the close of each month. Form CD 15 Balance Sheet must be prepared either with indelible pencil or typewritten, and must be signed by Agent personally. (See Rule 107 for manner of addressing.)

A copy of Form CD 15 must be sent to the Superintendent of Communications of the District in which office is located.

RULE 84

OUTPAYMENTS TO OTHER LINES

Enter in Column "D" of Form CD 22A Check Report amounts paid out or to be paid out to "other lines" such as Telegraph Tolls beyond this Company's lines, special delivery charges and telephone tolls. The total of column "D" segregated as to one star, two star and three star, to be carried to lines 16, 18 and 20 on Form CD 15 Balance Sheet. The total of figures shown on lines 16, 18 and 20 must agree with column "D" Form CD 22A.

RULE 85

GUARANTEED MESSAGES

Guaranteed messages are to be recorded daily on Form CD1016 Statement of Guaranteed Messages, in two sections as follows:

A separate form must be used for guaranteed messages sent to offices on the Postal Telegraph-Cable Company's System.

Guaranteed messages to points on the C.N.T., Soo Line, T. & N.O., M. & N.S. T. & T. are to be included with those to points on this Company's lines.

In the case of Guaranteed C.N.T. messages, the transfer point must be shown in addition to the place to.

All offices in the United States whether listed in Tariff Book or not are to be treated as Postal Telegraph-Cable Company's offices, except those indicated "S.O." and C.P."

Form CD 1016 for guaranteed messages to Postal Telegraph-Cable Company's offices must be rendered <u>in duplicate</u>.

The totals of the two sections of this report to be summarized and the total carried to Form CD 15 Balance Sheet, Line 31.

RULE 86

UNCOLLECTED MESSAGES

.01 Uncollected messages are to be recorded daily on Form CD 1015, Statement of Uncollected Messages, in two sections as follows :

.02 A separate form must be used for uncollected messages received from offices on the Postal Telegraph-Cable Company's System.

.03 Uncollected messages from points on the C.N.T., N.A.T., Soo Line, T. & N.O., M. & N.S. T. & T., may be included with those from points on this Company's lines.

.04 In the case of C.N.T. uncollected messages the transfer point must be shown in addition to the place from.

.05 All offices in the United States whether listed in Tariff Book or not are to be treated as Postal Telegraph-Cable Company's offices except those indicated "S.O." and"C.P."

.06 Form CD 1015 for uncollected messages from Postal Telegraph-Cable Company's offices must be rendered in duplicate.

.07 The totals of the two sections of this report to be summarized and the total carried to Form CD 15 of Balance Sheet Line 24.

RULE 87

CHECK REPORTS - FORM CD 22A.

.01 Check Report Form CD 22A is to be compiled monthly from Form CD 1005 or CD 1005A. Ordinary business is to be segregated from Press and separate reports made accordingly.

.02 The entries on these reports must be with "Check Direct" offices only, business to or from *, ** and *** offices must be included with the checking office for such one, two or three star offices.

.03 The reports for both Ordinary and Press are to be subdivided into six groups as under :-

LOCAL GROUP	-	Includes all C.P. offices so indicated in Tariff Book and Supplements thereto.
POSTAL GROUP	-	Includes all offices in the United States whether listed or not in Tariff Book and Supplements thereto, except those indicated "SO" or "CP".
SOO LINE GROUP	-	Includes all offices in the United States indicated "SO" in Tariff Book and Supplements thereto.
N.A.T. GROUP	-	Includes all offices of the North American Telegraph Company, (Ontario) indicated "N" in Tariff Book and Supplements thereto.
M. & N.S. T.&T. GROUP	-	Little Current, Ont. office only.
T. & N.O. GROUP	-	Includes all offices of the Temiskaming and Northern Ontario Railway indicated "TN" in Tariff Book and Supplements thereto.

.04 In compiling Form CD 22A for the various groups, i. e., Local, Soo Line, T. & N.O., N.A.T. and M. & N.S. T. & T., the names of check direct offices, with state or province, to which telegrams have been sent or from which telegrams have been received during the month, will be entered in strictly alphabetical order with the amounts as indicated by heading of the form.

.05 In compiling "Postal Group", only the daily total of business with all offices in the United States except those indicated "SO" or "CP" will be entered on Form CD 22A in the respective columns, viz., A, B, C and D. Column headed "OFFICES" shall be altered to "DAY" and the various days of the month shown therein in chronological order. No duplicate will be required for this group.

.06 Each group must be compiled on separate forms of Check Report. Soo Line and T. & N.O. groups to be prepared in duplicate.

.07 A summary of the six groups is to be made on a separate sheet of Form CD 22A, the totals of which must agree with entries on monthly telegraph balance sheet, Form CD 15 (Lines 7, 9, 11 and 13).

.08 The amounts reported for messages sent "paid" to, or received "collect" from *, ** or *** offices will be divided and the portion to be paid out entered in Column "B" with check direct reporting office.

