

# Your guide to decimal currency in the Post Office.



## Index

### Postal services

The new postage stamps	4
Using up your £sd stamps	4
Stamp books	6
Stamp rolls	6
Stamped stationery	6
Registered letter envelopes	6
Philatelic arrangements	7

### Government services

Payment of Pensions and Allowances	7
Broadcast Receiving Licences	8
Motor Vehicle Licences	8
Dog Licences	8
Game Licences	8
Refund of Prescription Charges	8
Inland Revenue and Fee stamps	8
National Insurance Stamps	8

### Remittance services

Buying Postal Orders	9
Cashing Postal Orders	9
Ordinary, Telegraph and Overseas Money Orders	9

### Banking services

General banking transactions	10
Giro	11
Department for National Savings	
National Savings Bank	13
National/Ulster Savings Certificates	13
British Savings Bonds, National Development Bonds and Defence Bonds	14
Government Stock and Bonds	14
National Savings Stamps	14

### Telecommunications services

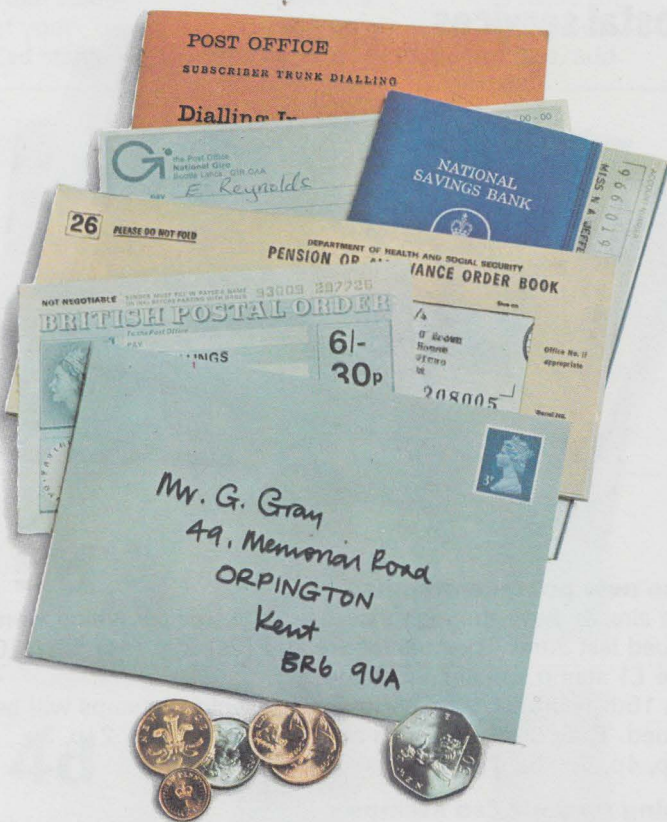
Inland telecommunications	14
Overseas telecommunications	15

<b>Postal services charges</b>	16
--------------------------------	----

<b>Telecommunications services charges</b>	20
--	----

<b>Post Office publications</b>	23
---------------------------------	----

<b>The whole new penny conversion table</b>	back cover
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On February 15th we will be doing all we can to help you with your decimal money in the Post Office.

This booklet tells you all you want to know.

### **How we'll be working**

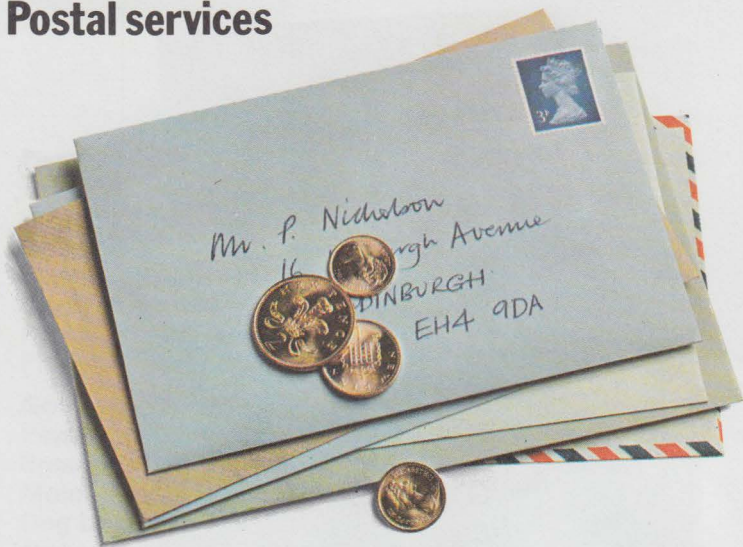
From February 15th, all Post Office charges will be decimal. We'll be giving only decimal coins in change, including of course 6d, 1s and 2s coins which are exactly equal to  $2\frac{1}{2}$ p, 5p and 10p respectively.

We will still accept £sd pennies and threepenny pieces, but only in multiples of 6d ( $2\frac{1}{2}$ p). If you buy, say, a 3p stamp and do not have any decimal coins, you can use £sd coins up to the value of 1s (5p) and get exact change of 2p.

We are sorry, but we cannot exchange coins.

To prepare for conversion, we have to close all our offices from 1 pm Friday 12th February and all day Saturday 13th February. Please remember, too, that on 15th February, Post Offices will be very busy. We apologise to our customers for the inconvenience.

## Postal services



### The new postage stamps

We already have the high value decimal stamps, which were issued last June. Their values are 10p (2s) 20p (4s) 50p (10s). The £1 stamp remains unaltered.

On 15th February, 12 new low value decimal stamps will be issued. Their denominations are:  $\frac{1}{2}$ p, 1p,  $1\frac{1}{2}$ p, 2p,  $2\frac{1}{2}$ p, 3p,  $3\frac{1}{2}$ p, 4p, 5p, 6p,  $7\frac{1}{2}$ p, 9p.

### Using up your £sd stamps

From 15th February onwards, we won't be selling any more £sd stamps (except at philatelic counters). But you can still use up any £sd stamps you may have, probably until the end of the changeover period.

This is how you do it. Convert the total £sd value of your stamps to decimal, using the DCB Shoppers' table, and then add any decimal stamp necessary to make up the new postage charge.

