


ECONOMY IN ENVELOPES

A new envelope—Form 3404 Standard—has just been put into use on "Our" Railroad.

This new envelope is to be used by all departments for all enclosures of sufficient size to warrant its use and which do not absolutely require sealed protection.

The illustration below shows the right way to use this envelope;




DO NOT SEAL. TUCK IN FLAP. R. R. B.

Form 3404 Standard

To Agent Rolla Mo	To Section Foreman Holtby Post Mo	To John Foxcroft M. M. Kansas City Mo
To Agent Lebanon Mo	To W. R. Ridd Post Agent Newburg Mo	To A. J. Devalop J. S. M. Springfield Mo
To J. S. Lawrence Dept. Springfield Mo	To J. S. Lawrence Dept. Springfield Mo	To A. M. Powell J. S. M. Springfield Mo
To J. S. Lawrence Dept. Springfield Mo	To C. H. Smith Post Agent St. Louis Mo	To Superintendent, Kasper Chaffee Mo

100M-8-14-31937

and the illustration following shows the wrong and wasteful way.



DO NOT SEAL. TUCK IN FLAP. R. R. B.

Form 3404 Standard

To	To	To
To Agent Rolla Mo	To	To
To	To	To
To	To	To

100M-8-14-31937

The proper use of this envelope will effect a considerable saving in our stationery expense.

Particular attention is directed to the fact that this envelope is available for everyone in all departments, and the section foreman can use it in writing to the superintendent, the superintendent can use it to the agent, and the agent to anyone else in the railroad service. All that is necessary is that the previous name and address be crossed out and the next unoccupied square be filled with the name and address of the person to whom the envelope is to be sent.

It also should be borne in mind that the envelope is not to be sealed. Aside from any other reason, it can be readily appreciated that opening, if sealed, means tearing and disqualifying it for further service.

See how many envelopes YOU can save.

HOW TO AVOID LOSS AND DAMAGE TO FREIGHT FROM ITS RECEIPT TO ITS LOADING

S. L. Oliver, Local Agent, Memphis, Tenn.

This subject is sufficiently broad to warrant, and is attracting, attention to a great extent, of those who have succeeded in reducing to a science the settlement of claims for loss and damage after same has occurred.

Attention is now being directed to cause and prevention, and let us hope that the efforts of determining cause and preventing claims may reach the same proficiency as we have already secured in the settlement and adjustment of claims, the just and unjust alike.

It is pleasant to note that the Freight Claim Association has taken up the question of studying causes and prevention of freight claims, and the information they secure must come from investigations that will, in the opinion of the writer, require supervision from the preparing of shipments where they originate until delivered at their destination.

Supervision must begin when shipments are being prepared for transporting by rail. The railroad company has no means of supervising such preparation. The preparation of packages for shipment is not with a view of protecting them from injury by means of railroad transporting, but simply with a view of economy in handling—with no thought whatever of the numerous handlings and movements that such shipments may have to make. The handling at the warehouse by unskilled labor, passing from storage to transfer drays or wagons, all taxes the original packing in which shipments may be enclosed.

It is not uncommon to hear at load-

ing store platforms "Lookout, you will damage that before you get it to the railroad." The manufacture of packers for various articles by machines, or manufacture of paper containers, has indeed reached a science that the makers are justly proud of, but what a price the railroads pay for that high development.

The delivery of damaged packages to the railroad is not always pointed out to the railroad receiving clerks when offered at the depot. If sufficient force can be secured to personally inspect each package and article delivered and any evidence of damage or faulty packing and careless marking is observed and the shipment is refused at the door then the first movement in the prevention of a claim, within the power of the railroad, has been made.

Supervision sufficient to bring about that condition must be given each article offered for transportation if prevention of claim theory is to be properly started. Packages properly secured, legibly marked, carefully shifted from the wagon, dray or electric truck on to the conveyor, warehouse truck or depot, and received by the railroad in good condition, releases the shipper, which is entirely proper.

The railroad then becomes, in fact, the insurer of the property and sufficient supervision must be applied in seeing that the shipment is moved with care from point where received to proper car.

Any reasonable expense necessary to absolutely insure the delivery of the shipment to the proper car is the next prevention against claims for

loss and damage. In the event of an accident to shipment while on warehouse platform it should be repaired in a careful manner and shipment delivered in the car in as good condition as received, if possible. If any exception when shipment is delivered in the car proper notation should be made on the billing at the time and such information to be forwarded with the shipment and the receiving agent will then have necessary information to protect his record, and to assist in locating responsibility for damage and cause of same.