NOTE:- Business interchanged with C.N.T. offices, both directly and through transfer point, shall be accounted for in Local Group of Check Report, Form CD 22A, with transfer point as follows :

For messages sent "paid" to or received "collect" from C.N.T. offices, enter Local C.P.R. tolls in Column "A" and Local C.N.T. tolls in Column "B". For messages received "paid" from or sent "collect" to C.N.T. offices, enter Local C.P.R. tolls in Column "C" and omit Local C.N.T. tolls.

RULE 88

MONTHLY BALANCE SHEET FORM CD 15

.01 Monthly balance sheet Form CD 15 is a resume of the total business transacted during the month for which it is rendered.

.02 Care must be exercised to see that the figures entered thereon agree with the totals of reports giving detail of the transaction.

.03 Items for which lines are not provided will be entered on List of Special Debits or Special Credits Form CD 161, and totals carried to line indicated "Special Debits per Form CD 161" (Line 35) or "Special Credits, per Form CD 161". (Line 26) as the case may be. To this form must be attached complete particulars of each item reported thereon.

.04 "Balance due Company" to be transferred to debit column of balance sheet, Form 34, Line 12, "Telegraph".

.05 "Balance due Agent" to be transferred to credit column of balance sheet, Form 34, Line 12, "Telegraph".

.06 Agents who transact telegraph business exclusively are not required to render Form 34.

.07 Form CD 15 will show one net balance only, that is, either Due Company or Due Agent, which amount must agree with the net balance of the four periodical amounts reported on Form 34, this in accordance with instructions at foot of Form CD 15.

.08 All columns under heading of "Daily Account of Business" on reverse side of Form CD 15 are to be filled in and totalled, the total to agree with totals of Check Reports Form CD 22A for both Ordinary and Press business.

.09 No segregation of Press and Ordinary business to be made in "Daily Account of Business" column.

RULE 89

VOUCHERS HOW MADE OUT, NUMBERED ETC.

.01 A receipt on Form 599 must be obtained for each disbursement made. Such receipt must be written in ink, indelible pencil, or typewritten and signed in ink or indelible pencil, made out in such a manner as to clearly and fully explain itself. Vouchers for postage must be accompanied with details.

.02 The amount of disbursement will be written in the receipt in words.

Vouchers bearing erasures or alterations in figures or amounts will not be accepted.

Vouchers must be signed by the person to whom payment is made.

If a voucher be signed by any other person to whom payment is due, it must be accompanied by a written order from such person giving authority for the payment and signature.

Signature by "his mark" must be witnessed by some person other than the one making payment.

All vouchers covering disbursements for departmental expenses are to be listed and sent to Superintendent of Communications of the district in which office making payment is located.

RULE 90

MONEY TRANSFER SERVICE

Rules for Money Transfer service are printed separately and furnished to those offices authorized to deal with this service.

RULE 91

ERROR SHEETS

.01 On receipt of error sheets from Auditor, records and files must be carefully examined. If error cannot be located in records, Form CD 440 will be issued to each office for which a difference appears on error sheet.

.02 When reply to Form CD 440 is not received within a reasonable time, according to distance, a duplicate, marked "Second Request" is to be forwarded. If no answer is received to the second request, a third copy will be forwarded to Auditor of Freight & Telegraph Receipts giving dates that original and duplicate were sent.

.03 When a check develops that original reporting was incorrect in whole or part, special debit will be taken for amount involved on current telegraph balance sheet Form CD 15 and detail of the item shown on Form CD 161 quoting error sheet number and attaching Form CD 440 together with any other papers.

.04 Errors must be definitely located and full explanation furnished to Auditor of Freight & Telegraph Receipts.

.05 Agents receiving Form CD 440 will promptly investigate the difference and furnish office issuing Form CD 440 full particulars by dates.

.06 Audit office error sheets should be retained by office receiving same, reference made as to handling and when all items are cleared, same should be filed with office records.

RULE 92

CASH BOOK

Cash Book, Form CDLC is provided for the use of Telegraph Agents, also for stations and outside offices handling Telegraph accounts. This book will enable Agents to get a daily balance of telegraph cash. The balance shown therein should be transferred daily to general Cash Book (LLA or LB) where such is in use.

All cash receipts including Money Transfer receipts, advances from Treasurer, etc., must be entered in Cash Book immediately on receipt, excepting that offices using counter and delivery sheets or Day Books may enter cash receipts from such records at the close of the day's business.

All disbursements must be entered at time of such disbursement.

RULE 93

DAILY BALANCE OF CASH

.01 Cash must be balanced daily. If any discrepancy exists between the actual cash on hand and the balance required per Cash Book, every effort must be made to locate same at once. If the error is not then found and adjusted, Agent must make notation in Cash Book of the amount over or short.

At the end of a period any existing shortage must be paid in. Any overage must be taken to debit in Cash Book and on Balance Sheet Form CD 15 as "Cash Overage ..... (insert date)....."

