

ADDRESS LABEL

Printing Instructions

Dear Clients,

The following simple instructions will inform you about the correct method of printing and implementation of the new address label for certain Czech Post's products.

A file with graphic objects necessary to create an address label makes an integral part hereof.

Address label - key parameters

Address labels (ALs) are intended for the following products:

- Parcel Delivery To Hand Services
- Parcel Delivery To Post Office Services
- Express Parcel Delivery
- Oversize Parcel Delivery
- Parcel Delivery To Parcel Pickup Outlet services
- Insured Parcel
- Domestic EMS
- Registered Packet
- Ordinary Parcel
- Insured Letter

Technical parameters:

Orientation: **Vertical orientation**

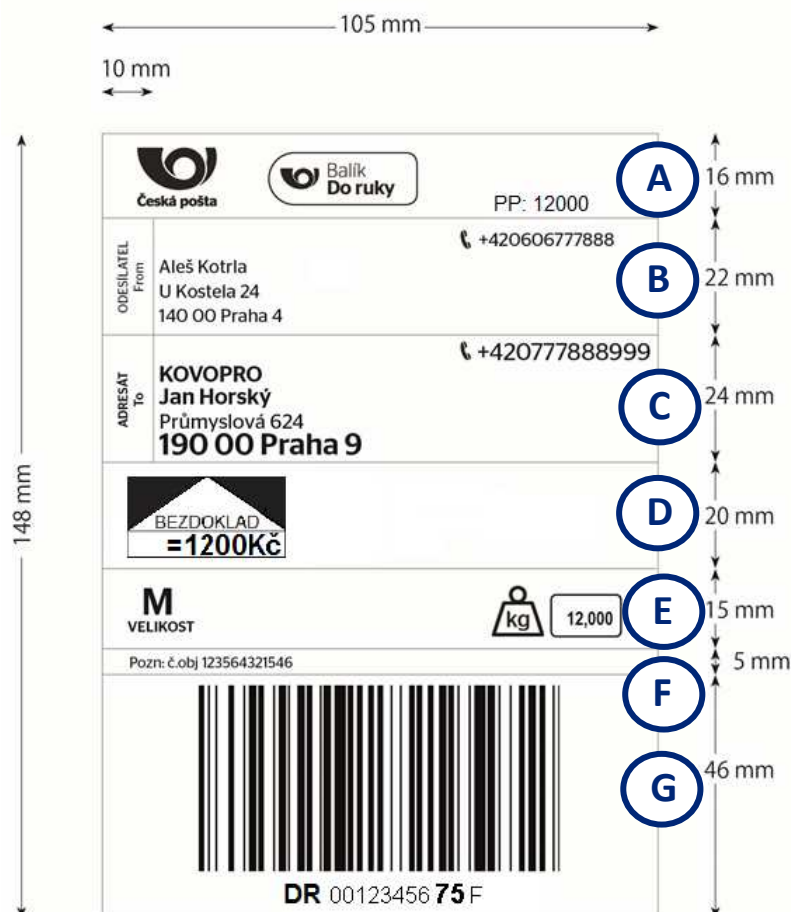
Size: **A6**

Colour: **Black-and-white**

Font: **Arial**

Layout of AL information zones

- A** Upper part (header)
- B** Sender
- C** Addressee
- D** Main additional services and sender's instructions
- E** Further additional services and sender's instructions
- F** Comments zone
- G** Barcode zone



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Layout of AL items

A Upper part (header)



A.1 Logos

- Czech Post's logo 
- Product logo and name 
- Balíkovna logo
- Czech Post's logo is not printed on ALs

Technical parameters:

Size of Czech Post's logo: 15x12 mm
Size of product logo: 25x12 mm
Size of Balíkovna logo: 50x12mm



A.2 Services and details important for Czech Post:

- "I.TÚ" - To be printed only on ALs for the following products:
 - Parcel Delivery To Hand - **only for prefixes DV, DE**
 - Parcel Delivery To Post Office - **only for prefix NV**
 - Insured Parcel with declared value over CZK 10,000 (**prefixes V, VD, VV, VX**)
 - Domestic Insured Letter (**prefix VL**)
 - Domestic EMS (**prefix EE**)

Technical parameters:

Font size: 3.5 mm
Font: "I.TÚ" and "ODPOVĚDNÍ" (REPLY MAIL) = **bold**, only capital letters
Font: "PP": Postcode of posting post office = always to be printed, only capital letters

- "ODPOVĚDNÍ" (REPLY MAIL) - To be printed only on ALs for products qualified as reply mail (additional service 6)
- "PP": Postcode of posting post office (digits without spaces) - **Always to be printed.**

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B Sender

ODESÍLATEL From	Aleš Kotrla U Kostela 24 140 00 Praha 4	+420606777888
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Technical parameters:

Font size – heading:	2 mm
Font size (capital letters):	2.5 mm
Number of rows:	up to 4

Field identified as: “ODESÍLATEL From” (one above the other, see the example above)

Standard parameters include sender’s details with phone number with country code +420.

