



Charles W. and Mary Lesley Ames
Family Papers

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We Want 5,000,000 Surgical Dressings Now! Will You Help Us Make Them?

VACATION WAR RELIEF WORK

MISS ANNE MORGAN
Treasurer

MISS ROBINSON SMITH
Chairman

MISS MAUDE WETMORE
Secretary

SURGICAL DRESSINGS COMMITTEE

MRS. MARY HATCH WILLARD, *Chairman*

39-41 WEST 38th STREET

PHONE 3630 GREELEY

7 WEST 20th STREET

PHONE 3903 MADISON SQ.

JOS. PIERRE HOGUET, M. D., *Advisory Surgeon*
Recently Returned from Paris Ambulance Hospital

MISS CARITA SPENCER
Secretary

New York, August 25th, 1915.

Mrs. Charles W. Ames,
501 Grand Ave.,
St. Paul, Minn.

My dear Mrs. Ames:

We acknowledge with many thanks the receipt of the 4 boxes of dressings from you. Please convey to your committee our appreciation of this excellent work.

Mr. David Willard, one of our committee is at present in Europe visiting hospitals for us and writes us the following suggestions for future work.

1. Make no more flat dressings smaller than 5x5 and be sure that material used for flat dressings and wipes is absolutely absorbent. Wipes must wipe, not smear.
2. Make pillows, odd sizes up to $\frac{1}{2}$ yard, any dimension of any material, colored or white and stuff quite full. They are used as rests and much needed.
3. Make no more of the leg size fracture pillow.
4. Put more oakum in large absorbent pads covering the whole surface of cotton entirely. The small absorbent pads are to be made without oakum, using a double layer of absorbent cotton. Use the flimsiest quality gauze and tuck in edges between foundation and cotton.
5. Wrap all articles in packages of 5 or multiples of 5 instead of 6's or dozens as the metric system is used in most of European countries.
6. Use no ink stamps on dressings as the ink runs in sterilization. Stamp only packages when wrapped.
7. Reinforce "T" binders as per sample we are sending you under separate cover.

Needless to say these suggestions are not in the form of criticisms.

We hope for your future co-operation and interest.

Very truly yours,

Carita Spencer

Secretary.

WE WANT 1,000,000 SURGICAL DRESSINGS NOW! WILL YOU HELP US MAKE THEM?

VACATION WAR RELIEF WORK

TREASURER
MISS ANNE MORGAN

CHAIRMAN
MISS ROBINSON SMITH

SECRETARY
MISS MAUDE WETMORE

SURGICAL DRESSINGS COMMITTEE

MRS. MARY HATCH WILLARD CHAIRMAN

39-41 WEST 38TH STREET

TEL. 3630 GREELEY

MISS CARITA SPENCER
SECRETARY

JOS. PIERRE HOGUET, M. D., ADVISORY SURGEON
RECENTLY RETURNED FROM PARIS AMBULANCE HOSPITAL

August 30th, 1915.

Dear Mrs. Ames:

We acknowledge the receipt of 4 boxes from you, one containing surgical dressings and the other three merchandise which we are forwarding to Mrs. Nevin's committee for shipment. We greatly appreciate your very generous donations of your committee.

Mr. Willard is at present in Europe visiting hospitals in our interest and writes the following suggestions for future work.

1. Make no more leg size fracture pillows.
2. Make small absorbent pads 6x6 without oakum but very thick with a double layer of absorbent cotton. The large pads, 7x11 make as usual with oakum.
3. Make no more flat dressings smaller than 5x5 and be sure that material used for making flat dressings and wipes is absolutely absorbent.
4. Wrap dressings in 5 or multiples of 5 instead of 6 or dozens as the metric system is used in most of the foreign countries.
5. Do not stamp with marking ink if there is any danger of the ink running in sterilization.

Hoping for your future co-operation and wishing you all success,

Yours very truly,

Carita Spencer
Secretary. *PLP RW*

Mrs. C. W. Ames,
501 Grand Ave.,
St. Paul, Minn.

Miss Spencer

NATIONAL HEADQUARTERS
SURGICAL DRESSINGS COMMITTEE,
299 Fifth Avenue,
New York.