RULE 94

CLOSING OF CASH BOOK

Cash books must be closed at the end of each period. Cash received or disbursed after the close of a period should not be entered in Cash Book for such period, except that remittance forwarded first opportunity after the close of a period may be claimed in such period, provided of course the contents were on hand at close of the period and that lack of train or other service was the only reason such remittance was not forwarded during the period. The actual date of despatch of remittances must be shown in every case in Cash Book and on Balance Sheet.

RULE 95

DRAFTS ON TREASURER AND DRAFTS RECEIVED

.01 All drafts on Treasurer must be dated on actual date drawn and must be put through Cash Book and Balance Sheets on such date.

.02 Drafts received must be entered in Cash Book on actual date of receipt.

RULE 96

CASH RETAINED FOR CHANGE

.01 The amount retained for change must not exceed $20.00 unless specially authorized by Auditor of Agencies.

.02 Commission Agents are not allowed to retain any balance when remitting, or at end of period, all cash received must be remitted promptly to the Treasury Department or Bank in accordance with current instructions of the Treasurer.

RULE 97

REMITTANCES

.01 COMMISSION AGENTS must remit to the Treasurer at least once a week or oftener as their receipts amount to $50.00. All cheques remitted by such Agents must be accepted by the Bank on which they are drawn.

.02 ALL OTHER AGENTS must remit at least daily. When remittance is actually despatched the amount remaining on hand should not exceed the amount required for change. (See Rule 96.01).

Avoid carrying cash overnight.

Where daily train service is not in operation, remittances must be made as often as opportunity affords.

ALL AGENTS must exercise care in making up remittances to see that the actual cash, bills, etc., placed in the envelope agree in detail and total with remittance slip.

RULE 98

EXPRESS COMPANY'S RECEIPTS FOR REMITTANCES

.01 Agents who remit by Express must obtain a receipt for such remittances from Express Company. This receipt must bear the date on which the package is handed to Express Company.

.02 Agents are held personally responsible for the care and forwarding of Cash and such of them as cannot personally deliver same to Express Company must examine receipt at first opportunity afterwards.

RULE 99

TREASURY DEPARTMENT OR BANK'S RECEIPTS

.01 Agents should receive promptly from Treasury Department a receipt for each remittance forwarded. This receipt must be compared with remittance book stub and credit entry in Cash Book and if in agreement pasted in remittance book. If any difference is found to exist, investigate at once.

.02 Agents must distinctly understand their responsibility does not cease until acknowledgment is received from Treasury Department. In event of receipt not reaching them promptly, Agents must communicate at once with Treasury Department.

RULE 100

CORRECTIONS IN REMITTANCES

.01 When the amount of cash, cheques, vouchers, etc., received by the Treasury Department does not correspond with the amount claimed in remittance by Agents and they receive notification to that effect before close of period, Agents must make correction in Cash Book and take credit on Balance Sheet for the actual amount acknowledged by Treasury Department. If the notification is not received until after close of period, Agents will take debit or credit, as the case may be, for the difference between amount claimed by them and the actual amount allowed by Treasury Department, and write Auditor of Agencies explaining matter.

.02 When Vouchers or Time Cheques which have been included in a remittance are found to be unacceptable on account of some irregularity and such remittance is reduced in consequence, Agents will follow instructions as above. If the Voucher or other document so returned cannot be amended in time to again remit in the then current period, Agents may place same in Outstanding as "Voucher (or Time Cheque) of.....(Name)..... returned for.....(Reason)....." . Every effort must be made to have same adjusted immediately.

RULE 101

PAYMENT OF TIME CHEQUES, VOUCHERS, ETC.

.01 The daily revenue receipts must not be held over for the purpose of paying Time Cheques, Vouchers, etc. If any such, duly authorized, are presented and you have sufficient funds on hand, you will of course make payment. If when payment is called for, you have not sufficient funds on hand, apply to Treasury Department for amount required and in the meantime continue to remit your ordinary daily receipts in the same way as you would have remitted had the request for payment of these Vouchers, Time Cheques, etc., not been received by you.

.02 Time Cheques, etc. when paid must be remitted promptly.

.03 All cash received from Treasury Department must be taken to debit in period received. If it cannot be disbursed immediately such cash may be held for a reasonable time. If the whole or any part of such cash remains on hand at close of Balance Sheet it should be included in amount shown on Balance Sheet, as "Cash on hand," with notation on same explaining how much of such balance is on account of funds received from Treasurer and the reason for non-payment.

RULE 102

CHEQUES TO BE REMITTED

.01 All cheques accepted by Agents in the transaction of this Company's business must be remitted and must not under any consideration be cashed by Agents. Cheques should be drawn to the order of "Canadian Pacific Railway Company" and Agents must not endorse cheques so drawn. Agents will be held responsible for all cheques accepted by them.

RULE 103

BANKING OF FUNDS FORBIDDEN

.01 Salaried Agents must not deposit this Company's funds in a bank unless specially authorized by the Accounting or Treasury Department.