Number of characters:

- Data from the fields “Name” and “Surname/Business name” - up to 34 characters
- Data from the fields “Additional details” - up to 34 characters
- Data from the fields “Street” and “House number (“č.p.”/“č.o.”)” - up to 40 characters
- Data from the fields “Postcode” and “Municipality/Municipal district” - up to 34 characters; the complete “Postcode” data should be specified as first on the AL

N.B.: A correspondingly smaller font size should be used for the entire row with a growing number of characters (minimum font size: 2 mm).

C Addressee

ADRESÁT To	KOVOPRO Jan Horský Průmyslová 624 190 00 Praha 9	+420777888999
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Technical parameters:

Font size (heading):	2 mm
Font size (capital letters):	3 mm
Font size (postcode and municipality):	4 mm
Number of rows:	up to 4

Field identified as: “ADRESÁT To” (one above the other, see the example above)

Standard parameters include addressee’s details with phone number with country code +420.

Number of characters:

- Data from the fields “**Name**” and “**Surname/Business name**” - up to 34 characters, in **bold** letters
- Data from the fields “Additional details” - up to 34 characters
- Data from the fields “Street” and “House number (“č.p.”/“č.o.”)” - up to 40 characters
- Data from the fields “**Postcode**” and “**Municipality/Municipal district**” - up to 34 characters; the complete “Postcode” data should be specified as first on the AL, in **bold** letters

N.B.: A correspondingly smaller font size should be used for the entire row with a growing number of characters (minimum font size: 2.5 mm).

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C Addressee of Balíkovna

ADRESÁT To	Jan Novák Balíkovna 160 00 Praha 6	+420736158736
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Technical parameters:

Font size (heading):	2 mm
Font size (capital letters):	3 mm
Font size (postcode and municipality):	4 mm
Number of rows:	up to 4

Field identified as: “ADRESÁT To” (one above the other, see the example above)

Standard parameters include addressee’s details with phone number with country code +420.

Number of characters:

- Data from the fields “**Name**” and “**Surname/Business name**” - up to 34 characters, in **bold** letters
- Data from the fields “Phone number” - up to 34 characters, **recommended!**
- Data from the fields “Balíkovna” - up to 40 characters, **Balíkovna should always be printed!**
- Data from the fields “**Postcode**” and “**Municipality/Municipal district**” - up to 34 characters; the complete “Postcode” data should be specified as first on the AL, in **bold** letters

N.B.: A correspondingly smaller font size should be used for the entire row with a growing number of characters (minimum font size: 2.5 mm).

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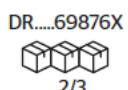




Printing Instructions

D Main additional services and sender's instructions

Only the services required by the client should be printed. If the number of additional services or sender's instructions is too large to print all the matching pictograms on the AL, the sender should enter as many services on the AL as possible and specify all services required for the consignment in the posting data and on the posting certificate.

Main additional services, surcharges, and instructions (services) - a larger set of pictograms:

Cash on Delivery; Multiple Piece Consignment; Time Zone Identification; Guaranteed Delivery Time; Restricted Delivery; Delivery to the Addressee Only.

SERVICE	DESCRIPTION	DETAILED SPECIFICATION	ALIGNMENT	PICTOGRAM (ICON)	PICTOGRAM SIZE - Width x Height	PRINT ORDER OF MULTIPLE SERVICES
CASH ON DELIVERY	With a card - for consignments with additional service 2, 4, 5 No-card COD - for consignments with additional service 41	Use bold digits sized 4 mm to enter the COD amount and the currency (CZK) , preceded by the equality sign (=) , in the field CZK	Left		30x15 mm	1
MULTIPLE PIECE CONSIGNMENT	For consignments with additional service 70 or 69	Enter at least the prefix, last 5 digits of the consignment ID, and suffix above the icon identifying the main mailpiece <i>plus</i> the serial number of the mailpiece below the icon	Left		15x15 mm	2
GUARANTEED DELIVERY TIME: SATURDAY –	For consignments with additional service 18	SATURDAY – for consignments to be delivered on Saturday	Left		15x15 mm	3
RESTRICTED DELIVERY	For consignments with additional service 1 or 32 For consignments with additional service 8 or 33	Restricted Delivery Delivery to the Addressee Only	Left		15x15 mm	4
DEPOSITED CONSIGNMENT	For consignments with prefix NP, NV, NB or consignments with additional service 31	(regardless of the prefix) or consignments addressed to P.O.Box	Left		15x15 mm	5
DELIVER TO BUSINESS (B2B CONSIGNMENTS)	For consignments with additional service 40	x	Left		15x15 mm	6

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Printing Instructions

E Further additional services and sender's instructions

Only the services required by the client should be printed. If the number of additional services or sender's instructions is too large to print all the matching pictograms on the AL, the sender should enter as many services on the AL as possible and specify all services required for the consignment in the posting data and on the posting certificate.

