

ADDRESS LABEL Printing Instructions – Balíkovna

The following simple instructions will inform you about the **correct method of printing and implementation of the new address label** for certain Balíkovna.

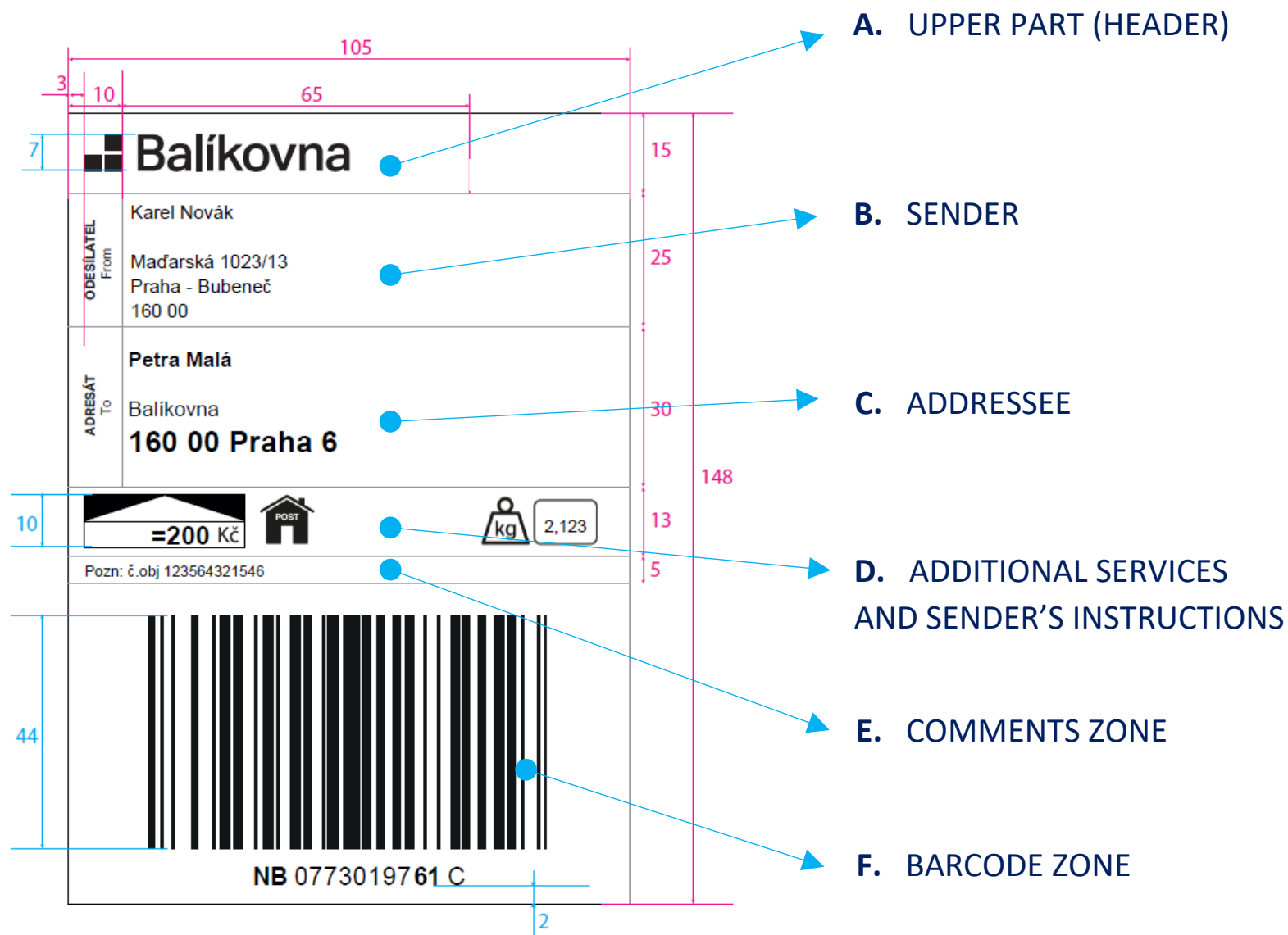
A file with graphic objects necessary to create an address label makes an integral part hereof.

PARAMETERS

Orientation: Vertical
Size: A6
Colour: BW
Font: Ariel

FOR PRODUCTS

- Balíkovna



A. UPPER PART (HEADER)

Logo Balíkovna  **Balíkovna**

Size of Balíkovna logo: 50x12mm

B. SENDER

Field identified as: „ODESÍLATEL From“

Number of characters – data from the fields:

- “Name” a “Surname/Business name” – up to **34 characters**
- “Additional details” – up to **34 char.**
- “Street”, “House number” – up to **40 characters**
- “Municipality/Municipal district” – up to **34 characters**
- “Postcode” – **6 characters** (including space)

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).

E. COMMENTS ZONE

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

To be printed: “Pozn:“

Parameters:

Font size: 2 mm

Number of characters: up to 50 char.

C. ADDRESSEE

Field identified as: “ADRESÁT To“

Number of characters – data from the fields:

- “Name” a “Surname/Business name” – up to 34 characters, in **bold** letters
- “Balíkovna” – up to 34 characters – **Balíkovna should always be printed!**
- “Postcode” and “Municipality/Municipal district” – up to 34 characters, the complete “Postcode” data should be specified as first on the AL, in **bold** letters

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

F. BARCODE ZONE

Parameters:

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

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.







The diagram shows a shipping label with the following fields and features:

- Logo:** Balíkovna logo (50x12mm).
- Sender (ODESÍLATEL From):**
 - Name: Karel Novák
 - Address: Maďarská 1023/13, Praha - Bubeneč, 160 00
- Addressee (ADRESÁT To):**
 - Name: Petra Malá
 - Address: Balíkovna, 160 00 Praha 6
- Weight:** =200 Kč
- Postage:** POST
- Weight:** kg 2,123
- Comments:** Pozn: č.obj 123564321546
- Barcode:** NB 07730197 61 C

D. 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.

SERVICE	DESCRIPTION	DETAILED SPECIFICATION	ALIGNMENT	PICTOGRAM (ICON)	PICTOGRAM SIZE	PRINT ORDER
CASH ON DELIVERY	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		30x10 mm	1
DEPOSITED CONSIGNMENT	For consignments with prefix NB or consignments with additional service 31	The icon is used only in the case of Balíkovna consignments, which are addressed to Balíkovna.	Left		10x10 mm	2
BOX	x	The icon is used only in the case of Balíkovna consignments, which are addressed to the self-service box.	Left		10x10 mm	3
WEIGHT	Weight with the acronym "kg" and the field for numerical identification -	Weight should be printed if it has been entered in the posting data. If the posting data does not include weight, leave the icon empty so that weight can be written by hand.	Right		20x10 mm	4 will always be printed

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](#)“

More information

At your business manager

On our website

<https://www.balikovna.cz/en/partners>

Valid from 21/06/2024