£sd stamped stationery can be used in the same way throughout the changeover period by converting the total £sd value to decimal by the DCB Shoppers' table and adding any decimal stamp necessary to make up the new postal charge.

The Post Office will also repurchase stamps bought for postal purposes within the last two years. This is the normal repurchase scheme and a charge of  $12\frac{1}{2}$ % is made.

In addition, an extension to the normal repurchase scheme allows for all £sd stamps issued within the current reign to be repurchased whether or not they were bought for postal purposes. The charge for this service is 15% of the face value of the stamps.

Below is a convenient guide for use in making £sd stamps up to the new inland post charges (First class 3p, Second class 2½p for the first 4oz.).

Total value of your £sd stamps	To make the postage up to 3p, add	To make the postage up to 2½p, add
<b>7d</b>	—	—
<b>6d</b>		—
<b>5d</b>		
<b>4d</b>		
<b>3d</b>		
<b>2d</b>		
<b>1d</b>		

## Stamp books

From Monday 15th February, you will be able to buy over the counter three decimal stamp books.

These will be :

25p (9 @ 2½p, 5 @ ½p)

30p (10 @ 3p)

50p (10 @ 3p, 7 @ 2½p, 5 @ ½p)

You will be able to buy the present 2s book from machines outside Post Offices until late on Sunday 14th February, when it will be replaced by a 10p decimal stamp book (2 @ 2p, 2 @ 1½p, 2 @ 1p, 2 @ ½p).

## Stamp rolls

At larger Post Offices, from 15th February you will be able to get strips of 5 decimal stamps (2p, ½p, ½p, 1p, 1p) from vending machines. At some other offices vending machines will be dispensing 1p stamps.

## Stamped Stationery

Decimal stamped stationery will be available from 15th February. This is the range:

Size	Postal charge	Price
Envelope 'A' (Duke) 5¾" × 3¾"	2½p stamp (2nd class)	3½p each 32½p for packet of 10
Envelope 'B' (Foolscap) 9¼" × 4¾"		
Lettercard	3p stamp (1st class)	4p each 37½p for packet of 10
Postcard	2½p stamp	3p each 29p for packet of 10
Air Letter form	4p stamp	4p each
Pictorial Air Letter form	4p stamp	5p each

## Registered Letter envelopes (Inland)

Embossed with 23p stamp (Registration 20p, postage 3p):

Size G (6⅛" × 3¾")	24½p each	£2.45 for packet of 10
Size H (8" × 4¾")	25p each	£2.50 for packet of 10
Size K (11½" × 6")	27p each	£2.70 for packet of 10

## Registered Letter envelopes (Overseas)

From 15th February until 1st July 1971 the overseas registration fees will remain as at present; 15p. Because of this there will be a special overseas registered envelope the same size as the present H registered envelope. The new envelope will be known as H2 and will have a 15p 'fee paid for registration' stamp embossed on it. The envelopes, costing 17p, will remain on sale until 30th June 1971.

Adhesive stamps will need to be added in payment of the appropriate postage rate.

Note: On 1st July 1971 the overseas registration fee will be brought into line with the inland fee and from then on G, H and K envelopes should be used for both inland and overseas registered postings.

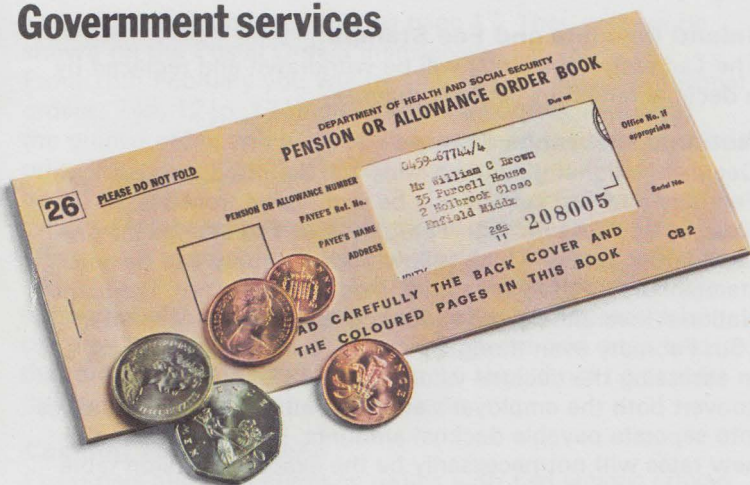
### Philatelic arrangements

We will be providing the usual first day of issue philatelic services on 15th February and normal philatelic posting box arrangements will apply. There will be an official Post Office First Day Cover and presentation packs of the new stamps will be on sale on 15th February.

At all Head Post Offices and offices with philatelic posting boxes providing philatelic services, special packets will be available containing a set of the 12 denominations, with an additional 2p and 2½p stamp. The cost of the packet will be 50p (10s), the face value of the stamps.

£sd sheet stamps will still be on sale at all offices until Friday 12th February, and £sd stamps will continue to be sold from the Philatelic Bureau and philatelic sales counters probably throughout the changeover period.

## Government services



### Payment of Pensions and Allowances

Pension and allowance orders dated 15th February 1971 and later will show the amount payable in decimal. Payees are asked to cash £sd orders before 15th February; and £sd orders cashed from 15th February will be converted to decimal by the whole new penny table and the decimal amount will be paid.

Pensions and allowances due for payment on Friday 12th February can be cashed one week in advance, on 5th February.

### **Broadcast Receiving Licences**

Television licence fees, at present £6 for black and white and £11 for colour, will not be affected until 6 weeks after 15th February when the cost will be increased to £6.50 and £11.50 respectively.

Radio Licences will be abolished on 1st April 1971.

### **Motor Vehicle Licences**

Licence fees are in whole pounds or pounds and shillings which have exact decimal equivalents. The decimal amounts which will be charged from 15th February will be shown on the appropriate application forms issued by the Ministry of Transport. The latest time that licences expiring on 31st January can be renewed at Post Offices is 1 pm on Friday 12th February.

### **Dog Licences**

Licences will show both the £sd amount and the exact decimal equivalents (7s 6d/37½p). The decimal amount will be charged from 15th February.