RULE 104

PROTECTION OF CASH

.01 It is the first duty of an Agent to take every precaution to properly protect the Company's cash from loss by theft, fire, or any other cause while in his possession and to remit same to the Treasury Department or Bank authorized by Treasury Department at the first available opportunity.

.02 Agents will be held personally responsible for any loss caused by violation of these rules.

RULE 105.

UNCOLLECTED AUTHORIZED OUTSTANDING ACCOUNTS

Agents when recommending Credit Accommodation for patrons will proceed in accordance with instructions contained in Vice President's (Finance) circular dated March 21st, 1933, No. 286 and Supplementary Advice dated September 18th, 1933. The amended instructions are as follows :-

(1) All previous instructions relating to the granting of credit accounts are hereby cancelled, and the following rules are being placed in force by the Canadian National Telegraphs and this Company, effective April 1st, 1933.

(2) All credit accounts in force prior to April 1st, 1933, will remain in effect, but will be subject to the time limit and conditions embodied in paragraph 6 of this circular.

(3) Recommendations for credit should not be made where an account would not average $5.00 per month.

(4) Application for credit must hereafter be made on Form CD 10 signed by applicant, and all details called for thereon properly completed, this form to be sent direct by the Agent to the Vice President.

(5) When credit is authorized it will not cover the following special services :-

(a) Telegraph Money Transfers. (Principal, premium, tolls and exchange).
(b) Leased wire rentals.
(c) Ticker rentals.
(d) All other equipment and property rentals.

(6) When credit is authorized, it is to be definitely understood that any account not paid by the 20th of the month following that for which the account is rendered, shall be considered in arrears and the customer so advised, in accordance with specimen of form letter below. If not paid by the last day of the month, the credit must be cancelled, and business conducted on a strictly cash basis, and the Manager or Agent of the Canadian National Telegraphs immediately notified in order that similar action will be taken by that Company. At the same time prompt advice of such cancellation, giving details must be sent to the Auditor of Freight and Telegraph Receipts. It is to be further understood that if an account against a patron of undoubted financial responsibility remains unpaid on the day preceding the last day of the month, you will telegraph the details to the undersigned and await instructions.

FORM LETTER

"Dear Sirs:

I beg to call your attention to your account for the month....., which, although due for payment on the 20th of this month, remains unpaid at this date.

I shall be obliged if you will kindly have cheque forwarded by return of mail, in order to avoid the necessity of insisting on cash settlements on future business, which is compulsory under the arrangements made for extension of credit.

Yours truly,

(Agent) "

(7) When a credit has been cancelled, and application is made for reinstatement, new application form must be submitted, and an explanatory letter forwarded to the Vice-President of Finance, Montreal. Credit must not be reinstated until approval is received from the Auditor of Freight and Telegraph Receipts.

(8) Unless otherwise instructed, these rules do not apply to accounts due from Departments of the Dominion and Provincial Governments, Counties or Municipalities.

In order to give full effect to the regulations regarding telegraph credits it will be necessary for Managers and Agents of the respective Companies to cooperate to the fullest extent.

Details of amounts outstanding must be sent to the Auditor of Freight & Telegraph Receipts each month on Form CD 15A, such list to be divided into four sections as follows :-

Authorized Accounts - Arrears - entered in strictly alphabetical order, the various items against the same firm or individual appearing in order of month, oldest items first.

Due Bills - Arrears (telephoned messages) - listed in the same manner as previous group.

Authorized Accounts - Current Month - in strictly alphabetical order.

Due Bills - Current Month - (telephoned messages)- each day's total only, to be shown in date order.

CIRCULAR LETTER ISSUED SEPT. 15 - 1934.

ACCEPTANCE OF TELEGRAMS OVER TELEPHONE FROM PARTIES WITHOUT AUTHORIZED CREDIT ACCOUNTS (DUE BILLS)

Unless otherwise instructed, Agents are authorized to accept messages over the telephone. Care should be taken to see that such messages are from parties who are favourably known or whose names are listed in telephone directory. Messages should not be accepted from parties who are known to be unreliable or on "no credit" list. In such cases the person offering such a message should be courteously informed that it will be necessary for us to send a messenger to collect the charges before message is sent and when, and if, this is agreed to, messenger should be sent as quickly as possible.

Messages handed in over counter

Messages handed in over the counter must be collected for at time of filing, unless sender has an authorized credit account or is known to be reliable. Individuals not known who tender messages at the counter with a promise to pay later should be informed that tolls must be paid before message can be transmitted.

Cables and Wireless Messages

Additional care should be exercised in accepting cables, especially those carrying "RP" provisions, wireless or other class of business where other Companies receive a proportion of the tolls, as in the event of failure to collect, this Company must bear the entire loss. Before such messages are released, an effort should be made to collect the tolls, unless the party is known to be reliable, and if this is inconvenient the messages should only be released after approval of the Agent or employee in charge.

Collection of Tolls

Tolls covering messages forwarded in accordance with these instructions are to be collected by messenger whenever possible the day following that on which messages were sent.

