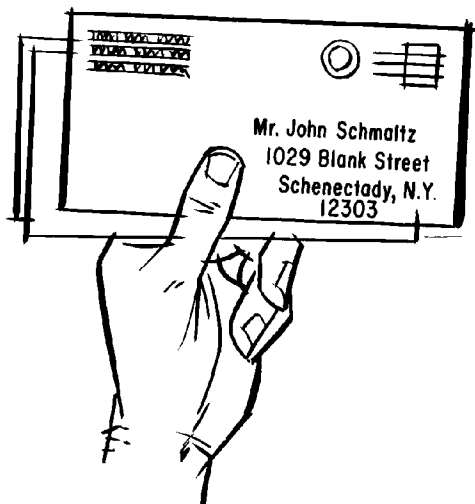


- 224.22 Push the top letter slightly forward with the left thumb so that the right thumb and index finger can grasp the outer edge of letter. The left thumb serves as a feeder.



- 224.23 Read the address only. Develop sight recognition of addresses as whole units.  
THIS: 11958 State Street or 482 West Main  
NOT THIS: 1-1-9-5-8 State Street; 4-8-2 West Main
- 224.24 Recall the correct separation and place the letter on shelf at right or left side of separation to correspond with number.
- 224.25 As letter is pushed fully into separation, position eyes on next letter and push next letter forward with left thumb. The right hand then returns to pick up this letter for placing into the proper separation.
- 224.26 Follow the same procedure in the distribution of each letter, and coordination of eyes, hands, fingers, and memory will improve until the process becomes automatic.

## 225 Casing Magazines, Papers, Flats, etc.

### 225.1 Two-Bundle System

- 225.11 Review line of travel for as many flat separations as correspond with two or three rows of letter separations.
- 225.12 Sort the flats into the proper separations — the memorized streets and numbers — and sort the balance by streets, on the ledge.
- 225.13 Next sort the mail separated by streets, starting with the street not yet learned. Repeat this procedure street by street, until all mail has been distributed.
- 225.14 Continue the memorizing and learning process until all separations are learned.
- 225.15 Starting with the first separation, withdraw mail from case and place it in sequence of delivery — the same order of delivery as the letter mail. Route mail for remaining separations in order of delivery.
- 225.16 Sort stiff cardboard articles (X-ray pictures, etc.) and large newspapers and magazines on ledge, usually by relays; then route them in sequence of delivery. A letter may be reversed in the letter separation for a customer receiving a parcel or odd-sized article that cannot be routed in the flat

separations. This will serve as a reminder when on the route that there is a large or odd-sized piece for the customer.

- 225.17 Route and strap separately quantity mailings of addressed merchandise samples and similar items, if these cannot fit in the case separations. Motorized carriers may place this type of mail in trays or cartons instead of using straps.
- 225.18 Observe following procedures in handling address cards received for delivery of merchandise samples:
- a. Foot Carriers
    - (1) Separate address cards to normal number of relay points, removing undeliverable cards, and notify unit manager of the total number of deliverable address cards.
    - (2) After unit manager determines the total number of cards to be delivered on individual routes each day, remove from relay stacks the quantity of cards for delivery so that each relay will have approximately the same number of samples.
    - (3) Route the selected address cards in the proper letter case separations.
    - (4) Withdraw the cards with other cased letter-size mail, making no attempt to keep address cards separate.
    - (5) Repeat steps (2), (3), and (4) until all cards and samples are delivered.
  - b. Motorized Carriers
    - (1) After unit manager determines the number of cards to be delivered on individual routes each day, route the same number of cards in the letter case separations, removing undeliverable cards. Notify manager of the number of deliverable cards.
    - (2) Withdraw cards with other cased letter-size mail, making no attempt to keep address cards separate.
    - (3) Continue this procedure until all cards and samples are delivered.

## 225.2 Modified One-Bundle System

- 225.21 Fold all mail (except stiff cardboard articles, X-ray pictures, large greeting cards, and large newspapers and magazines) and sort it in letter separations.
- 225.22 Sort stiff cardboard articles, X-ray pictures, etc., and large newspapers and magazines on ledge, usually by relays on foot routes, and then route them in sequence of delivery. A letter may be reversed in the letter separation for a customer receiving a parcel or odd-sized article which cannot be routed in the letter separations. This will serve as a reminder when on the route that there is a large or odd-sized piece for customer.
- 225.23 Route and strap separately quantity mailings of addressed merchandise samples and similar items, if these cannot fit in the case separations. Motorized carriers may place this type of mail in trays or cartons instead of using straps.
- 225.24 Observe the same procedures in handling address cards received for delivery of merchandise samples as outlined in two bundle system (see [225.1](#)).