SPECIAL NOTICE

The printed directions for making surgical dressings dated November, 1915 supercede all former ones and should be followed in future work. Please read them very carefully. Should the samples you hold differ from these directions and cause confusion send to your State Chairman if you have one, or if there is no chairman in your state, to headquarters for the required new samples.

The directions emphasize the necessity for uniformity in making and accuracy in marking. We urgently beg you to comply with this request in order to facilitate distribution in Europe. From our Bureaus in Paris and Bordeaux printed lists descriptive of the dressings are sent to hospitals and in accordance with them the hospitals request shipments of just what they can use in kind and quantity. The more uniform our product the more efficient our service in filling these requests. In spite of the fact that these dressings are being made by hundreds of groups of women all over the U. S. we want to turn out a product as uniform as though we were a single factory. This does not mean that the same material folded in some other form might not be useful; it merely means that our advisors have selected these forms as best suited to our facilities and European needs, and adherence to them saves time and trouble. Accuracy in marking is essential. If our Examiner at headquarters opens a package at random and finds it incorrectly marked or the dressings not according to specifications, her confidence in the marking of that entire shipment is gone.

Many committees will receive donations of dressings which are not made exactly like our samples. We want these too of course, but ship to us unwrapped, or if wrapped, describe in the marking so fully that no one could fail to understand what the wrapper contains. The same applies to any dressings already made according to previous instructions. A use can be found for anything old and everything new. Write to your State Chairman or headquarters when in doubt. Dressings are sterilized here or in Paris in cases where the hospitals of their destination have no sterilizers.

A post card of acknowledgment is sent to the sender immediately upon the receipt of a box of dressings at headquarters. When the box has been opened and the dressings examined, if there are any suggestions or criticisms a letter is written by State Chairman or headquarters. In the event of no letter the dressings may be regarded as satisfactory in every respect.

Conditions are worse in some respects this year than last and appeals for help are more numerous all the time. We aim to increase our work until every city and town in the U. S. has its committee in action. Please help us all you can.

(Signed) Carita Spencer,

Nat'l. Chairman.

NATIONAL HEADQUARTERS OF The Surgical Dressings Committee 299 FIFTH AVENUE NEW YORK

DIRECTIONS FOR MAKING SURGICAL DRESSINGS

After patterns endorsed by Jos. Pierre Hoguet, advisory surgeon, late of American Ambulance at Paris, France.

For purposes of efficient distribution in Europe it is most important that our dressings be *uniform* in kind and style, and that when wrapped they be distinctly marked as directed. We urgently request that you conform accurately to the following directions in all future work, and that you use in your dressings materials of qualities as closely resembling those in samples as possible. You can make any or all of the following dressings. If you have not a sample, write us for one. If the samples you have do not correspond with these directions, send for new ones.

We request you to submit specimens of what you are making by parcel post, insured, for criticism before making any quantity, and to write *conspicuously* on the outside of the package "Samples for criticism."

All soiled goods, or those containing the least trace of starch, must be *washed* and pressed before using.

Send all pieces of old *cotton material* not needed for wrappers, pillows or pillow cases, washed and pressed in a bundle irrespective of sizes of pieces. This is the most useful shape in which to send all old material whether cotton or linen.

Sheets, pillow cases, towels and blankets which have no large rents should be mended and sent entire to us for shipment abroad just as they are. Half sheets are much called for, and should be marked "Allaises."

Do not throw anything away. Save all bits or ends of gauze or absorbent cotton for tampons, and all other scraps to stuff pillows and cushions. Old furniture covers, colored materials, etc., serve to cover cushions, if they are clean. If you do not use them yourself, send them to us.

If you have made, or wish to make, any dressing not here described, we shall be most happy to receive it. Please list and mark it separately, not confusing it with our standardized dressings.

WRAPPING AND MARKING is very important. Never wrap a dressing until it has been OK'd by the member of your committee whose specimen samples have been OK'd by us. Use old or new muslin for wrappers. Pin securely, leaving only the head of pin visible, and use as few pins as possible. Mark with rubber stamp or distinctly with soft lead pencil in French. If there is the *slightest* doubt about the correctness of a dressing, *please ship to us unwrapped*. We are most earnest in our appeal to you to follow these directions exactly.

