

ADDRESS LABEL Printing Instructions – Balíkovna plus

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

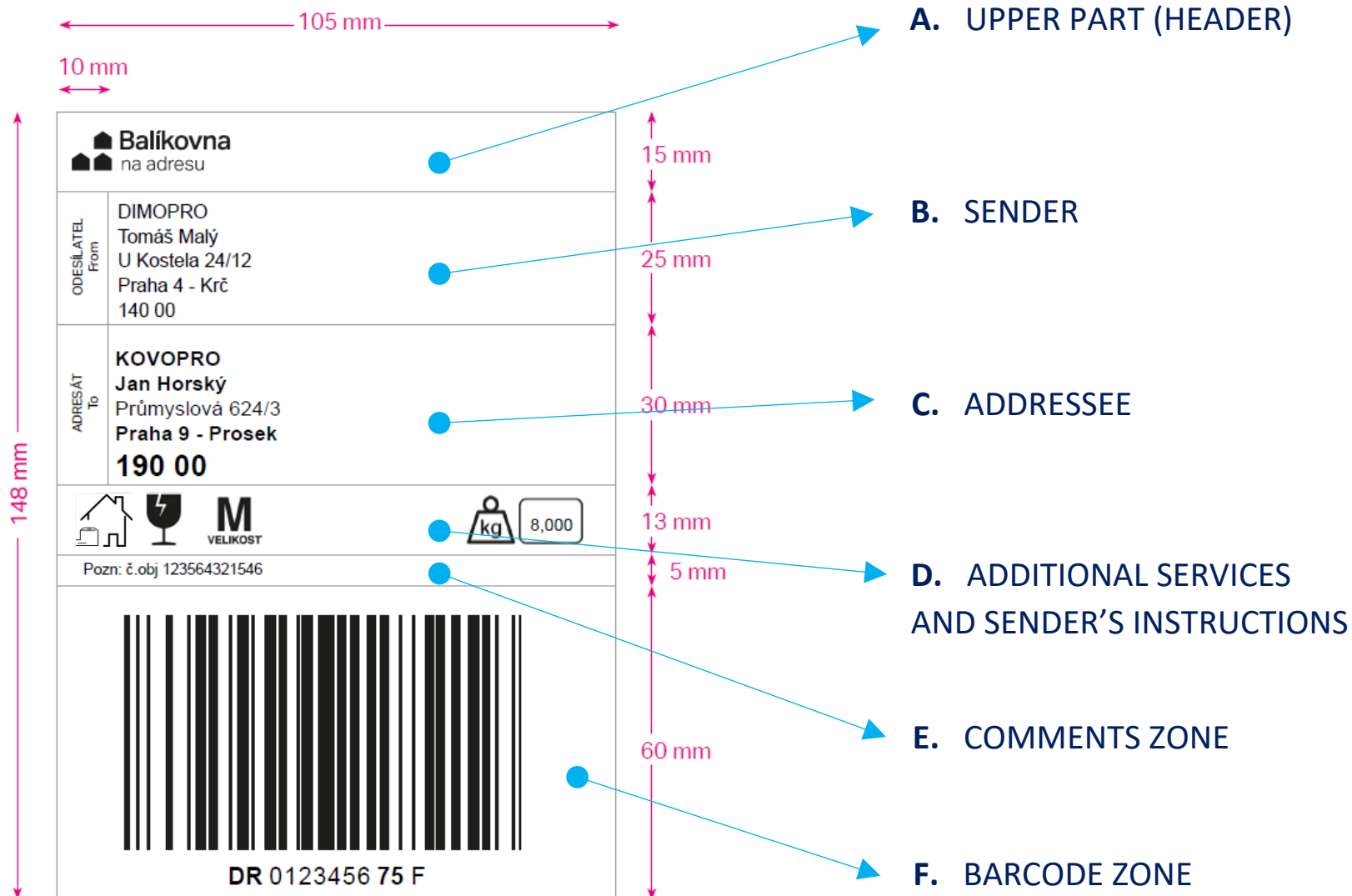
A file with graphic objects necessary to create an address label makes an integral part hereof.