Outstandings, (Auditor's instructions)

Amounts that may be outstanding at the end of the month covering due bills uncollected during current month during current month are to be listed in detail on Form CD 15A under the caption of "Due Bills", in accordance with instructions contained in Tariff Supplement No.10 to C.R.C. 27, effective August 15th, 1934, Page 9, Rule 80A.

RULE 106

CHANGE OF AGENTS

.01 If an Agent vacate his office before the close of the month, he will make up his account to date, and will pay over to his successor all funds in his possession. The retiring Agent will send to his Superintendent a report of such settlement, with the receipt of his successor for money paid and property delivered.

RULE 107

MAILING OF REPORTS AND CORRESPONDENCE

Correspondence and reports forwarded to the Auditor of Freight & Telegraph Receipts should be enclosed in envelopes plainly marked "Telegraph Matter" thereby enabling those responsible for the sorting and delivery of mail to direct telegraph matter to the proper department.

RULE 108

AGENT'S JURISDICTION

.01 Each Agent will exercise jurisdiction over the property, employees and business of his office, and, unless otherwise ordered, such jurisdiction will extend to branch offices, if any, in the same city or town.

.02 The display in windows or on the walls of the Company's offices of advertising of any kind other than advertisments of this Company, is prohibited, excepting that a sufficient number of legible calendars may be hung in suitable positions for convenient reference by patrons.

RULE 109

HOURS OF ATTENDANCE

.01 The hours of attendance will be authorized by Superintendent.

.02 Way offices reporting for other duties must call up main offices on Sundays or holidays for any on hand business or instructions.

RULE 110

CARE OF PROPERTY

.01 Each Agent will be held to a strict accountability for the property of the Company in his possession or under his control, and he will hold employees under his direction responsible for the careful use and preservation of such property.

.02 Agents or operators must not alter, in any way, the arrangement of the wires, instruments or fixtures at their offices without special permission from the Superintendent, Inspector or Chief in charge of main offices.

RULE 111

PROPERTY NOT TO BE TRANSFERRED

.01 No article belonging to the Company will be transferred without authority from the Superintendent.

RULE 112

EXPENDITURES FOR OFFICE FITTINGS, ETC.

.01 No expenditure for office fittings, alterations, furniture supplies or any other purpose will be made without authority from the Superintendent.

RULE 113

SURPLUS MATERIALS

.01 All surplus materials of value must be carefully preserved and sent to Stores Department.

RULE 114

PRIVACY OF TELEGRAMS AND RECORDS

.01 Messages, books, press reports and other papers of the Company will be guarded with the greatest care and held in the strictest privacy. Employees are expressly forbidden to disclose any information in regard to the contents of a telegram, or the name of the sender or addressee thereof. (Also refer to Vice President's circular on page 3).

.02 Agents will warn all messengers, operators and other employees entering the service of this Company, that, UNDER THE LAW, TELEGRAMS ARE SECRET, AND THE SERVICE MUST BE PERFORMED IN GOOD FAITH.

The wilful disclosure or change of the contents of any telegram or letter, or the wilful destruction or delay of any telegram, letter or package is a VIOLATION OF THE LAW - a penal offence, punishable by imprisonment and heavy fine.

Therefore, Communications Department employees must BEAR IN MIND THE REQUIREMENTS OF THE LAW, and the rules and regulations of the Company.

RULE 115

APPLICATIONS FOR COPIES OF TELEGRAMS

.01 When the sender or addressee of a telegram applies for a copy of such telegram, he may, if known or properly identified, be allowed to see the telegram and make a copy thereof, but under no circumstances will a received telegram form or telegraph envelope be furnished him.

.02 Employees will not certify to the correctness of any telegram or copy thereof, nor furnish a copy, nor will they show any telegram to any person other than the sender or addressee thereof, except by authority from an Executive Officer of the Company.

RULE 116

REFUNDS AND SATISFACTION OF FAULTY SERVICE

.01 Whenever satisfactory evidence is furnished to an Agent that a telegram has failed to accomplish its object by reason of imperfect service on the part of the Company he may refund to the sender the tolls paid for the telegram. The receipt given for the refunded tolls, together with the telegram and an explanatory memorandum will be sent to the Superintendent for approval.

.02 In case of an error or other unsatisfactory service which may be corrected by the sending of a telegram without charge to the injured customer, Agents may, in their discretion, send such telegram, checking it prepaid instead of free, taking special credit for the tolls on Form CD 15, submitting the file to the Superintendent for his approval.

NOTE.--Employees must not tell the addressee of a messages that a word questioned by him is correct nor that "it came that way" nor that it agrees with the office relay. Hold the message, and if not changed by the relay office, obtain repetition of the doubtful word from the original at office of origin.

RULE 117

COMPLAINTS

Upon receipt of a complaint, which cannot be satisfied under Rule 116 the Agent will promptly forward it to his Superintendent with a clear statement of the case. If the complaint be founded upon a telegram, the original telegram or copy as delivered will be forwarded with the statement.