Assuming the shipment has reached the proper car the next important duty is the placing of the shipment within the car. The supervision and labor necessary to perform this duty should be capable of assorting, stowing and bracing shipments of various kinds in order that they may stand the ordinary, and no doubt at times extraordinary, handling account movements by switching crews in terminals, train crews in transit and possibly switching crews at destination. It is difficult to stow merchandise in station order account of the various commodities, design of packages, frail covering, in order that time of train crews may be saved at local stations in unloading freight. When this particular feature has been solved the next step has been taken in prevention of claims.

Let us assume that each and every precaution has been taken from the receipt of the package until it is stowed in car, car doors closed and sealed, and that sufficient checks and re-checks have been made to know that the shipping instructions have been properly passed to the Bill Clerk with correct car number. The receiving forces have then performed their full duty.

The movements outlined above

would, in my opinion, be a proper study for the Freight Claim Association in its first movement to study the causes and prevention of freight claims.

In outlining the above it appears simple for the receiving and stowing employes to consume all the time they require to inspect each article with all the care necessary to ascertain if packages are intact, marking legible and in detail, re-inspecting in the movement from the point of receipt until it is stowed in its proper position in the car.

What a contrast that peaceful view is with the prevailing practice of shippers to hold their freight until the last minute, rush it to the railroad, dump it onto railroad property with a hustle and bustle that would make other lines of business dizzy were such plans followed, and how long any institution that attempted to receive valuable packages, assume all responsibility, weight and handle in the short time it is received, would stand can easily be imagined. Suppose the employes of a financial institution should allow themselves to be rushed to a point where chances have to be taken in the examination of checks, notes, bonds, etc., many of them of less value than a small shipment of freight; how long would such an institution stand the loss resulting from such a practice?

The railroads are not encouraged when they request shipments early in the day in order that they may be given proper time for examination and place it in cars for movement in a secure manner and proper order. On the other hand they claim that shipping instructions were received during the day and that they must make every effort possible to fill the order on the date received, and the railroads, in order to get their shipments

to as far a market as possible enlarge their delivery zones for the benefit of the shippers, must start their trains as early as possible and result is that the railroads assume the responsibility for the speed required by the shipper and pay for any error or damage resulting from the practice.

This feature is a study for rules and regulations by the Freight Claim Association. The holding back of freight all day, by shippers, rushing it to the depot at the close of the day results in the railroads working night forces under difficulties with a view of getting the shipments to destination for next day's delivery, and for that ac-

commodation assumes all responsibility.

We are sincere in saying the consignee is anxious to get his freight on time and in good condition. The shipper is anxious to have his freight delivered on time and in good condition, but does he take the proper interest in seeing it started in proper condition to give the railroad a fair show in delivering it on time and unbroken? If he is sincere he must improve on the condition of his packages, correctly mark freight, properly bill it on the shipping tickets, delivery of it in a reasonable time for the railroads to receive, inspect and stow it in the car for movement.

A Cow Catcher

Usually the feminine gender gives the right of way to anything in the line of a cow, but the daughter of Ticket Agent Smith is, (of course for



detailed information see her father) a remarkable young woman and the evidence thereof is shown by the careless manner in which she handles the juvenile cow.

“Cleverness may open the door, but only efficiency can keep the stronghold.”—*The Mediator*.

Modisett's Auto

All of us have heard of the roadmaster who was as wide as the track and the superintendent who filled the entire right of way, but it is up to *Frisco-Man* readers to supply the necessary comparison regarding bridgemen.



However, after a glance at the photograph herewith reproduced, few will doubt that Bridge Inspector B. L. Modisett is lacking in the energy necessary to propel his car.

Mr. Modisett has been with the Frisco since 1906, as bridge carpenter, foreman and inspector.



BALLAST

- ☞ Some fall down—others fall up.
- ☞ Details are the rivets in the structure of success.
- ☞ Most of us prefer to be let alone and few of us are.
- ☞ Its easy for some to twist casual expression into unkind criticism.
- ☞ The milestones of success are never noted by the successful man.
- ☞ The man that cuts ice nowadays is generally a pretty warm proposition.
- ☞ Real economy is saving for the future not for the nearby present.
- ☞ Money does not make the big man, neither does brains—its how he uses them that counts.
- ☞ If you want to say, “I called and received a gift” in three words says—“present, present present.”
- ☞ The so-called “low order of animals” always attend to their own business.
- ☞ The trouble with most of us is, we prefer five dollars right now to two dollars a month for five successive months.
- ☞ Consideration of others is like the sea serpent you hear a lot about it but never see it.