

RECEIVED

MAY 24 1941

UNITED STATES POST OFFICE

PERMIT No. 92

Austin, Texas

JOHNSON
FOR SENATOR

May 23, 1941, 19

Lyndon Johnson

hw

Stephen F. Austin Hotel

Austin, Texas

Under authority received from the Third Assistant Postmaster General, permission is hereby granted you to mail metered matter, without postage stamps affixed, on prepayment in full of the lawful postage in money, under the provisions of sections 562 and 579, Postal Laws and Regulations, provided the conditions governing the acceptance of such matter, printed on this permit, are fully complied with.

Receipts will be issued for the amount of the meter settings in accordance with the prescribed conditions.

If no mailings are made under this permit for a period of twelve months, it will be canceled and its surrender requested.

Carl Bissell Asst., Postmaster.

CONDITIONS GOVERNING THE ACCEPTANCE OF METERED MAIL

1. *Metered mail* is matter mailed without stamps affixed under sections 562 and 579, Postal Laws and Regulations, on which the approved postage indicia are printed by a device having recording mechanism to be set by the postmaster for an amount of postage paid for at the time of setting and having mechanism which automatically locks and prevents use of the device after exhaustion of the amount for which set. It may be domestic or foreign. It is entitled and subject to all the privileges and conditions applying to matter mailed with stamps affixed, except as stated herein.

2. *Application for permit.*—Persons or firms desiring permits for mailing metered matter should apply to the postmaster. All applications must specify the name and model of the device, be accompanied with a specimen of the indicia, and be sent by the postmaster to the Third Assistant Postmaster General, Division of Classification. Applicants desiring to present mailings immediately after making application may do so pending action on the application by the Department. If a mailer changes from one type of approved device to another approved type, the postmaster shall promptly report the matter to the Division of Classification.

3. *Meter devices*—(a) *Approval.*—Only such devices as have been approved by the Post Office Department may be used. They shall in every instance be obtained from the person or concern to whom such approval has been given. Such person or concern shall maintain control of them and be responsible for their proper servicing and maintenance in such manner that they will operate correctly and in accordance with postal requirements.

(b) *Setting.*—Meters must be brought to the post office or designated station for setting. Postal employees may not be sent to the offices or plants of permit holders to set meters. The amount of postage for which set must be paid for in advance and a receipt issued therefor on Form 3603-A. No additional receipts should be issued when the mailings are presented. A record of meter settings for each mailer shall be kept on Form 3609-A. No meter may be used until first checked into service and sealed by the postmaster. All meter keys shall remain in the postmaster's custody.

(c) *Caution.*—If the printing and recording mechanism of any meter fails to record its operations correctly and properly, its use must be discontinued immediately and it must be delivered to the postmaster to be checked out of service before correction or replacement is made. Tampering with, or misuse of any meter, is punishable under the postal laws.

4. *Indicia*—(a) *Form.*—In the upper right corner of the address side of the envelop, wrapper, address label, or tag of each piece, or on a label or sticker affixed thereto, must be printed the indicia showing the post office, postage paid, and meter number, in the form prescribed, such indicia not to be obstructed or confused with any other matter. When it is necessary to print multidomination indicia on more than one label or sticker, the circle showing the post office must appear on each. The indicia may not overlap.

(b) *Date of mailing.*—The indicia for first- and fourth-class matter, and for all classes when on a separate label or sticker affixed, shall include the date of mailing. An hour may also be shown on first-class matter when it is presented for mailing in ample time to be dispatched at such hour. The date may not be shown in the indicia on second- or third-class matter, except when on a separate label or sticker affixed.

5. *Return card.*—Each piece should bear, in the upper left corner of the address side, the name and address of the sender, including his street or post-office box number when at a letter-carrier office. On ordinary mail the sender's post-office box may be shown in lieu of his name or street number. The return card may be omitted from third-class matter not enclosed in window envelopes if the sender does not want it returned if undeliverable, but this is discouraged, since it is desirable to have the return card in all cases.

6. *Mailing under section 579, P.L. & R.—Minimum quantity and preparation.*—First-, third-, and fourth-class matter mailed under this section may be in any quantity and need not be identical as to contents or weight. Second-class matter must be in quantities of not less than 300 pieces. Such matter in general, except packages, must be faced and tied in bundles. Each class should be kept together as far as possible. Pieces taking a uniform rate should be separated from those taking varying rates.