Employees will not furnish information relating to complaints under investigation, except under instructions from a Superintendent or other officer of the Company.

Patient and courteous attention will be given to any person complaining of the service.

NOTE.--Investigation of complaints by mail, an inquiry for report of delivery service should be answered by statement of date and time telegram was sent out, name and number of messenger, time and place of delivery and copy of signature. If the name signed is not that of the addressee, the Agent should state whether the delivery was correct.

Delivery sheets should be asked where there is a claim, or one anticipated, but not ordinarily on a complaint. Whenever a delivery sheet is taken from the files, a memorandum where it is to be found should be inserted.

RULE 118

SUMMONS AND OTHER LEGAL PROCESS

.01 Immediately upon the service of any summons or other legal process of any legal proceedings affecting the Company, the employee upon whom such service is made will report the fact by telegraph to his Superintendent, stating briefly the nature of the process, and the day and hour when it was served. He will then forward to his Superintendent, by first mail, a copy of the paper of process so served, with a statement of such facts relating to the matter as are within his knowledge. The original papers will be retained, subject to instructions.

RULE 119

COURT ORDERS FOR THE PRODUCTION OF TELEGRAMS

.01 Whenever an agent or other employee is subpoenaed on the part of the sender or addressee of a telegram to produce it before a court or other Legal tribunal, he will comply with the subpoena, and afterward return the telegram to the files, but whenever an Agent or other employee is subpoenaed on the part of any person other than the sender or addressee to produce a telegram or testify in relation thereto before a court or other legal tribunal, he will take the telegram into the court, and then submit to the judge that he ought not to produce it or to testify in relation thereto, and that he cannot do so unless a rule or order of the court be entered requiring it, for the reason that telegraphic despatches are of a confidential nature, and that the communication is claimed to be privileged. If such order be made and entered, it will be obeyed, and the clerk of the court will then be requested to furnish a copy of the order, which, together with the subpoena, will be filed with the telegram to which it relates.

NOTE.--A subpoena to be regular and valid, must describe the desired telegrams by such specific reference to the names, dates, or subject matter concerned, as will enable such telegrams to be readily found and identified in the files, but a subpoena which only calls in general terms for such telegrams as may be found after a search through the files (for example: "All telegrams passing between John Smith and Richard Brown between the first day of July and the fifth day of August, etc.") is irregular and unlawful, as being in the nature of a search-warrant, and not founded upon telegrams known to have existed.

It is the policy of the Company to contest subpoenas of this latter character, especially where the production of the telegrams concerned is likely to create public scandal or political excitement. On receipt of supoenas of this class, Agents will bring the same to the attention of their Superintendents, stating particularly the language of that part of the subpoena which calls for the telegrams.

RULE 120

POLITICS

.01 Employees of the Company must rigidly refrain from taking active personal part in any parliamentary election or other political matter, and must so conduct themselves that all persons will have the utmost confidence in doing their business by telegraph, and there shall be no just cause for suspicion or complaint in any respect against the Company.

RULE 121

CORRESPONDENCE

.01 Prompt attention must be given to correspondence from the officials of the Company, and especially to correspondence coming from the public.

RULE 122

"23" TELEGRAMS

.01 All circulars and "23" telegrams containing instructions pertaining to the business must be carefully filed for reference.

RULE 123

STUDENTS

.01 No student shall be allowed in any of the offices of this Company without written permission from the Superintendent.

RULE 124

CERTIFICATE OF SERVICE

.01 Hereafter Certificates of Service will only be issued when the General Manager of Communications considers it expedient to do so. All applications for these certificates must be sent through the channels of organization.

RULE 125

TIME

.01 Attention is called to the fact that "TIME" is transmitted daily to every office on the C.P.R. system. It is sent in the following manner:- At 11.54 single beats are transmitted until 11.54-50, when the line remains open. At 11.55 exactly, double beats commence and continue until 11.55-50 when the line is again left open until exactly 11.56 when it is closed. All offices are cautioned against struggling with "TIME". It is useless doing so as no one can break. The times referred to are in each case, Eastern Standard Time.

RULE 126

TRANSMISSION OF MESSAGES FROM PASSENGERS ON TRAINS ACCOUNT SERIOUS DELAYS OR MISHAPS

.01 In the event of a mishap, such as wreck or derailment, occurring in connection with the movement of any train of the Canadian Pacific Railway, messages tendered by passengers and directed to relatives and friends conveying information as to their condition, safety or otherwise, may be accepted without charge to the passenger. Such messages will be checked paid and an account together with the original messages so filed will be forwarded to the Superintendent of Communications who will arrange for a special Credit authorizing the Agent to clear his office debit.

.02 Due care must be exercised in such cases to ensure that messages handled free under the above instructions are confined to messages of the character named. Business messages of passengers, press items, etc., must not be accepted free, but must be paid for in the usual way.

