

ARTICLE 116.

Commercial Papers.

1. The following are considered as commercial papers, provided that they have not the character of current and personal correspondence: all papers and all documents wholly or partly written or drawn, such as correspondence—open letters and postcards—which is out-of-date and has already fulfilled its original purpose and copies thereof, papers of legal procedure, documents of all kinds drawn up by public functionaries, way bills or bills of lading, invoices, certain documents of insurance companies, copies of or extracts from deeds under private seal written on stamped or unstamped paper, musical scores or sheets of music in manuscript, the manuscripts of works or of newspapers forwarded separately, pupils' exercises in original or with corrections, but without any note which does not relate directly to the execution of the work.

2. These documents may be accompanied by reference slips or statements showing the following or similar particulars: list of the papers included in the packet, references to correspondence exchanged between the sender and the addressee, such as:

“Annex to our letter of.....to Mr.....
Our reference.....Your reference.....”

3. Out-of-date correspondence may bear the obliterated postage stamps or the impressions of postal franking machines which served for the original postage.

4. Packets containing correspondence exchanged between school pupils, even when it has the character of current and personal correspondence, are also considered as commercial papers, provided that the packets are forwarded through the intermediary of the authorities of the schools concerned.

5. Commercial papers are subject, as regards form and make-up, to the regulations laid down in Article 120 below for printed papers.

ARTICLE 117.

Printed Papers.

1. The following are considered as printed papers:—Newspapers and periodicals, books, pamphlets, sheets of music, visiting cards, address cards, proofs of printing, engravings, photographs and albums containing photographs, pictures, drawings, plans, maps, paper patterns intended to be cut out, catalogues, prospectuses, advertisements, and notices of various kinds, printed, engraved, lithographed or mimeographed, and, in general, all impressions or copies obtained upon paper or similar material, parchment, or cardboard by means of printing, engraving, lithography, mimeography, or any other mechanical process easy to recognize except the copying-press, hand-stamps, with or without moveable type, and the typewriter.

2. The printed paper rate is not applicable to printed papers which bear any marks whatever capable of constituting a conventional language, nor, save the exceptions specifically authorized by Articles 118 and 119, to those of which the text has been modified after printing.

3. Cinematograph films, gramophone records, as well as perforated sheets intended to be used with automatic musical instruments cannot be sent at the printed paper rate. The same applies to articles of stationery, properly so-called, when it is clearly evident that the printed portion is not the essential part of the article.