BANDAGES

Muslin. Make out of light weight unbleached muslin or *very strong* old white cotton material or cotton crepe. Remove ravellings and tear off selvages. If pieced, overlap and sew strongly without a seam. Length 5 to 8 yards, width 4 to 7 inches. One pin to fasten loose end.

Flannel. Make out of outing or Canton flannel. Tear off selvages. Length 5 to 6 yards, width 4 to 8 inches. One pin. In great demand for winter.

Roll tight and even on bandage roller.

Tie securely 10 of the same size together unwrapped.

"T" BINDERS (To Hold Abdominal Dressings in Place)

Make out of new unbleached muslin or *strong* old white material that *will not tear*. Length of belt 45 inches, width of belt 2½ inches. Length of leg strips 1 yard, width 3 inches. Reinforce on leg strips with piece of material stitched down 7 inches from bottom of belt. Put 1 safety pin in each leg strip and 1 in belt.

The large hems of sheets may be used for the waist bands of "T" binders and selvage edges, if strong enough, for the leg strips.

Wrap 10 in old or new muslin, white or colored, and pin, or in strong paper and tie securely. Mark "10 Bandages en T."

FLANNEL BINDERS (To Protect the Abdomen)

Length 1½ yards, width 12 to 14 inches. Make of Canton flannel or old woolen material, white or colored. If pieced, overlap and sew strongly without a seam. Turn back one end and put 5 safety pins equally spaced. Fold 5 inches wide like sample. Wrap 10 in old or new muslin, white or colored, and pin, or in strong paper and tie securely. Mark "10 Ceintures de Flanelle."

BODY BINDERS (To Hold Body Dressings in Place)

Make of unbleached muslin or strong old cotton or flannel material. A straight band 46 inches long and 12 inches wide, double thickness, unless of flannel. Attach to one edge at the middle of band 2 shoulder straps 2½ inches wide and 30 inches long, double thickness. Attach, overlapping, at the same angle as the straps on a maid's bib apron. Put 3 safety pins in belt and 1 in each strap.

Wrap 10 in old or new muslin, white or colored, and pin, or in strong paper and tie securely. Mark "10 Bandages de Corps."

(TURN OVER)

TAMPONS (To Swab Wounds)

Fluff a little *absorbent* cotton, and perhaps add a few ends of gauze, making a ball the size of a very small orange. Wrap in a small piece of coarse gauze and tie with a thread. Cut off ends of gauze $\frac{1}{2}$ inch above the thread and use them to help stuff another tampon.

Put 10 in a small white muslin bag or in a piece of old or new white muslin large enough to wrap securely and tie with string. Selvages from bandages may be used as string. Mark "10 Tampons."

COMPRESSES (To Cover Wounds)

OLD LINEN. *Positively must be soft and absorbent in quality*, and all hems and seams removed. Finished sizes 5 x 5 inches to 9 x 9 inches, as per measurement table below. Do not scrimp material. Fold like sample. Remember that if you can procure gauze it is the best material for compresses, and your old linen is most useful sent clean and unstarched in bundles, irrespective of size of pieces. But if you cannot afford gauze, then use the old linen.

A piece of material 11 x 15 inches makes a dressing 5 x 5 inches

A piece of material 13 x 18 inches makes a dressing 6 x 6 inches

A piece of material 15 x 21 inches makes a dressing 7 x 7 inches

A piece of material 17 x 24 inches makes a dressing 8 x 8 inches

A piece of material 19 x 27 inches makes a dressing 9 x 9 inches

Wrap 5 of same size in old or new white muslin and mark "5 Compresses."

Wrap again 4 of these packets and mark "20 Compresses."

GAUZE. Squares of 4 thicknesses of coarse meshed gauze, in following sizes: 5, 6, 8 and 10 inches square, folded without regard to rough edges.

Wrap 5 of the same size in old or new white muslin and mark "5 Compresses—gauze." Wrap again 4 of these packets and mark "20 Compresses—gauze."