### **Game Licences**

These are in whole pounds and are not affected.

### **Refund of Prescription Charges**

Prescription charges paid for in £sd before 15th February, but not presented for refund until afterwards, will be paid in the exact decimal equivalent of 12½p (2s 6d), 25p (5s) and 37½p (7s 6d).

### **Inland Revenue and Fee Stamps**

The £sd range of stamps will be withdrawn and replaced by a decimal range on 15th February.

### **National Insurance Stamps**

Decimal National Insurance rates will be introduced on 15th February and £sd stamps will be withdrawn from sale at the close of business on 12th February. But £sd stamps may be used up for weeks which follow 15th February and decimal stamps may be used for earlier weeks if necessary. The same National Insurance cards should continue to be used after 15th February even though £sd rates are shown on them. In assessing the decimal values the DHSS have had to convert both the employer's and the employee's contributions into separate payable decimal amounts. Because of this the new rates will not necessarily be the exact conversion table equivalents of the old £sd values.





## Remittance services

### Buying Postal Orders

Here is the complete range of postal orders to be sold from 15th February.

5p	15p	25p	45p	65p	85p	£2
7½p	17½p	30p	50p	70p	90p	£3
10p	20p	35p	55p	75p	95p	£4
12½p	22½p	40p	60p	80p	£1	£5

You will find poundage rates on page 17. They will not be shown on the Postal Orders themselves.

From 15th February you will be able to buy four new decimal orders: 7½p, 12½p, 17½p and 22½p. £sd orders, including the guinea order, will have disappeared and the existing dual priced orders will gradually be replaced by wholly decimal orders.

You can increase the value of any order from ½p to 4½p by affixing not more than 2 decimal stamps. However, when you are using ½p stamps, remember, in the case of postal orders to be paid into bank accounts, that banks do not recognise the new halfpenny and will therefore ignore odd ones, and that orders for amounts containing ½p should not be sent to the Irish Republic for the same reason.

### Cashing Postal Orders

£sd orders and dual currency orders with £sd stamps affixed presented for payment after 15th February will have their total £sd value converted by the whole new penny table. The Post Office counter clerk will do these conversions for you.

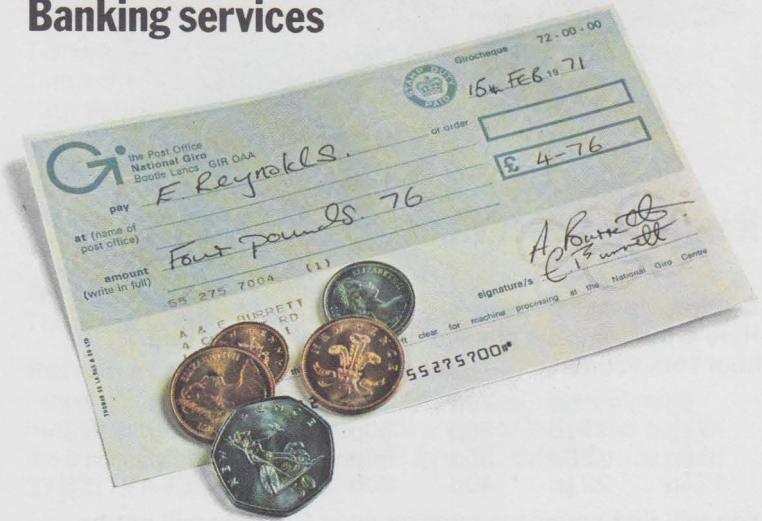
### Ordinary, Telegraph and Overseas Money Orders

Inland money orders and British International money orders issued from 15th February 1971 will be expressed in decimal currency, and the new halfpenny will not be used. Poundage and other charges will be in decimal currency. If you are buying a money order on or after 15th February 1971, the

amount on the appropriate application form should be shown in decimal.

From 15th February payment of Inland and Foreign money orders will be in decimal currency. Orders which were issued prior to 15th February (i.e. in £sd) and payable at a Post Office will be converted by the Post Office counter clerk using the whole new penny table.

## Banking services



### General banking transactions

Up to 15th February, documents such as Girocheques, Savings Bank documents, money orders and postal orders, should, like bank cheques, be in £sd. It is wrong to make out cheques in decimal before 15th February. On and after 15th February, however, such documents should have the decimal amounts made out like this:

Figures	Words
£29-00	Twenty nine pounds only
£29-26	Twenty nine pounds 26
£29-08	Twenty nine pounds 08
£ 0-26	Twenty six pence

Use a hyphen instead of a decimal point.

Documents written or issued in £sd before 15th February but not presented for payment until 15th February or after should be converted to decimal by the whole new penny table, like this:

£29-26  
£29-5-2

The £sd amount is not deleted.

The decimal amount is written close to the £sd amount, preferably above it and in a different coloured ink if possible. If you are not happy about making the conversion the counter clerk will do it for you.

## **Giro**

Giro will operate only in decimal currency from 15th February 1971. All account balances will be converted to decimal by the whole new penny table on Saturday 13th February. New halfpennies will not be recorded in Giro accounts and they should not be included in any type of Giro transaction document. £sd transactions not applied to accounts by Friday 12th February will be converted to decimal, by the whole new penny table, and applied to the converted accounts from 15th February.

## **Transfers**

Transfers posted to Giro before 12th February 1971 must have the amount in £sd: those posted on or after 12th February should be in decimal. If you receive a transfer form for the payment of a bill with the amount pre printed in £sd you need not alter the amount to decimal. It will be converted, by the whole new penny table, at the National Giro Centre before the transfer is carried out.

## **Cheque Deposits posted to the National Giro Centre**

You should not accept cheques dated before 15th February with the amount shown in decimal as these are legally invalid. If you do send any for deposit to your Giro account we regret we shall have to return them to you. Cheques dated before 15th February which show the amount in £sd can still be deposited after 15th February but should be converted to decimal by the whole new penny table, as shown on the previous page.

From 15th February your transfer/deposit form must show the decimal amount. If you have several of these cheques each must be converted separately and listed in decimal on the back of the deposit form.

