TELEGRAM PRINTING AND FOLDING

Print on light yellow paper, if possible. Printing on newsprint paper is also good, if it doesn't jam your printer.

Type address, message, etc.
Option 1: use built-in Acrobat form fields on telegram.
Option 2: delete default entries in Acrobat form and print telegram "blank." Then put blank prop into an actual typewriter, or use your choice of word-processor / page layout software with alternative fonts. Using a real rubberstamp for the date adds authenticity. NOTE: sometimes telegrams were handwritten by the clerk, so you can also write the message in longhand if desired.

After address, message, etc. are entered, fold telegram according the the diagrams at right. There are small tick marks on the telegram itself to guide you. When you are finished, the telegram will be folded into a small packet with the address showing on the front and the message hidden inside.

Seal the flaps on the back of the folded packet by gluing on the seal below, or use a gold seal type sticker or a postage stamp. You can download one of the HPLHS Postage stamps for this purpose.
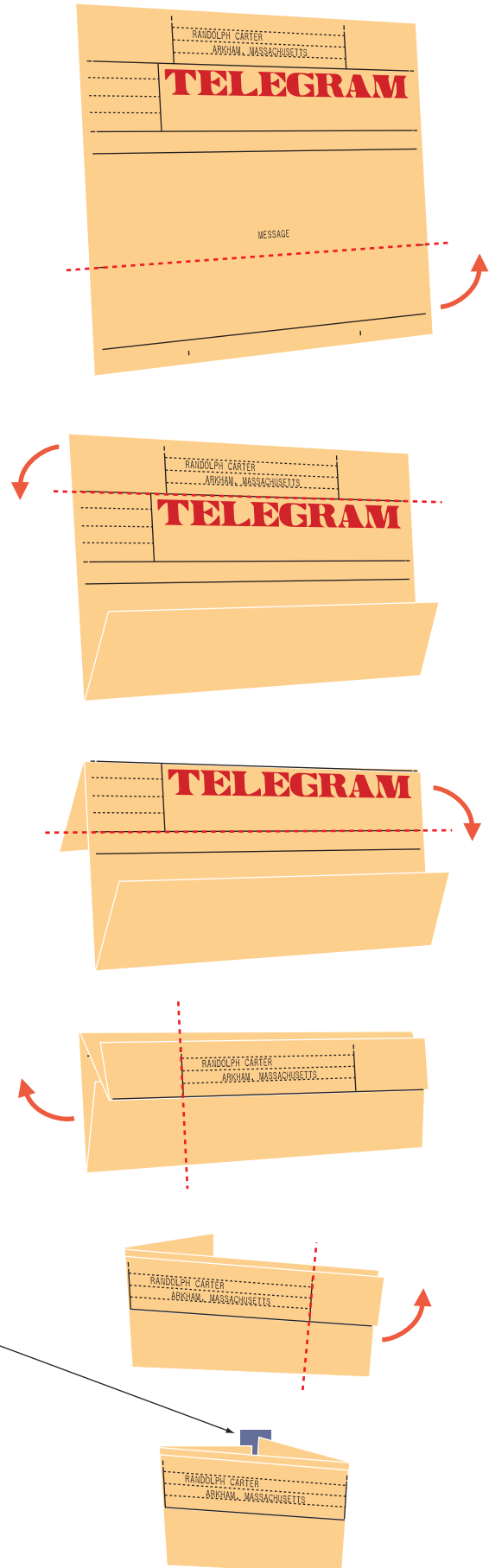
Shine your shoes, hop on your bicycle, and deliver your message. Be sure to wait for a tip!

URGENT: DELIVER WITHOUT DELAY

TELEGRAM

The World Wide Electrical Printing Telegraph Co. Ltd.

Receiver's Number

Date

Time Filed

Check

Sending Station:

This is a full-rate telegram or electric lettergram unless its deferred character is indicated by a suitable symbol above or preceding the address. The filing time shown in the date line on telegrams and cablegrams is STANDARD TIME at point of origin.

FORM HPLHS-001

SYMBOLS: DL=Day Letter   NL=Night Letter   LC=Deferred Cable   NLT=Cable Night Letter   SR=Ship Radiogram