PARAMETERS

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

FOR PRODUCTS

- Balíkovna plus



A. UPPER PART (HEADER)

Logo Balíkovna plus  na adresu

Size of Balíkovna plus logo: 30x7 mm

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
- “Additional details” – up to 34 characters
- “Street” and “House number (“č.p.”/“č.o.”)” – up to 40 characters
- “Municipality/Municipal district” – up to 34 characters, in **bold** letters
- “Postcode” – 6 characters (including space), in **bold** letters

Parameters:

Font size (heading): 2 mm
Font size (capital letters): 3 mm
Font size (municipality): 4 mm
Font size (postcode): 5 mm
Number of rows: up to 5

D. 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 icons:


- Top Header:** Balíkovna na adresu (with Balíkovna logo icon).
- Sender (ODESÍLATEL From):** DIMOPRO, Tomáš Malý, U Kostela 24/12, Praha 4 - Krč, 140 00.
- Addressee (ADRESÁT To):** KOVOPRO, Jan Horský, Průmyslová 624/3, Praha 9 - Prosek, 190 00.
- Icons:** A house icon, a lightning bolt icon, and a large 'M' with 'VELIKOST' (Size) below it.
- Weight:** 8,000 kg (with a scale icon).
- Tracking Number:** zn: č.obj 123564321546.
- Barcode:** A standard 1D barcode.
- Barcode Transcription:** DR 0123456 75 F.

Arrows from the text blocks point to the following elements on the label:


- From **A. UPPER PART (HEADER)** to the Balíkovna logo and text.
- From **B. SENDER** to the ODESÍLATEL From field.
- From **C. ADDRESSEE** to the ADRESÁT To field.
- From **D. BARCODE ZONE** to the barcode and its transcription.

D. ADDITIONAL SERVICES AND SENDER'S INSTRUCTIONS

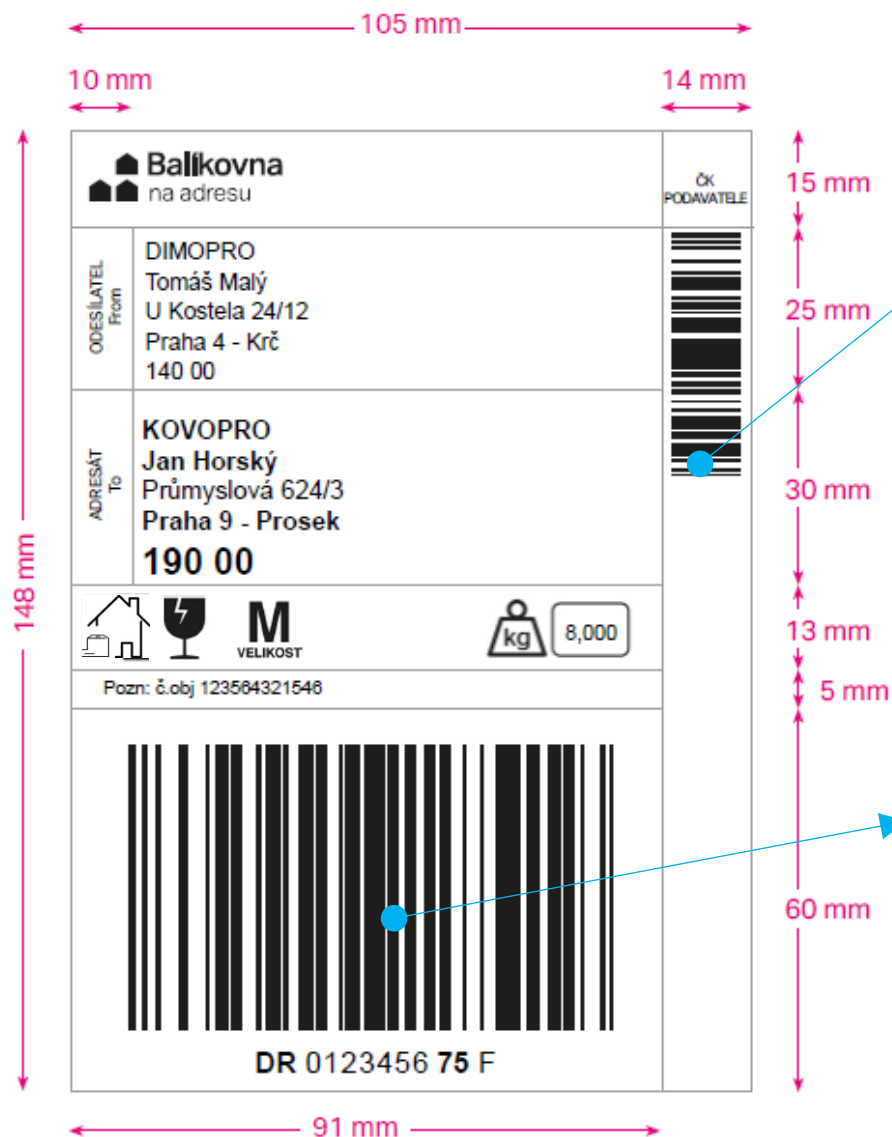
Only the services required by the client should be printed. If the number of additional services or sender's instructions is too large to print all the matching pictograms on the AL, the sender should enter as many services on the AL as possible and specify all services required for the parcels in the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