The banks will be closed from 11th-14th February 1971 and consequently any cheques we receive for deposit after 10th February will be held over until 15th February.

## **Withdrawals on demand**

Girocheques used for withdrawals on demand on or after 15th February must show the amount in decimal. Remember that the Post Office will only pay out in the new currency.

## **Withdrawals on application**

Girocheques posted to Giro for authentication after Friday 12th February should show the amount in decimal.

Those posted before this should be in £sd.

If the latter are cashed after 15th February they will be converted to decimal at the Post Office.

## **Crossed Girocheques**

On and after 15th February you must make out your crossed Girocheques in decimal, otherwise they will be legally invalid and may not be accepted by the payee's bank.

Girocheques made out before 15th February 1971 must show the amount in £sd.

## Standing Orders

Your Standing Orders will be converted automatically to decimal by Giro, by the whole new penny table.

A fresh authority will not be required. Orders due for payment on 13th and 14th February 1971 will be paid on 15th February in decimal. Any orders you authorise on or after 15th February should be in decimal.

## Statements of Account

After 15th February all the amounts shown on your Giro statements of account will be expressed in decimal.

The closing balance shown on your last £sd statement will appear in its decimal form as the 'Previous Balance' in the first statement you receive after 15th February.

## Giro Fees and Charges

Decimal fees and charges from 15th February will be conversions of the £sd charges by the whole new penny conversion table. They are shown below.

Paying cash into your own account	free
Paying into your own account	free
Paying people who have Giro accounts	free
Withdrawing cash on demand	4p per withdrawal
Withdrawing cash by prior arrangement	
up to £50	4p per withdrawal
over £50	10p per withdrawal
Sending cash to someone who does not have a Giro account	
up to £50	4p per payment
over £50	10p per payment
Paying someone who has a bank account but not a Giro account	3p per payment
Inpayments	4p per inpayment
Standard Giro stationery	
Girocheques	5p per packet of 24
Transfer/Deposit forms	5p per packet of 24
Envelopes postage paid to the National Giro Centre	5p per packet of 25

## Department for National Savings

All savings business will be in decimal from 15th February.

The new  $\frac{1}{2}$ p will not be used in transactions (except for the encashment of £sd National Savings Stamps). Premium Savings Bonds, National Savings Gift Tokens and contributions to Save As You Earn are not affected by decimalisation.

## Conversions

Any withdrawal, dividend or premium warrant issued by the Department for National Savings which is expected to reach you on or before 12th February 1971 will be expressed in £sd. Those despatched during a short period before 15th February will be accompanied by a request for completion of the transaction before 15th February so as to reduce the number

of conversions. Warrants issued in £sd that have to be presented for payment on or after 15th February will be converted at the Post Office counter by the whole new penny table.

Any £sd cheques drawn before 15th February which are to be used on or after the 15th February for deposit in a Savings Bank account, purchase of Savings Certificates, or investment in Government Stock and Bonds on the National Savings Stock Register, must be converted to decimal.

### **National Savings Bank**

The same deposit and withdrawal facilities will be available to you after decimalisation as before. Arrangements for the conversion of the balance in your bank book to decimal will depend upon the type of book.



If you have one of the 'new' type of bank books bearing a 9 figure account number, or an Investment Account book, the balance in it will be converted to decimal when you have a savings transaction at the counter on or after 15th February. If you have an 'old' type bank book, the balance in it will be converted when it is next received in Savings Bank Headquarters.

Increased pressure of business can be expected in the early days of the changeover so you should not present your book, whichever type it is, solely for conversion of the balance. You can still use your bank book, even if the balance is shown in £sd.

### **National/Ulster Savings Certificates**

Your savings certificates will continue to grow in value at the rates already published. When these are in £sd the total amount due to you in £sd will be converted by the whole new penny table. Future issues of savings certificates will have rates expressed in decimal currency. Existing issues which come to the end of their existing lives and which are extended for a further period will of course also have rates expressed in decimal currency.

## **British Savings Bonds, National Development Bonds and Defence Bonds**

British Savings Bonds will continue to be sold in amounts of £5 – and multiples of £5 – after 15th February.

On and after 15th February the interest and maturity bonuses on all holdings of Bonds will be paid in decimal amounts and warrants for repayments will be issued in decimal currency.

## **Government Stock and Bonds**

All transactions, including the payment of interest, on marketable securities available on the National Savings Stock Register will be in decimal currency on and after 15th February. Stock and bonds previously transferable in multiples of one penny will be transferable in multiples of one new penny.

The balances of all holdings on the National Savings Stock Register will be converted on 15th February to their decimal equivalent. Investment certificates and bond books will be called in progressively for amendment of the £sd amounts; you should not send your securities to the Bonds and Stock Office until you are asked to do so.

## **National Savings Stamps**

Dual currency National Savings Stamps are already on sale. When stamps of earlier £sd issues (including 6d and 2s 6d values) are presented for cashing at a Post Office after 15th February the exact decimal equivalent will be paid.

## **Telecommunications services**



### **Inland Telecommunications**

*How charges are affected*

Full details of the decimal charges are shown on page 20.

Here are the main points:

#### *Telephone Rentals*

Rentals will simply be expressed in decimal. There is no change in charge.

For customers on exchanges without STD the charge for ordinary (non-coinbox) local calls is rounded from 3½d to 1½p.

For calls from coinboxes the minimum charge will be 2p, when the box has been converted to accept decimal coins.

On local calls from pay-on-answer coinboxes the time allowed for 2p will be 3 minutes between 8 am and 6 pm on Mondays to Fridays, and 6 minutes at other times.

In setting the decimal charges for trunk calls connected by the operator it has not been possible to convert the £sd charges in accordance with published conversion tables. For such calls from ordinary (non-coinbox) lines the minimum charge is for a 3 minute call and additional time is charged per minute at one third the minimum charge. The minimum charge must therefore be divisible by three. For similar calls from coinboxes the charge must be a multiple of two as 2p is the lowest value coin the coinboxes will accept after they have been converted. In both cases some charges have been slightly increased, some slightly reduced and some converted exactly. Overall charges for trunk calls connected by the operator are about the same, although individual charges will vary. Charges for trunk calls dialled direct are, however, cheaper, because the unit charge is reduced from 2½d to 1p.

