



N. P. 1219  
6-24

REPORT OF

BAGGAGE RECEIVED AND DELIVERED AND STORAGE COLLECTIONS

STATION \_\_\_\_\_ ENDING \_\_\_\_\_ M. \_\_\_\_\_ 19 \_\_\_\_\_

DATE		CHECKS		Description	NO. OF STORAGE CARD	DATE		STORAGE COLLECTED
REC'D	TIME	KIND	NUMBER			DELIVERED	TIME	

AGENT



N. P. 1219BE  
6-24

## INSTRUCTIONS.

Agents or Station Baggage men will make on this form a **DAILY** report of all checked baggage received and unchecked baggage on hand, and will forward this report at the close of each day's business to the General Baggage Office at St. Paul or District Baggage Office at Tacoma, as the case may be, making note on report showing hour of day report was closed.

Stations between St. Paul and Spokane, including Spokane and branches, will forward reports to the GBO St. Paul, while stations west of Spokane will forward same to D. B. A. Tacoma.

Include in this daily report description of all checked baggage received and unchecked baggage on hand; kind and numbers of checks and numbers of storage checks Form (GBO 1221) issued on baggage that has been on hand over twenty-four (24) hours; also show hour and date baggage was delivered and if any storage was collected show the amount in space for that purpose.

With the above report also send in daily without fail all strap and duplicate checks that have been removed from baggage delivered, also the stubs of all storage checks (GBO 1221) and stubs of all COD cards (GBO 1249) that have been issued on baggage.

If the envelope will not conveniently hold all these checks and reports, they may be sent in package tied up securely and tagged to proper office. These checks and reports should always be sent together in the same package or envelope.

When baggage is delivered make entry on back of check showing date of delivery. For example, if delivery is made on March 1, 1924, pencil memo on back of check should read: "D. 3/1/24."

Briefly stated the above instructions provide that station Agents will forward daily:

- (a) Daily report of all baggage received.
- (b) All strap and duplicate checks detached from baggage delivered.
- (c) Stubs of storage checks and COD cards issued.

Storage checks (GBO 1221) must be attached to all baggage remaining on hand at stations over twenty-four (24) hours, checked or not checked, and storage charges collected in accordance with storage tariff. All baggage must be carefully weighed before issuing checks therefor, and the excess weight or excess size, if any, collected in accordance with tariff rules.

E. P. RESWICK,

Manager, Mail, Baggage & Express Traffic