FRACTURE PILLOWS (To Protect Fractured Limbs from Splints)

Make according to pattern, stuffing full with raw cotton or cotton batting. Rags snipped the size of a thumbnail may be combined with the cotton in small quantities. Dimensions 13 x 17 inches, unfilled space 4 inches wide.

CUSHIONS (To Use as Rests)

Small pillows in odd sizes, not under 8 inches or over 18 inches in any dimension, preferably 10 to 15 inches. Use any kind of material, old or new, white or colored, for covering, and stuff pretty firm with raw cotton, cotton batting and a few small cut up rags mixed in, if desired.

Make roughly 2 pillow cases for each cushion and pin to it. These cushions are most valuable.

ABSORBENT PADS (To Absorb Discharge from Open Wounds)

Size 7 x 11 inches.—1 thick layer of oakum (from which remove all sticks or hard knots. Fluff slightly and spread well into corners); 1 layer of *absorbent* cotton (must be absorbent); 1 to 3 thicknesses of Turkish toweling, bed spread or similar thick material. Wrap rather snugly in *coarse meshed* gauze so that the *lapped edges are not on the oakum side*. Do not waste the gauze. Tuck in the ends between the cotton and base. These are in great demand.

Wrap each one separately and mark "Pansement Absorbant." Then wrap 5 together and mark "5 Pansements Absorbants."

Size 6 x 6 inches.—2 thick layers of *absorbent* cotton (no oakum); 1 to 3 thicknesses Turkish toweling, etc., as above.

Wrap each one separately and mark "Pansement Absorbant—Coton." Then wrap 5 together and mark "5 Pansements Absorbants—Coton."

SLINGS (To Hold a Broken Arm)

1 $\frac{1}{4}$ square yards of any white or color-fast material, whole or pieced. *Fold like sample*. One safety pin.

Do not make smaller than 1 $\frac{1}{4}$ yards square.

Wrap 5 together in old or new muslin, white or colored, and pin, or in strong paper and tie securely. Mark "5 Echarpes."

DRAINS (To Insert in Small Deep Wounds)

Cut strips of coarse meshed gauze by a drawn thread 3 inches wide; 1 yard long. Fold to center. Fold again edge to edge. Roll. Tie with a thread. Only a few of these are wanted in each shipment.

Wrap each one separately in old or new white muslin and mark "Meche." Then put 10 into a bag made of old or new white muslin and mark "10 Meches."

GAUZE PACKING (To Pack Large Wounds)

Cut new coarse meshed gauze in $\frac{1}{2}$ yard lengths. Fold raw edges to center. Fold again edge to edge. This makes a strip 4 $\frac{1}{2}$ inches by 1 yard. Accordion pleat this like sample.

Wrap each one separately in old or new white muslin and mark "Gaze— $\frac{1}{2}$ metre." Then wrap 10 together and mark "10 Gaze— $\frac{1}{2}$ metre."

PACKING AND SHIPPING

In packing, place dressings of a kind together.

Do not fail to mark name and address of sender and date when shipped on the outside of the box or package.

Place in the box a clearly written list of contents, and mail to Headquarters duplicate list with letter stating in detail how and when shipped, letter to arrive, if possible, before the box.

Ship by express or freight *prepaid*, or by parcel post insured.

NATIONAL HEADQUARTERS,
SURGICAL DRESSINGS COMMITTEE,
299 Fifth Avenue,
New York.

November, 1915.

We sell the following materials at the following prices (subject to change), cost of delivery by parcel post or express additional.