#### *Telephone Call Charges*

For customers on exchanges with STD the unit charge for local and dialled trunk calls from ordinary (non-coinbox) lines is reduced from 2½d to 1p; the time allowed is unchanged.

#### *Using coinbox telephones*

All coinboxes will be modified to accept 2p and 10p coins only. The conversion will begin immediately after 15th February but will take several weeks to complete. Kiosks which have been converted will bear a notice to that effect. Decimal call charges will apply as and when coinboxes are converted.

#### *Telephone bills*

Bills despatched during the 2 months before 15th February will show the total in both £sd and £p (the conversions will be by the whole new penny table). Before 15th February customers should pay the £sd amount and after 15th February the £p amount. From 15th February all bills will be expressed in decimal only. Customers will be advised individually how their first bill after 15th February has been compiled.

#### *Telegram charges*

Details of the revised charges for telegrams are on page 21.

### **Overseas Telecommunications**

Charges for international telex and telephone services have been converted to the exact decimal equivalent or rounded to the nearest whole new penny. The charges per word for ordinary rate telegrams have been converted to decimal in accordance with the halfpenny table. Charges for international calls, telex calls and telegrams to principal destinations abroad are shown on page 23.

Fuller details are available in the Post Office Guide.

### **Services during Post Office closure**

During the closure of Post Office counters from 1 pm on

Friday 12th February and all day on Saturday 13th February 1971, it will not be possible for inland or international telegrams to be accepted over the counter at Post Offices but such telegrams will continue to be accepted by telephone, telex and private wire. Non-urgent international telegrams and Inland Greetings Telegrams, for delivery during the period of closure, should be handed in before Friday 12th February. Delivery of inland and international telegrams in this country will continue normally during this period.

## Postal services charges

The Post Office has had to increase most inland postal charges so that it can pay its way as a commercial organisation. The Post Office had itself planned to increase these charges before D Day (15th February) in £sd terms, so that they could have been simply converted to decimals on 15th February by the new halfpenny table. But the Post Office Users' National Council, representing Post Office customers, with the support of the Government, recommended that the increased prices should come into force on 15th February.

The inland postal charges shown below are therefore not conversions but increases.

Overseas postal charges are not being increased on 15th February.

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### INLAND POSTAL CHARGES

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#### LETTER POST

Not over	First class	Second class
4oz	3p	2½p
6oz	5p	4½p
8oz	7p	5½p
10oz	9p	6½p
12oz	11p	7½p
14oz	13p	8½p
1lb 0oz	15p	9½p
1lb 8oz	20p	10½p
2lb 0oz	30p	maximum
each additional lb	15p	

Certain articles for the blind, listed in the Post Office Guide, may be sent free of postage up to a maximum weight of 15lb.

Certificates of posting, 1p.

Search fee – for correspondence addressed to the person making the request (except for Poste Restante items), 5p.

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#### PARCEL POST

Not over	Ordinary parcels	Local parcels
1½lb	15p	10p
2lb	20p	15p
4lb	24p	19p
6lb	27½p	22½p
10lb	35p	30p
14lb	45p	40p
18lb	55p	50p
22lb	65p	60p

Local parcels are those which have in their address the same post town as that of the office of posting.

Certificates of posting for unregistered parcels are free.

Search fee – for parcels addressed to the person making the request (except Poste Restante items), 5p.

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## EXPRESS POST

### Express Messenger all the way\*

per mile or part of a mile for single packet: 20p

For each additional packet after the first, irrespective of distance: 3p

If a taxi or other conveyance has to be used, or other costs have to be incurred: Actual cost

### Express Messenger from Delivery Office at Addressee's Request†

per mile or part of a mile for single packet: 20p

For every 10 packets or less after the first: 2½p

If a taxi or other conveyance has to be used, or other costs have to be incurred: Actual cost

*This service is available for both First and Second Class letters and packets.*

### Railex\*

Conveyance of packet by Post Office messenger to a railway station for despatch by the first available train, and for its delivery by Post Office messenger from station of destination.

Charge per packet: £1

*(maximum weight is 2oz if posted in Northern Ireland; 1lb elsewhere)*

### Special Delivery at Sender's Request

Delivery of packet by Post Office messenger after arrival at the office of delivery, provided it arrives at a time when messengers are available and also provided that this will ensure earlier delivery than by normal postal treatment.

Charge in addition to full postage: 20p

Special Delivery packets are sent from the office of posting to the office of delivery in ordinary mails; if a quicker delivery is wanted, one of the other Express Services should be used.

*Not available in Second Class Service.*

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## REGISTRATION AND RECORDED DELIVERY

### Registration

Fee (in addition to postage)

for compensation up to

	For letters <i>(first class only)</i>	Parcels
£150	20p	25p
£300	22½p	27½p
£500	25p	30p

Registration is not a safeguard against damage and compensation for this can only be paid if the letter or parcel has been adequately packed.

### Recorded Delivery†

Fee (in addition to first or second class postage), 4p.

This service provides a record of posting and delivery, and is especially suitable for documents. It must not be used for jewellery or money. The fee covers compensation up to £2 maximum. Compensation cannot be paid if the packet contains money or other inadmissible articles.

### Advice of delivery (for registration and recorded delivery services).

requested at time of posting 7½p

requested after time of posting 10p

### Enquiry fee 10p

(for enquiry about the loss or non delivery of a registered packet, unless the the advice of delivery fee has already been paid)

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## POSTAL ORDERS AND MONEY ORDERS

Postal Orders	Value	Poundage
	5p to £1	2½p
	£2, £3, £4, £5	5p

### Inland Money Orders

Up to £50 (maximum), 25p

### Inland Telegraph Money Orders

Up to £50 (maximum), 25p

Fixed charge for official telegram of advice, 25p.

(for orders payable in the Irish Republic, 30p)

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\* Not available to the Channel Islands or the Irish Republic.

† Not available to the Irish Republic.