.03 In cases of serious delay occurring in the movement of any Canadian Pacific Railway train due to washout, landslide or other similar mishap, messages from passengers addressed to relatives or friends notifying them as to cause of delay or giving assurance of personal safety may be accepted for transmission in accordance with instructions in paragraph .01 above.

RULE 127

DESTRUCTION OF RECORDS - (CANADIAN OFFICES)

.01 Messages filed with this Company will be destroyed by fire or mutilated in such a manner that it will be impossible for any person to read same - only within the following provisions for their maintenance :

TO BE PRESERVED FOR SIX (6) MONTHS

.02 Original filed Telegrams, Cablegrams, Radiograms, transmitted at public tariff rates, including Day Messages, Night Messages, Day Letters and Night Letters, C.N.D. Messages, "DH" (Dead Head), "RS" (Railway Service) Messages and Press Messages. Tissue or carbon copies of messages of the classes referred to in the foregoing; Service Messages, Multiplex Sending and other message tape.

.03 HOWEVER, NO MESSAGES SHALL BE DESTROYED IN CONNECTION WITH WHICH THERE ARE ANY OUTSTANDING ACCOUNTS OR ERROR SHEETS. SUCH MESSAGES SHOULD BE WITHDRAWN FROM THE FILES AND RETAINED UNTIL SUCH ITEMS ARE CLEARED OR ADJUSTED.

.04 ALL COPIES OF UNPAID ACCOUNTS MUST BE RETAINED UNTIL SAME ARE PAID OR ADJUSTED.

.05 Agents will retain the following records and same shall not be destroyed until after expiry of the time indicated :

FORM CD	DESCRIPTION		
16	Messenger Delivery Record	-	Six (6) Months
60	Local Cable Report	-	Six (6) Months
62	Local Cable Report (Summary)	-	Six (6) Months
80	Control Report	-	Six (6) Months
912	Through Cable Abstracts	-	Six (6) Months
1174	Call Slips	-	Six (6) Months
1175	List of Calls (Messenger)	-	Six (6) Months

LIST OF FORMS AND STATIONERY SUPPLIED TO COMMUNICATIONS DEPARTMENT

Requisitions for stationery should be prepared on form 61 in the order appearing below. Any requisition not prepared accordingly will be returned.

Enter one item on each line.

Requisitions should be prepared by typewriter but if this is not possible, pen may be used.

Requisitions should be sent by the Agents to their Superintendents for approval before the 25th of the month.

Interim requisitions will not be filled unless accompanied by a satisfactory explanation.

FORM NO.	DESCRIPTION
42	Weekly Balance Sheet
61	Requisition for Stationery Supplies
103	Correspondence - "Inter-Correspondence". (Large).
103A	Correspondence - "Inter-Correspondence". (Small).
167	Railway Service Blank
293	Report of Overtime
599	Cash Receipt
1064	Postage Stamp Requisition
1209	Envelopes - (Small) - (6 Addresses) Banded 25's.
1210	Envelopes - (Medium)-(12 Addresses) Banded 25's.
1215	Envelopes - (Large) -(15 Addresses) Banded 25's.
1310	Collection Form - Branch Office
1405	Statement of Drafts
1965	Correspondence Tracers
2300	Envelopes - (Kraft) - (Small) - Banded 25's
2301	Envelopes - (Kraft) - (Medium)- Banded 25's
2302	Envelopes - (Kraft) - (Large) - Banded 25's
2314	Envelopes - (Kraft) - (Bank of Montreal Remittance).
2316	Envelopes - (Kraft) - (Remittance to Treasurer).
2325	Envelopes - (White) - Small Correspondence
2326	Envelopes - (White) - Medium Correspondence

C.D. FORM

1G	Receiving Blank - (Christmas) Pads 25's
1M	Receiving Blank - (Manifold)
1R	Receiving Blank - (In Rolls 1000)
1SB	Receiving Blank - (Social telegrams)
1X	Receiving Blank - (Standard Size) - Plain - Banded 100's
1X	Receiving Blank - (Large Size) - Plain - Pads 100's
2	Sending Blank - (Ruled) - Padded in lots of 25
2	Sending Blank - (Ruled) - Padded in lots of 100
2	Sending Blank - (Ruled) - (Manifold Book).
2	Sending Blank - (Ruled) - Triplicate Book).
2C	Sending Blank - (Commercial Cable) - Padded - (Small) 100's
2C	Sending Blank - (Commercial Cable) - Padded - (Large) 100's
2C	Sending Blank - (Commercial Cable) -(Manifold Book).
2C	Sending Blank - (Commercial Cable) -(Triplicate Book).
2D	Sending Blank - (Christmas) - Plain - Pads 25's
2E	Sending Blank - (Christmas) - Padded 25's - (English Texts).
2E	Sending Blank - (Christmas) - 3 Way Fold - (English Texts) Banded 100
2F	Sending Blank - Plain (French) - Padded 100's
2G	Sending Blank - (Christmas) - French - Pads 25's
2SB	Sending Blank - (Social Telegram) - Pads 25's
2X	Sending Blank - Plain - (English) - Padded 100's
2X	Sending Blank - Plain - (English) - (Large) Padded 100's
	Sending Blank - (Imperial Cable) - Plain - (Small) Padded 50's
	Sending Blank - (Imperial Cable) - Plain - (Large) Padded 50's
	Sending Blank - (Imperial Cable) - (Manifold Book)
	Sending Blank - (Imperial Cable) - (Triplicate book)
3	Index Cards - Yearly Summary Accounts (For large offices)
5	Collect Sheets
6	Quotation Detail Sheet
7	Distribution of Expenditure (Superintendents)
8	Cable Registration Record
9	Comparative Statement of Revenue and Expenses (Superintendents)
10	Application for Credit Account
12	Notice - $25.00 Reward Damaging Property (English)(Superintendents)
12F	Notice - $25.00 Reward Damaging Property (French) (Superintendents)