Gauze for Absorbent pads and packing (100 yds. piece)	\$.2-1/5 yd.	
Unbleached Muslin (about 60 yds. to piece)	.51	"
Canton Flannel (for Flannel Binders)	.15	"
Outing Flannel (for Flannel Bandages)	.10	"
Absorbent Cotton (a 1 lb. roll)	.18	
Adhesive Plaster (a 5 lb. roll)	1.00	
Oakum	6.00	Bale
Safety Pins	.25	Gross
Plain Pins	.75	lb.
Bandage rollers (4 inches)	2.00	each
Bandage rollers (double support, 5 to 9 inches)	3.00	"
Turkish Toweling (27" wide for bath mits)	.35	yd.
Flannel (for Slippers)	.10	"
Cheese Cloth (for Cup Covers)	.04	"
Weights (to Weight Cup Covers) 65 to yd.	.06	"
Raw Cotton (to stuff pillows)	.10	"

We ship materials ordered by parcel post charging the same to you or by Adam's Express, collect, charity rates which is 2/3 of the regular rates. If you wish your goods shipped in any other manner kindly specify in detail when ordering.

We try to fill orders promptly but as all our labor is volunteer it will help us to receive orders well in advance of the date you require delivery.

(Signed) Carita Spencer,

Nat'l. Chairman.

WESTERN UNION NIGHT LETTER

Form 2289 B

THEO. N. VAIL, PRESIDENT

RECEIVED AT Pioneer Bldg., 332 Robert Street, St. Paul, Minn. ALWAYS OPEN

Duplicate of Telephoned Telegram

53NY EG 29 COLLECTNL

NEWYORK NY SEP 30 1915

MARY L AMES

501 GRAND AVE STPAUL MINN

BOXES 15, 16, 17 RECEIVED AND ACKNOWLEDGED TO MRS BEAN WE HAVE BILL OF
LADING FOR SIX BOXES WHICH ARE STILL ON RAILROAD

SPENCER

OCT 1 159AM

TELEPHONE NO.

757

A. F.

Mrs. A.

757

Charge fine

D 2049

201

We Want 5,000,000 Surgical Dressings Now! Will You Help Us Make Them?

VACATION WAR RELIEF WORK

MISS ANNE MORGAN
Treasurer

MISS ROBINSON SMITH
Chairman

MISS MAUDE WETMORE
Secretary

SURGICAL DRESSINGS COMMITTEE

MRS. MARY HATCH WILLARD, *Chairman*

39-41 WEST 38th STREET

PHONE, 3630 GREELEY

7 WEST 29th STREET

PHONE 3963 MADISON SQ.

MISS CARITA SPENCER
Secretary

JOS. PIERRE HOGUET, M. D., *Advisory Surgeon*
Recently Returned from Paris Ambulance Hospital

October 1st, 1915.

Dear Mrs. Ames:

I enclose copy of telegram sent you last night replying to yours. Needless to say we all regret the anxiety you have been caused over the 2 shipments. When we moved we notified all express companies, post office, etc. of change of address and our parcels have been coming in though a little delayed. You see the 45th street address belongs to our organization so nothing can really get lost. We have so many sections that we did not feel we could afford to send out notices of change of address. You understand we work on the principle of no funds.

The cases 15, 16 and 17 were acknowledged to Miss Bean at White Bear, Minn. a few days ago. I have written the freight department to inquire whether your six cases shipped Sept. 16 for which we hold B/L have arrived and will notify you as soon as they do it.

I enclose revised set of directions gotten up in accordance with the latest information from our representative at our Paris distributing bureau, Mr. David Willard. Mr. Willard writes us that dressings are in greatest demand. We now ship to him in bulk and he fills specific requests from poor, needy hospitals. I have ticked on the directions the dressings most needed.

If you will ship the special box for the special hospital to us writing me list of contents and full directions I will see that it is delivered. Our records give Miss Helen Bunn's name as Miss Helen Bean. Probably it was an original error and I will change the name from Bean to Bunn.

We await the receipt of the 6 or 7 new boxes which you mention. We ship all the surgical dressings you send. We transfer all clothing, etc. to Mrs. Nevin's committee for shipment.

Hoping for your continued valuable co-operation,

Very sincerely yours,

Carita Spencer
Secretary.

Mrs. C. W. Ames,
501 Grand Ave., St. Paul, Minn.

We Want 5,000,000 Surgical Dressings Now! Will You Help Us Make Them?

VACATION WAR RELIEF WORK

MISS ANNE MORGAN
Treasurer

MISS ROBINSON SMITH
Chairman

MISS MAUDE WETMORE
Secretary

SURGICAL DRESSINGS COMMITTEE

MRS. MARY HATCH WILLARD, *Chairman*

39-41 WEST 38th STREET

PHONE 3630 GREELEY

WEST 29th STREET

PHONE 3943 MADISON SQ.