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**OVERSEAS POSTAL CHARGES** (From 15 February until 30 June 1971)

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**AIR MAIL****Letters**

Zone A	per ½oz	5p
Zone B	" "	7½p
Zone C	" "	9p
Europe (All-Up) (excluding Gibraltar and Malta)	not over 1oz	4p
	each additional oz	2p
Gibraltar and Malta (All-Up)	not over 1oz	2p
	each additional oz	1p

**Air Letter Forms 4p****Postcards**

Zone A	2½p
Zone B	4p
Zone C	4p
Europe (single)	2p
" (reply-paid)	4p

**Printed Papers, Small Packets, Insured Boxes and Samples**

Zone A	per ½oz	2½p
Zone B	" "	3p
Zone C	" "	3½p

**Phonopost**

Zone A	per ½oz	3p
Zone B	" "	3½p
Zone C	" "	4p

**Newspapers, Periodicals**

Zone A	per ½oz	1p
Zone B	" "	1½p
Zone C	" "	2p
Europe (excluding Gibraltar and Malta)	not over 1oz	2½p
	each additional oz	1½p
Gibraltar and Malta	not over 1oz	2p
	each additional oz	1p

**Literature for the Blind**

Zones A, B and C	per 2oz	1p
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**SURFACE MAIL**

**Foreign letters** Not over 1oz: 4p. Each additional oz: 2p

**Commonwealth letters** Not over 1oz: 2p. Each additional oz: 1p

**Postcards** Single: 2p. Reply-paid: 4p

**Printed Papers**

1. *Ordinary Rate*: not over 2oz: 1½p. Each additional 2oz: 1p
2. *Reduced Rate*: not over 2oz: 1p. Next 2oz: ½p. Each additional 4oz: 1p.
3. *Bulk Post Bags (Ordinary Rate)*: 7½p for the first lb, 6½p each additional lb, less 5% of total postage  
(*Reduced Rate*): 5p per lb, less 5% of total postage

**Phonopost** Not over 2oz: 3p. Each additional 2oz: 3p.

**Samples** Not over 2oz: 1½p. Each additional 2oz: 1p

**Small Packets**

Not over 8oz: 7½p (minimum charge). Not over 10oz: 8½p  
Each additional 2oz: 1½p

**Insured Boxes**

Not over 10oz: 14½p (minimum charge). Each additional 2oz: 3p  
plus appropriate insurance fees

**Literature for the Blind** Postage Free

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**PARCELS – AIR AND SURFACE**

Parcel rates will be the decimal equivalents of £sd rates although some rates have been rounded down for the convenience of customers and counter staff. Full details will be given in the new (decimal) PO Guide.

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## MINOR SERVICES

**Registration** 15p

**Insurance** 16p up to £28: 1p per additional £14 up to a maximum of £400

### Compensation

Registered packets		£3.40
Uninsured parcels	Not over 2lb*	£1.35
	" " 7lb	£2.05
	" " 11lb	£3.40
	" " 22lb	£5.45

\* To those countries to which the first weight step is 3lb (mainly Commonwealth countries) the compensation for a 3lb parcel will be £1.35.

**Express** 10p

**Reply Coupons** International 6p Commonwealth 3p

**Customs** Clearance fee (letters) 9p Clearance fee (parcels) 14p

**Advice of Delivery** (for registered or insured items)

requested at time of posting 4p

requested after posting 5p

**Certificate of Posting** (for unregistered postal packets) 1p

**Enquiries about loss or non-delivery** 5p

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## POSTAL CHARGES TO HM FORCES

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### EUROPE

**Letters** Not over 1oz: 2p. Each additional oz or part thereof: 1p

**Postcards** 2p

**Forces Air Letter forms** 1½p

**Printed Paper (Surface) including newspapers and periodicals**

Not over 4oz: 1p. Each additional 4oz or part thereof: 1p

**Small Packets (Surface)**

Not over 8oz: 7½p. Not over 10oz: 8½p. Each additional 2oz or part thereof: 1½p

**(Air)** There is no airmail service for Printed Papers and Small Packets to

Europe. If air transmission is desired the letter rate of postage must be prepaid.

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### OUTSIDE EUROPE

**Letters (Surface)** Not over 1oz: 2p. Each additional oz or part thereof: 1p

**(Air)** Not over 1½oz: 3p. Each additional ½oz or part thereof: 3p

**Postcards (Surface and Air)** 2p

**Forces Air Letter forms** 1½p

**Printed Papers (Surface) including newspapers and periodicals**

Not over 4oz: 1p. Each additional 4oz or part thereof: 1p

**(Air)** Each oz or part thereof: 2p

**Small Packets (Surface)** Not over 8oz: 7½p. Not over 10oz: 8½p.

Each additional 2oz or part thereof: 1½p

**(Air)** Each oz or part thereof: 2p. Minimum charge 7½p

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## PARCELS: HM FORCES ANYWHERE OVERSEAS

### Surface

Not over 3lb: 16p. Not over 7lb: 25p. Not over 11lb: 32p. Not over 22lb: 52p

### Air

These rates vary according to destination. See Post Office Guide

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## SUPPLEMENTAL SERVICES

*For members of HM Forces using a British Post Office Address*

**Registration Fee** 15p (Maximum compensation payable £3.40)

**Insurance** (Maximum compensation payable £50)

Insurance Fee	16p	17p	18p
Limit of Compensation	£28	£42	£50

# Telecommunications services charges

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## INLAND TELECOMMUNICATIONS CHARGES

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### Inland telephone call charges

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#### LOCAL CALLS

##### From STD Exchanges:

**Ordinary lines** Time bought for 1p: Monday to Friday 8 am to 6 pm: 6 mins  
 Monday to Friday 6 pm to 8 am and all day Saturday and Sunday: 12 mins

**Coin box lines** Time bought for 2p: Monday to Friday 8 am to 6 pm: 3 mins  
 Monday to Friday 6 pm to 8 am and all day Saturday and Sunday: 6 mins

##### From other Exchanges:

**Ordinary lines** 1½p at all times    **Coinbox lines** 2p at all times

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#### INLAND TRUNK CALLS

The charge for an inland trunk call is based on the duration of the call and the distance between the charging centres.