Further additional services, surcharges, and instructions (services) - a smaller set of pictograms:

Weight/Size; Do Not Deposit; Do Not Redirect; Complete Delivery; Fragile; Deliver to Business; Return Receipt; Insured Consignment.

SERVICE	DESCRIPTION	DETAILED SPECIFICATION	ALIGNMENT	PICTOGRAM (ICON)	PICTOGRAM SIZE - Width x Height	IF MULTIPLE SERVICES	PRINT ORDER OF MULTIPLE SERVICES
CONSIGNMENT SIZE	One of the size categories S, M, L, XL	The icon is not required if the consignor is not obliged to specify the size	Left		10x10 mm	Print it	1
FRAGILE	For consignments with additional service 11	x	Left		10x10 mm	Print it	2
RETURN RECEIPT	For consignments with additional service 3, 32 or 33	x	Left		10x10 mm	Print it	3
INSURED CONSIGNMENT	For consignments with additional service 1D	x	Left		10x10 mm	Print it	4
DO NOT DEPOSIT	For consignments with additional service 20	x	Left		10x10 mm	Do not print if the space is limited	5
DO NOT REDIRECT	For consignments with additional service 26	x	Left		10x10 mm	Do not print if the space is limited	6
WEIGHT	The first icon represents a weight with the acronym "kg" and the second icon represents a field for numerical identification of the weight - weight should be printed if it has been entered in the posting data for the consignment	If the posting data does not include weight, leave the icon empty so that weight can be written by hand.	Both icons should always be printed regardless of the posting data for the consignment; they should be aligned right on the AL		10x10 mm	Print it	7 and 8

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F Comments zone

Pozn: č.obj 123564321546

Technical parameters:

Font size: 2 mm

Number of characters: up to 50 characters

Zone for the sender's comments, such as order number.

To be printed: "Pozn."

G Barcode zone



Technical parameters:

Alphanumeric barcode type C 128 with a **fixed length of 13 coded characters.**

Font size: 3 mm

Font size - **product prefix** and the **last 2 digits** before the suffix: **4 mm, bold**

Use a space to separate the last 2 digits on each side; barcode transcription and barcode quiet zone are required.





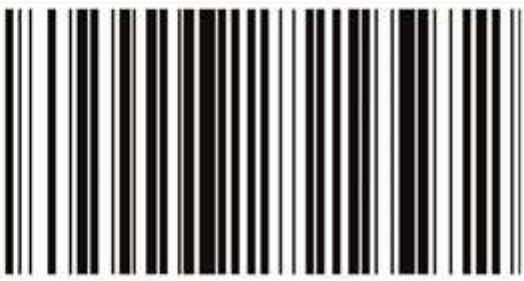
For barcoding instructions see the following documents:

- "Technical Documentation - Consignments Posted by Contractual Consignors - Bulk Posting,"
- "Czech Post's Instructions for Barcoding of Parcels and RIPM Consignments - Bulk Posting."

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Specimen AL

105 mm	
10 mm	
148 mm	
  PP: 12000	
ODESLATEL From	Aleš Kotrla U Kostela 24 140 00 Praha 4
☎ +420606777888	
ADRESÁT To	KOVOPRO Jan Horský Průmyslová 624 190 00 Praha 9
☎ +420777888999	
	
M VELIKOST	
 12,000	
Pozn: č.obj 123564321546	
	
DR 00123456 75 F	
46 mm	
5 mm	
15 mm	
20 mm	
24 mm	
22 mm	
16 mm	

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Printing Instructions

Specimen AL with the consignor's barcode











If the contractual consignor wishes to modify the AL by printing an additional barcode, the barcode should be located in the upper right-hand zone of the predefined AL and turned by 90°, always subject to a prior approval by Czech Post's operational personnel.



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Specimen AL - including multiple services and details in the “Services and details important for Czech Post” zone

105 mm						
10 mm						
ODEŠILATEL From	 Česká pošta	 Balík Do ruky	I.TÚ PP: 12000 ☎ +420606777888			
	Aleš Kotrla U Kostela 24 140 00 Praha 4					
ADRESÁT To	KOVOPRO Jan Horský Průmyslová 624 190 00 Praha 9 ☎ +420777888999					
	 					
M VELIKOST					 kg	 12,000
Pozn: č.obj 123564321546						
						
DV 00123456 75 F						




148 mm

16 mm
22 mm
24 mm
20 mm
15 mm
5 mm
46 mm

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Specimen AL – Balíkovna

105 mm	
10 mm	
148 mm	
 Balíkovna PP: 130 00	
ODESÍLATEL From	Aleš Kotrla U Kostela 24 140 00 Praha 4 ☎ +420606777888
ADRESÁT To	Jan Novák Balíkovna 160 00 Praha 6 ☎ +420736158736
	
 1,000	
Pozn:	
 NB 02369479 05 M	
16 mm 22 mm 24 mm 20 mm 15 mm 5 mm 46 mm	