MISS CARITA SPENCER
Secretary

JOS. PIERRE HOGUET, M. D., *Advisory Surgeon*
Recently Returned from Paris Ambulance Hospital

October 11th, 1915.

Dear Mrs. Ames:

*Ans d
Oct. 15-15
M & A
= Will send for
the furniture to
105 W. 40 St.
until further
notice!
M & A*

Referring to yours of the 17th ult. the six boxes numbered 18, 19, 20, 21, 22, 23 shipped the 18th have arrived. We have taken out the surgical dressings and sent the rest to Mrs. Nevin for shipment to the F.W.E.F. It is now arranged that donations secured through the F.W.E.F. shall be shipped as follows: surgical dressings through our rooms. All other new articles through the rooms of the F. W. E. F. No. 105 West 40th Street. It would facilitate matters if you would make your shipments this way, putting all surgical dressings in one case and sending to us. The other things for F. W. E. F., c/o Vacation War Relief Committee 105 West 40th Street.

I again wish to express my regret that there should have been so much anxiety concerning these and the previous cases. Freight is slow. All the articles contained in your previous 3 cases were shipped from our rooms to our Distributing Bureau in Paris and report sent to the F. W. E. F.

Very sincerely yours,

Carita Spencer

Secretary.

Mrs. C. W. Ames,
501 Grand Ave.,
St. Paul,
Minn.



THIS SIDE OF CARD IS FOR ADDRESS

Mrs. C. W. Ames,

501 Grand Ave.,

St. Paul,

Minn.

SURGICAL DRESSINGS COMMITTEE,
299 Fifth Avenue,
New York

11/1/15

We are in receipt of two large cases from you for which please accept our thanks. Please express to the members of your committee our appreciation of their interest and effort.

Sincerely yours,

Carita Spencer
P. H. P. W.
Secretary.

Spencer



THIS SIDE OF CARD IS FOR ADDRESS

Mrs. C. W. Ames,

501 Grand Ave.,

St. Paul,

Minn.

SURGICAL DRESSINGS COMMITTEE,
299 Fifth Avenue,
New York.

We are in receipt of 1 case of surgical dressings from you for which please accept our thanks. Everything is most acceptable and very well done.

Sincerely yours,

Carit Spencer
Secretary. *Per PW*

NATIONAL HEADQUARTERS,
SURGICAL DRESSINGS COMMITTEE,
299 Fifth Avenue,
New York.

November, 1915.

With the establishment of our Distributing Bureaus in Paris and Bordeaux, it seemed best for the committee to be represented by an International Chairman. Mrs. Mary Hatch Willard will hold that office and Miss Carita Spencer will take her place as National Chairman. This announcement is made to avoid any confusion regarding officers on the part of our committees already at work.

Mrs. Willard is sailing for Paris on the Rochambeau on December 4th to remain about a month.

WESTERN UNION



NIGHT LETTER

Form 2289 J.

GEORGE W. E. ATKINS, VICE-PRESIDENT

NEWCOMB CARLTON, PRESIDENT

BELVIDER C. BROOKS, VICE-PRESIDENT

RECEIVER'S No.	TIME FILED	CHECK
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SEND the following Night Letter, subject to the terms
on back hereof, which are hereby agreed to

N.Y. 9/30

1915

To

Mary L. Ames

501 Grand Ave St Paul Minn

Boxes 15, 16, 17 received and acknowledged
to Mrs Bean We have bill of lading for six
boxes which are still on railroad
Spencer

A. H. Spencer

200 M. 57

SENDER'S ADDRESS
FOR ANSWERSENDER'S TELE-
PHONE NUMBER

ALL NIGHT LETTERS TAKEN BY THIS COMPANY ARE SUBJECT TO THE FOLLOWING TERMS:

The Western Union Telegraph Company will receive not later than midnight **NIGHT LETTERS**, to be transmitted only for delivery on the morning of the next ensuing business day, at rates still lower than its standard night telegram rates, as follows: The standard day rates for ten words shall be charged for the transmission of fifty words or less, and one-fifth of such standard day rate for ten words shall be charged for each additional ten words or less.