CD FORM	DESCRIPTION
13	Balance Sheet - (General Manager Only)
14	Cable Registration Advice to Customer
15	Agent's Balance Sheet
15A	Statement Uncollected Telegraph Accounts (Buff Color)
15B	Statement Uncollected Telegraph Accounts (White Color)
16	Messenger Delivery Receipt
17	Notice - When Addressee Absent
17F	Notice - When Addressee Absent Bilingual
18	Red Sticker - "Get Reply"
19	Renewal Cards (Registration)
20	Due Bill Notice Slip When Customer Absent
21	Stock Ticker Service Agreement Form (Superintendents)
22A	Check Report
23	Telephone Test Record
24	Collect Card - (Obtained from Superintendents)
30	Delivery Number Sheet - (1 to 1000)
31A	Operators Number Sheet - (Small)
31B	Operators Number Sheet - (Large) - (Large Offices Only)
35	Remittances to Treasurer
44A	Account Form - Ruled - (Small)
55	Branch Office Report
60	Local Cable Report - (Sent Cables)
61	Local Cable Report - ("Received Collect Cables")
62	Local Cable Report - (Summary)
74	Correction Slip (Operating Room)
76	Receipt Form - (Due Bill)
79	Log Book - (Wire Chiefs & Operators)
80	Control Report - (Postal Business) - (Control Offices Only)
106	Correspondence Paper - (Agents) - White
158	News Bulletin Service - (Trains & Hotels)
160	Counter Sheet - (Paid & Charge Messages)
161	Statement of Special Debits - (Credits)
366	Weather Bulletin
440	Error Sheet - (Cards)
912	Through Abstracts
1005	Check Sheets - (Small)
1005	Check Sheets - (Printed Sets) - Large Offices
1005A	Check Sheets - (Large) - Without List of Offices
1014	Check Error Differences List
1015	Uncollected Message List
1016	Guaranteed Message List
1017	Superintendents Estimate Material and Labor Construction
1027	Statement Receipts Money Transfer
1028	Statement of Transfer Payments
1029	Application blanks Money Transfers
1030	Money Transfer Message Blanks
1031	Receipt for Money Transfer paid (Pads)
1032	Money Transfer amount code card
1033	Money Order Notice
1034	Remittance Book for Money Transfers (Treasurer Books)
1034A	Remittance Book for Money Transfers (Bank) (Books)
1035	Message number code sheet "sent" (pads)
1036	Message number code sheet "received" (pads)
1037	Receipt for Money Transfer accepted (pads)
1042	Lineman's Report - (Superintendent's)
1047	Daily Service Report
1169	Draft Book Money Transfers
1174	Call Slip -(Messenger)
1175	List of Calls for Messenger
1185	Daily Cost Record
1186	Time Record - (Employees)
1190	Pole and Wire Mileage Report - (Superintendents)
1190A	Cable Report (Superintendents)
1200	Envelopes - (Christmas) Banded 25's
1213	Traffic Chief Rush - (Stickers)
1219	Receipts & Expenses Monthly - (Superintendents)
1220	Statement of Collections - (Government Tax)
1222	Account Forms - (Plain) - Front Sheet
1222A	Account Forms - (Plain Second & Succeeding Sheets)
1222S	Statement of Account for Customers
1224	Envelopes (Customers) - To enclose messages (Banded 25's)
1226	Envelopes (Delivery closed type) - Telegrams (Banded 25's)
1226SB	Envelopes (Delivery) - Social Telegram - Banded 25's)
1229	Envelopes (Window Type) - Enclosing Accounts - (Banded 25's)
1233	Record of distributing frame cross connections
1234	Envelopes - (Delivery Closed type) Bilingual (Banded 25's)
1235	Envelopes (delivery open face) - English - (Banded 25's)
1236	Envelopes (delivery open face) - Bilingual - (Banded 25's)
1237	Telephone Time Slip
1238	Crosstalk Tests Form
LC	Cash Book (Large) - 100 Folios
LC	Cash Book - (Small) - 50 Folios