7. *Third-class matter in bulk under section 562, P.L. & R.*—Third-class matter mailed under this section must bear the printed inscription "Sec. 562, P.L. & R." adjacent to the indicia. It must be prepared and presented in quantities of not less than 20 pounds or 200 identical pieces, and separated and tied out into directs for post offices when there are as many as 15 pieces for any post office, and tied into properly labeled State packages when there are as many as 15 pieces for any State. Separations must also be made for post-office stations if a station name is in the address. A separate statement of mailing must accompany each mailing of such matter, which may be accepted only as ordinary mail and cannot be registered or sent as insured or c.o.d. mail, nor mailed to foreign countries.

8. *Place of mailing.*—(a) The matter should be presented at the post office or a station thereof designated by the postmaster, as this will materially expedite its handling. However, where it is impractical for mailers to bring first-class matter to such points, it may be deposited in limited quantities (ordinarily not more than 300 pieces) in a street collection box designated by the postmaster in the case of each particular mailer. (See par. 9.)

(b) *Direct to train.*—When expedition is necessary, a small number of pieces of first-class matter may be taken direct to a train by a permit holder authorized by the postmaster to do so, provided the pieces are accompanied with an identification label, as set forth in paragraph 9 (c).

(c) *Pick-up privilege.*—In case "pick-up" arrangements exist with a mailer using stamps and he desires to change from the stamp system to the meter system, the "pick-up" arrangement may be continued under proper precautions prescribed in each case, the matter to be accompanied with an identification label. (See par. 9(c).)

9. *Statement of mailing.*—(a) The mailer must submit with the last mailing each day, a statement on Form 3602-A, covering all matter (except bulk mailings of the third class under sec. 562, P.L. & R., as to which see par. 7 hereof) mailed at any and all points on that date showing the permit number, the meter number, the classes of matter, the reading of the registers at the beginning and completion of the day's mailings, the number of pieces or the amount of postage represented by the mailings, and value of impressions printed but not used, with reason for nonuse. Statements of mailing on Form 3602-A must be prepared wholly by the mailer either in ink or indelible pencil.

(b) *When the last mailing of the day is made in a street-collection box* the statement for the day's mailings should be enclosed in a red envelop securely tied to the face side of the package of letters and bear in a prominent manner the inscription "Metered mail", together with the name of the mailer.

(c) *Identification labels.*—Mailings, other than the last for the day, deposited at places or points designated by the postmaster other than the post office or station where the meter is set, must have securely tied to them an identification label provided by the mailer, prominently bearing the words "Metered mail" and showing the permit holder's name, date, and the meter number. Such label shall be considered in connection with the final statement with the last mailing of the day.

10. *Registration.*—When metered matter of the first, second, or third class is accepted for registration, it shall bear on the address side the complete indicia prescribed in paragraph 4, except that in the case of first-class matter addressed on the front the name of the post office and State shall be omitted from the indicia and the matter shall be postmarked on the back of the envelop as provided by paragraph 2, section 1216, P.L. & R. Such incomplete indicia must be canceled in every instance. If desired, the complete metered indicia may be placed on the back (flap side) of the envelop of first-class matter. If the address does not also appear on that side, but is placed on the front, the words "SEE OTHER SIDE FOR POSTAGE AND ALL OTHER CHARGES" must be printed or hand-stamped in the upper right corner of the address side. Registered first-class matter must be securely sealed in every part before a label bearing meter indicia is affixed to the back or flap side.

11. *Examination.*—Each mailing shall be examined upon receipt at the post office to such extent as will enable the receiving employees to ascertain that the particular mailing is from an authorized permit holder, that the indicia on the pieces are sufficient to pay the requisite postage, that the date and hour of mailing are correct, and that the matter otherwise complies with postal requirements.

12. *Verification.*—Once a month or oftener, as may be necessary, all the mailings of each permit holder shall be carefully verified by the weight and ratio process, or by running the pieces through a canceling machine after removing the printing die, or by making a hand count, to ascertain that they are in conformity with the mailing statement for that day. Such verification must include all matter deposited by the mailer at each place designated by the postmaster, when the mailings are presented at more than one place, to see that the aggregate agrees with the final statement of mailing for the day.

13. *Checking statements.*—Each statement of mailing must be checked with the preceding statement to see that the readings of the registers are in proper sequence and in harmony with the record on Form 3609-A as to total impressions paid for and used. The statements shall be initialed by the employee checking them.

14. *Accounting for postage.*—The postage collected at the time meters are set shall be accounted for in the manner prescribed by paragraph 11, section 579, P.L. & R.

15. *Monthly statement.*—When desired by the mailer, a monthly statement, Form 3613, showing the number of meter settings during the month and the amount of postage paid therefor will be sent to permit holders.