To guard against mistakes or delays, the sender of a night letter should order it **REPEATED**, that is, telegraphed back to the originating office for comparison. For this, one-half the unrepeat night letter rate is charged in addition. Unless otherwise indicated on its face, **THIS IS AN UNREPEATED NIGHT LETTER AND PAID FOR AS SUCH**, in consideration whereof it is agreed between the sender of the night letter and this Company as follows:

1. The Company shall not be liable for mistakes or delays in the transmission or delivery, or for non-delivery, of any **UNREPEATED** night letter, beyond the amount received for sending the same; nor for mistakes or delays in the transmission or delivery, or for non-delivery, of any **REPEATED** night letter, beyond fifty times the sum received for sending the same, *unless specially valued*; nor in any case for delays arising from unavoidable interruption in the working of its lines; *nor for errors in obscure night letters.*

2. In any event the Company shall not be liable for damages for any mistakes or delay in the transmission or delivery, or for the non-delivery, of this night letter, whether caused by the negligence of its servants or otherwise, beyond the sum of **FIFTY DOLLARS**, at which amount this night letter is hereby valued, unless a greater value is stated in writing hereon at the time the night letter is offered to the Company for transmission, and an additional sum paid or agreed to be paid based on such value equal to one-tenth of one per cent. thereof.

3. The Company is hereby made the agent of the sender, without liability, to forward this night letter over the lines of any other Company when necessary to reach its destination.

4. Night letters will be delivered free within one-half mile of the Company's office in towns of 5,000 population or less, and within one mile of such office in other cities or towns. Beyond these limits the Company does not undertake to make delivery, but will, without liability, at the sender's request, as his agent and at his expense, endeavor to contract for him for such delivery at a reasonable price.

5. No responsibility attaches to this Company concerning night letters until the same are accepted at one of its transmitting offices, and if a night letter is sent to such office by one of the Company's messengers, he acts for that purpose as the agent of the sender.

6. The Company will not be liable for damages or statutory penalties in any case where the claim is not presented in writing within sixty days after the night letter is filed with the Company for transmission.

In further consideration of the reduced rate for this special "**NIGHT LETTER**" service, the following special terms are hereby agreed to:

A. **NIGHT LETTERS** may at the option of the Telegraph Company be mailed at destination to the addressees, and the Company shall be deemed to have discharged its obligation in such cases with respect to delivery by mailing such **NIGHT LETTERS** at destination, postage prepaid.

B. **NIGHT LETTERS** shall be written in plain English. Code language is not permissible.

7. No employee of the Company is authorized to vary the foregoing.

THE WESTERN UNION TELEGRAPH COMPANY

INCORPORATED

NEWCOMB CARLTON, PRESIDENT

CLASSES OF SERVICE

TELEGRAMS

A full-rate expedited service.

NIGHT TELEGRAMS

Accepted up to 2.00 A.M. at reduced rates to be sent during the night and delivered not earlier than the morning of the next ensuing business day.

DAY LETTERS

A deferred day service at rates lower than the standard telegram rates as follows: One and one-half times the standard night letter rate for the transmission of 50 words or less and one-fifth of the initial rate for each additional 10 words or less. Subordinate to the priority of transmission and delivery of regular telegrams. Must be written in plain English. Code language not permissible.

Telephonic delivery permissible. Day Letters received subject to express understanding that the Company only undertakes delivery of the same on the day of their date subject to condition that sufficient time remains for such transmission and delivery during regular office hours, subject to priority of the transmission of regular telegrams.

NIGHT LETTERS

Accepted up to midnight for delivery on the morning of the next ensuing business day, at rates still lower than standard night telegram rates, as follows: The standard day rate for 10 words shall be charged for the transmission of 50 words or less, and one-fifth of such standard day rate for 10 words shall be charged for each additional 10 words or less. Must be written in plain English. Code language not permissible. Mail delivery, postage prepaid, permissible.