##### Dialled direct:

**Ordinary lines** Time bought for 1p:

Distance in miles	Peak rate	Standard rate	Cheap rate
	Mon-Fri 9 am-noon	Mon-Fri 8 am-9 am noon-6 pm	Every night 6 pm-8 am and all day Sat/Sun
Up to 35	20 seconds	30 seconds	72 seconds
35 to 50	12 seconds	15 seconds	36 seconds
Over 50	8 seconds	10 seconds	36 seconds

**Coinbox lines** Time bought for 2p:

Distance in miles	Standard rate		Cheap rate
	Mon-Fri 8 am-6 pm	Mon-Fri 8 am-6 pm	Every night 6 pm-8 am and all day Sat and Sun
Up to 35	30 seconds	30 seconds	90 seconds
35 to 50	24 seconds	24 seconds	45 seconds
Over 50	15 seconds	15 seconds	45 seconds

##### Connected by operator:

**Ordinary lines** 3 minute call—minimum charge (each subsequent minute or part of a minute at ⅓ rate shown):

Distance in miles	Peak rate	Standard rate	Intermediate rate*	Cheap rate*
	Mon-Fri 9 am-noon	Mon-Fri 8 am-9 am noon-6 pm	Saturday 8 am-6 pm	Every night 6 pm-8 am and all day Sunday
Up to 35	10½p	9p	6p	3p
35 to 50	18p	13½p	9p	6p
Over 50	25½p	22½p	15p	9p

\* May be suspended during some public holidays

**Coinbox lines** for each 3 minutes or part of 3 minutes:

Distance in miles	Standard rate		Intermediate rate*	Cheap rate*
	Mon-Fri 8 am-6 pm	Sat 8 am-6 pm	8 am-6 pm	Every night 6 pm-8 am and all day Sunday
Up to 35	16p	16p	10p	6p
35 to 50	20p	20p	16p	10p
Over 50	26p	26p	20p	12p

\* May be suspended during some public holidays

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**MISCELLANEOUS CALL FACILITIES**

Fixed time call fee: 10p. Alarm calls: 10p. Personal call fee: 10p  
Transferred Charge Call Fee:  
where money has to be inserted in a coinbox: 2p. All others: 2½p  
Credit Card call fee: 2½p. Freephone call fee: 2½p  
Advice of duration and charge: 2½p

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**RADIOPHONE CALLS**

	<b>In the same radiophone area</b>	<b>Radio fee on trunk calls</b>
From radiophones or to radiophones from ordinary telephones	9p for first 3 mins and 3p per minute thereafter	6p for first 3 mins and 2p per minute thereafter

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**Telephone calls to Irish Republic**

**FROM NORTHERN IRELAND** as for inland calls

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**FROM GREAT BRITAIN AND THE ISLE OF MAN**

<b>Ordinary lines</b>	<b>Standard rate</b>	<b>Intermediate rate*</b>	<b>Cheap rate*</b>
3 minute call—minimum charge (each subsequent minute or part of a minute at ⅓ rate shown)	Mon-Fri 8 am-6 pm  34½p	Sat 8 am-6 pm  27p	Every night 6 pm-8 am and all day Sunday 19½p
<b>Coinbox lines</b> for each 3 minutes or part of 3 minutes	40p	30p	22p

*\* May be suspended during some public holidays*

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**Telegrams****Ordinary Telegram**

12 words for 25p (minimum),  
2p for each additional word

**Standard Greetings Telegram**

12 words for 27½p (minimum),  
2p for each additional word

**De Luxe Greetings Telegram**

12 words for 35p (minimum),  
2p for each additional word

**Overnight Telegram**

12 words for 12½p (minimum),  
1p for each additional word

**Telegrams to Irish Republic:****Ordinary Telegram**

12 words for 30p (minimum),  
2p for each additional word

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## INTERNATIONAL AND MARITIME TELECOMMUNICATIONS CHARGES

The information on charges and services shown below, which is not comprehensive, is expected to be operative from 15 February 1971. All international and maritime charges are subject to international agreement and revision: consequently charges are liable to be revised at any time by the Post Office and services are liable to be modified, added to or withdrawn.

### Charges for telephone calls from the United Kingdom from telephones without coinboxes

#### EUROPE

Country	Connected by operator <i>Minimum charge</i> ( $\frac{1}{3}$ minimum charge for each additional minute or part thereof in excess of 3 minutes) (Note 3)	Dialled direct  (Note 1) Number of seconds for 1p
Belgium, France, Luxembourg, Netherlands	45p	5.14
Germany, Switzerland	54p	4
Denmark	54p	
Austria	60p	
Italy	60p	3.6
Norway	69p	3
Sweden	69p	
Gibraltar, Portugal, Spain	84p	
Finland	£1.05	
Malta	£1.11	
Greece, Bulgaria	£1.20	

#### EXTRA EUROPE

Country	Connected by Operator <i>Minimum charge</i> ( $\frac{1}{3}$ minimum charge for each additional minute or part thereof in excess of 3 minutes)
USA (except Alaska and Hawaii), Canada. (Notes 2, 4)	
<i>Full Rate</i>	£2.25
<i>Reduced Rate</i> (10 pm to 10 am British Clock Time weekdays and all day Sundays)	£1.68
Bahrein, Israel, Kuwait, Japan, South Africa, Chile, New Zealand, (Note 4)	£2.49
Australia, India, Pakistan, East Africa	£3.00
Malaysia, Singapore, Hong Kong	£3.75

#### NOTES

1. International Subscriber Dialling (ISD) is available from London, Birmingham, Liverpool, Manchester, Edinburgh and Glasgow to those European countries where a rate is shown.
2. International Subscriber Dialling (ISD) is available from London (01) to New York City (Code 212). The rate is 1.2 seconds for 1p.
3. A Personal Call service is available at an extra charge equivalent to 2 additional minutes to those European countries shown.
4. A Personal Call service is available at an extra charge of £1.51 except for USA and Canada where the extra charge is £1.75 (Full) and £1.32 (Reduced).