16. *Refunds.*—When impressions paid for in connection with a device set by a postmaster cannot be used because of misprints, spoiled envelopes or cards, etc., an application for a refund of the postage to the extent of 90 percent of the face value of such complete impressions up to and including the 2-cent denomination and to the extent of 95 percent of the face value of impressions of greater denominations, if submitted by the postmaster to the Division of Classification, accompanied with the complete envelopes, wrappers, or cards bearing complete impressions, will be considered under the provisions of section 584, P.L. & R.

17. *Transfer of postage.*—Unused postage remaining in any meter may be transferred to another meter used by the same mailer. When meters are withdrawn from service they must be exhausted of postage, as far as possible, and turned over to the manufacturer by the postmaster. If a meter fails to record its operations correctly and properly and a postage adjustment is necessary, the postmaster shall secure from the manufacturer of the device a statement as to the reason for such failure and send it, with such further information as is pertinent, to the Division of Classification.

18. *Improper use of meter indicia.*—Matter bearing metered indicia must not be distributed otherwise than through the mails, and may not be mailed at a post office other than the one shown in the indicia. Permits will be revoked for such misuse.

19. *For any further information* or instructions regarding the acceptance of metered matter, address the Third Assistant Postmaster General, Division of Classification.

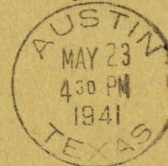
POST OFFICE DEPARTMENT
THIRD ASSISTANT POSTMASTER GENERAL
WASHINGTON

REFUNDS FOR METERED IMPRESSIONS

1. When postage meter impressions cannot be used because of misprints, spoiled envelopes, labels, etc., an application for refund of 90 per cent on impressions up to and including the 2-cent denomination and 95 per cent on greater denominations will be considered under section 584, Postal Laws and Regulations, if accompanied with the envelopes, etc., bearing complete impressions.
2. Impressions for which refund is desired should be submitted by the permit holder to the postmaster not later than 30 days after they were printed, with a list of the number of each denomination and a statement as to why they were not used. When the sum to be refunded amounts to less than \$3.00, postmasters should, unless conditions warrant otherwise, hold the unused impressions in their offices until the total to be refunded to the same permit holder amounts to \$3.00 or more.
3. Postmasters should submit envelopes, etc., bearing impressions for which refund is desired to the Third Assistant Postmaster General, Division of Classification, accompanied with a letter covering the following:
 - (a) The number of complete impressions of each denomination submitted.
 - (b) A statement that the amounts have been verified by postal employees.
 - (c) The correct amount to be refunded.
 - (d) A statement that the impressions submitted for refund have been checked with the statements of mailing on Form 3602-A to see that they are in accord with the amount included in the readings of the registers but not mailed, as shown by the mailers on such statements of mailing.
4. No refund is made for incomplete, partial or indistinct impressions, but only for complete impressions. Therefore, only complete impressions should be submitted.
5. No refund is made for impressions appearing on portions of envelopes, but only in cases where complete impressions appear on complete envelopes.
6. In cases where part of an impression appears on one envelope and part on another refunds are made, provided such envelopes are pinned or otherwise fastened together by the permit holder in such manner as to show at a glance that they represent but a single complete impression.
7. Refunds are not made for metered impressions on labels which have been pasted to parcels unless the wrappers to which the labels were affixed are submitted, or at least that portion bearing the postage impressions, return card of the sender, address of the addressee and postal indorsements, if any. Metered impressions on labels which have not been affixed to wrappers, envelopes, etc., should be submitted loose.
8. No refund is made for metered impressions printed directly on envelopes, etc., where the circle containing the name of the post office and State has been omitted, except in the case of matter prepared and indorsed as for registered mail but which was not registered. When such impressions are printed on stickers or labels, the name of the post office and State and the DATE must be included or refund cannot be made, except on matter prepared as above stated for registration.
9. When envelopes, etc., bear impressions of various denominations (some 1 and 2 cents and some exceeding 2 cents), each impression is considered separately, 90 per cent being allowed on the impressions up to and including the 2-cent denomination and 95 per cent on the impressions above the 2-cent denomination.

POST OFFICE DEPARTMENT
POST OFFICE, AUSTIN, TEX.
OFFICIAL BUSINESS
(No. 13)

Postmark Required



See Sec. 719 P. L. & R.

PENALTY FOR PRIVATE USE TO
AVOID PAYMENT OF POSTAGE, \$300

Hon. Lyndon Johnson
Stephen F. Austin Hotel
AUSTIN, TEXAS