| SERVICE | DESCRIPTION | DETAILED SPECIFICATION | ALIGNMENT | PICTOGRAM (ICON) | PICTOGRAM SIZE | PRINT ORDER |
|-----------------------------------|--|--|-----------|---|----------------|-----------------------------|
| CASH ON DELIVERY | for parcels with additional service 41 or DU | Use bold digits sized 3.5 mm to enter the COD amount and the currency (CZK) , preceded by the equality sign (=) , in the field CZK. | Left |  | 30x10 mm | 1 |
| MULTIPLE PIECE PARCEL | For parcels with additional service 70 | Enter at least the prefix, last 5 digits of the consignment ID, and suffix above the icon identifying the main mailpiece plus the serial number of the mailpiece below the icon. | Left |  | 10x10 mm | 2 |
| DELIVER TO BUSINESS (B2B PARCELS) | For parcels with additional service 40 | Ideal for sending parcels between companies. A reliable solution for communication between own branches. | Left |  | 10x10 mm | 3 |
| DELIVERY TO THE ADDRESS | For parcels with prefix DR, DV or DE | It is generated for parcels delivered to the recipient's address. | Left |  | 10x10 mm | 4 will always be printed |
| FRAGILE | For parcels with additional service 11 | We will handle the parcel with the utmost care. This service can only be used for parcels up to size M with a weight of up to 10 kg. | Left |  | 10x10 mm | 5 |
| INSURED CONTENT | For parcels with additional service 1D | Service for parcel with a higher value or containing money cards, vouchers, bills, checks and other securities, art or collectibles and other valuables up to a value of CZK 1 million. | Left |  | 10x10 mm | 6 |
| OVER 15 KG/ OVER 30 KG | For parcels weighing more than 15 kg / more than 30 kg | For parcels over 15 kg/30 kg | Left |  | 10x10 mm | 7 |
| DELIVERY TO THE ADDRESSEE ONLY | For parcels with additional service 8 or 33 | Delivery to the Addressee Only | Left |  | 10x10 mm | *8 |
| CUMBERSOME | For parcels with additional service 10 | The surcharge is for parcels with the length of the longest side exceeding 120 cm, or the sum of the length and the largest circumference of the parcel, measured in a direction other than the length, exceeds 200 cm, or the parcel is not rectangular in shape. | Left |  | 10x10 mm | *9 |
| GUARANTEED DELIVERY TIME | For parcels with additional service 14 | Guaranteed delivery of the parcel by 14:00 the next working day. | Left |  | 10x10 mm | *10 |
| PARCEL 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 | *11 |
| LONGER COLLECTION TIME | For parcels with additional service 30 | The storage period can be extended from the standard 7 days up to 15 days. | Left |  | 10x10 mm | *12 |

* If there is not enough space, the icon will not be printed.

| SERVICE | DESCRIPTION | DETAILED SPECIFICATION | ALIGNMENT | PICTOGRAM (ICON) | PICTOGRAM SIZE | PRINT ORDER |
|---------|---|---|-----------|---|----------------|------------------------------|
| 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 | 13 will always be printed |

Specimen AL with the consignor's barcode – Balíkovna plus



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 Balíkovna operational personnel. Barcode quiet zone 2 mm on both the left and right side.

For barcoding instructions see the following documents:

„[Technical Documentation - Parcels Posted by Contractual Consignors - Bulk Posting](#)“

„[Instructions for Barcoding of Parcels - Bulk Posting](#)“

More information

At your business manager

On our website

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