

How to pack the parcel correctly?

This leaflet contains **information about the best packaging** of your parcel to be sent through the Balíkovna network to a pickup box or home-delivery address.



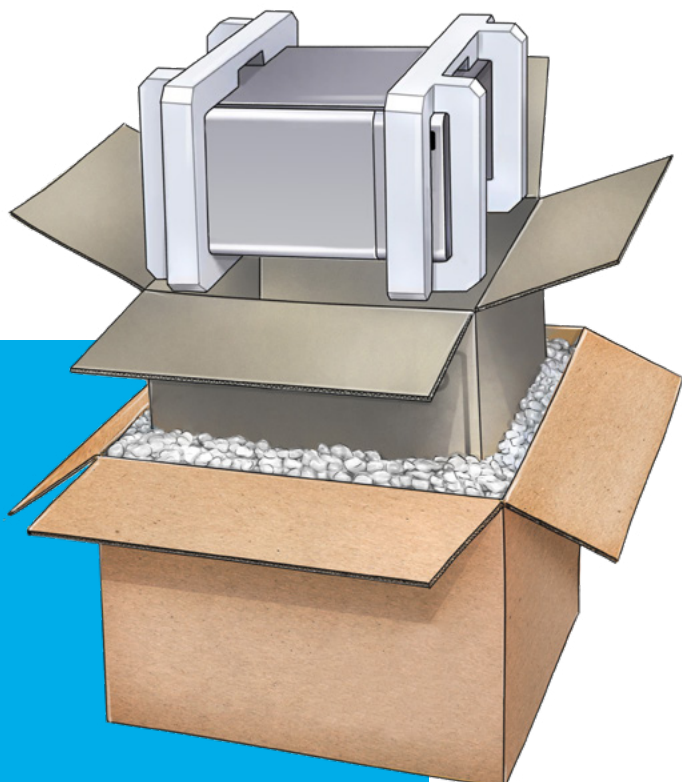
GOOD PACKAGING IS A MUST!

Good packaging must be strong enough to reliably protect the content during transportation. For safe delivery, use packaging material adequate to the character and weight of the content of the parcel. You can use the **cardboard boxes** available at post offices or online at www.postshop.cz.

PLEASE NOTE: The maximum acceptable size of a parcel sent through the Balíkovna network is **50×50×50 cm and weight 15 kg.**

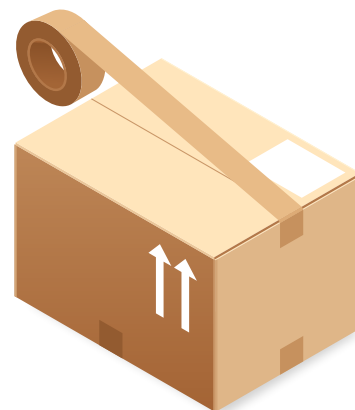
PROTECT THE CONTENT OF YOUR PARCEL

Securing the content of the parcel from moving around and well-designed deformation zones matter more than you may think. **The best positioning of things is in the middle of the box. Use protective materials to secure them firmly so that they do not move around.** This way you will prevent them from accidental damage.



SEAL THE PARCEL

Close and **seal the parcel so that it cannot open or be broken into** without leaving visible marks on the outside. Use an adhesive tape to seal the edges of the parcel plus a strong string if the parcel is heavy.



HOW TO LABEL THE PARCEL CORRECTLY?

Please, **write the posting code or glue the address label on the parcel** for reliable transportation.

→ HANDWRITTEN POSTING CODE

You will receive an email with the posting code. Write it on the parcel and bring it to any Balíkovna location or box; we will print and attach the label for you.



← PRINT THE ADDRESS LABEL

Print the address label sent to your email address and **glue it on the parcel**. You can then drop the parcel off at any Balíkovna location including boxes.

RE-USED PACKAGING MATERIALS

We think green. Re-used packages are accepted but only if the original address details or address label are carefully obliterated. Otherwise, **the parcel may be sent to a wrong destination.**



WHERE CAN I DROP OFF MY PARCEL?

Choose from **more than 10 thousand Balíkovna locations** and boxes across the Czech Republic. See the list at www.balikovna.cz or **download our app** for easy and secure parcel management.

Download from:



Google Play



App Store



If you have any questions, please contact us via the [Contact Form](#).