

ADDRESS YOUR LETTERS CORRECTLY

The G.P.O. wishes to enlist the co-operation of the public in addressing letters correctly to help to ensure a speedier delivery of the mail.

More than a million letters every week have to receive special treatment at Post Offices because they are incorrectly or incompletely addressed. This means delay, and in some cases letters cannot be delivered at all.

The public can assist in a mail speed-up by showing on their notepaper, visiting cards, business communications and in advertisements, their correct postal address. The local Post Office will be glad to supply the correct postal address of a house or business premises if it is not known.

Much help can be given by the use of house numbers whenever possible. When names of houses are used it is requested that the numbers should not be omitted.

An official of the G.P.O. speaking in London today pointed out that every letter is handled two or three times during its travel from posting box to letter box. Everything which helps towards its speedy disposal at each stage is desirable.

As much of the sorting is done on a county basis it is essential for the name of the county to be included in the address as there are several "Newports", "Newtons", "Suttons", "Middletons" and "Leighs". Unless the county is given letters for any of these places may be sent to wrong parts of the country and thus involve delay.

The Post Office has lost many thousands of its skilled staff to the Forces, and much of the sorting and delivery is now done by temporary officers who cannot be expected to have a knowledge of handling the mail that comes from years of training.

The G.P.O. works night and day and to a time-table of exact minutes. Its efficiency depends at many points upon the active co-operation of the public.

Correctly addressed letters are delivered quickly, and save the nation expenditure on labour and transport.

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