## Charges for telegrams from the United Kingdom

Destination	Charge per word		
	Ordinary	Urgent	Letter Telegrams
Europe (except USSR)	5p	10p	2½p
Cyprus, Gibraltar, Malta	5p	10p	2½p
USSR	6½p	13p	3¼p
USA, Canada and Commonwealth Countries in the Caribbean Area	7p	14p*	3½p
Other Commonwealth countries	9p	18p	4½p
Japan	17p	34p	8½p
South Africa	9p	18p	4½p
Argentina	14½p	29p	7¼p

\*Not applicable on service to USA

## Charges for calls from the United Kingdom to ships at sea

RADIOTELEGRAMS	Charge per word
Full Rate	8½p

**Reduced Rate** (available to British fishing vessels and to British (and some foreign) ships *regularly* engaged on voyages not exceeding 1,000 miles to or from a port in the British Isles)

5p

## RADIOTELEPHONE CALLS

The following charges are for calls via Radio Stations in the United Kingdom: charges for calls via foreign radio stations will normally be higher than those shown.

	Minimum charge ( $\frac{1}{3}$ minimum charge for each minute or part thereof in excess of 3 minutes)
<b>To ships in</b>	
<b>Zone A</b> (Waters within the limits of 13°W-9°E and 45°N-63°N)	63p
<b>Zone B</b> (All northern waters beyond the limits of Zone A and within the limits of 35°W-35°E and 35°N, and the whole of the Mediterranean Sea)	£1.80
<b>Zone C</b> (All waters beyond those defined in Zones A and B)	£3.00

## Post Office publications

### Post Office Guide

The decimal version will be in force from 15th February but it will be issued a little earlier to give advance details of decimal charges.

### Air Mail Leaflet

The January 1971 edition will remain effective until 14th February. A new edition, dated 15th February 1971, in decimal only, will be introduced a few days before 15th February and will remain in force until the end of March 1971.

### Other Post Office Leaflets

All other leaflets will show decimal amounts on or before 15th February.

# The whole new penny conversion table

Old £sd	New £p	Old £sd	New £p	Old £sd	New £p	Old £sd	New £p	Old £sd	New £p	Old £sd	New £p	Old £sd	New £p	Old £sd	New £p	Old £sd	New £p	Old £sd	New £p
1	0	2/-	10	4/-	20	6/-	30	8/-	40	10/-	50	12/-	60	14/-	70	16/-	80	18/-	90
2	1	2/1	10	4/1	20	6/1	30	8/1	40	10/1	50	12/1	60	14/1	70	16/1	80	18/1	90
3	1	2/2	11	4/2	21	6/2	31	8/2	41	10/2	51	12/2	61	14/2	71	16/2	81	18/2	91
4	2	2/3	11	4/3	21	6/3	31	8/3	41	10/3	51	12/3	61	14/3	71	16/3	81	18/3	91
5	2	2/4	12	4/4	22	6/4	32	8/4	42	10/4	52	12/4	62	14/4	72	16/4	82	18/4	92
6	3	2/5	12	4/5	22	6/5	32	8/5	42	10/5	52	12/5	62	14/5	72	16/5	82	18/5	92
7	3	2/6	13	4/6	23	6/6	33	8/6	43	10/6	53	12/6	63	14/6	73	16/6	83	18/6	93
8	3	2/7	13	4/7	23	6/7	33	8/7	43	10/7	53	12/7	63	14/7	73	16/7	83	18/7	93
9	4	2/8	13	4/8	23	6/8	33	8/8	43	10/8	53	12/8	63	14/8	73	16/8	83	18/8	93
10	4	2/9	14	4/9	24	6/9	34	8/9	44	10/9	54	12/9	64	14/9	74	16/9	84	18/9	94
11	5	2/10	14	4/10	24	6/10	34	8/10	44	10/10	54	12/10	64	14/10	74	16/10	84	18/10	94
		2/11	15	4/11	25	6/11	35	8/11	45	10/11	55	12/11	65	14/11	75	16/11	85	18/11	95
1/-	5	3/-	15	5/-	25	7/-	35	9/-	45	11/-	55	13/-	65	15/-	75	17/-	85	19/-	95
1/1	5	3/1	15	5/1	25	7/1	35	9/1	45	11/1	55	13/1	65	15/1	75	17/1	85	19/1	95
1/2	6	3/2	16	5/2	26	7/2	36	9/2	46	11/2	56	13/2	66	15/2	76	17/2	86	19/2	96
1/3	6	3/3	16	5/3	26	7/3	36	9/3	46	11/3	56	13/3	66	15/3	76	17/3	86	19/3	96
1/4	7	3/4	17	5/4	27	7/4	37	9/4	47	11/4	57	13/4	67	15/4	77	17/4	87	19/4	97
1/5	7	3/5	17	5/5	27	7/5	37	9/5	47	11/5	57	13/5	67	15/5	77	17/5	87	19/5	97
1/6	7	3/6	17	5/6	27	7/6	37	9/6	47	11/6	57	13/6	67	15/6	77	17/6	87	19/6	97
1/7	8	3/7	18	5/7	28	7/7	38	9/7	48	11/7	58	13/7	68	15/7	78	17/7	88	19/7	98
1/8	8	3/8	18	5/8	28	7/8	38	9/8	48	11/8	58	13/8	68	15/8	78	17/8	88	19/8	98
1/9	9	3/9	19	5/9	29	7/9	39	9/9	49	11/9	59	13/9	69	15/9	79	17/9	89	19/9	99
1/10	9	3/10	19	5/10	29	7/10	39	9/10	49	11/10	59	13/10	69	15/10	79	17/10	89	19/10	99
1/11	10	3/11	20	5/11	30	7/11	40	9/11	50	11/11	60	13/11	70	15/11	80	17/11	90	19/11	1-00

## The whole new penny conversion table

This is the Banking and Accounting table which converts £sd amounts into whole new pence. The new halfpenny ( $\frac{1}{2}$ p) does not appear in this table as, by law, the banks will not be using it in their accounting.

The whole new penny table is for Giro, Savings, Postal and Money Orders, and Banking transactions.

The new halfpenny table (the Shopper's table) is being used mainly to convert retail prices. Copies are available in the Decimal Currency Board booklet, 'Your Guide to Decimal Money'.