

How to pack the parcel correctly

This leaflet contains information about the best packaging of your parcel to be sent through boxes.



GOOD PACKAGING IS A MUST!

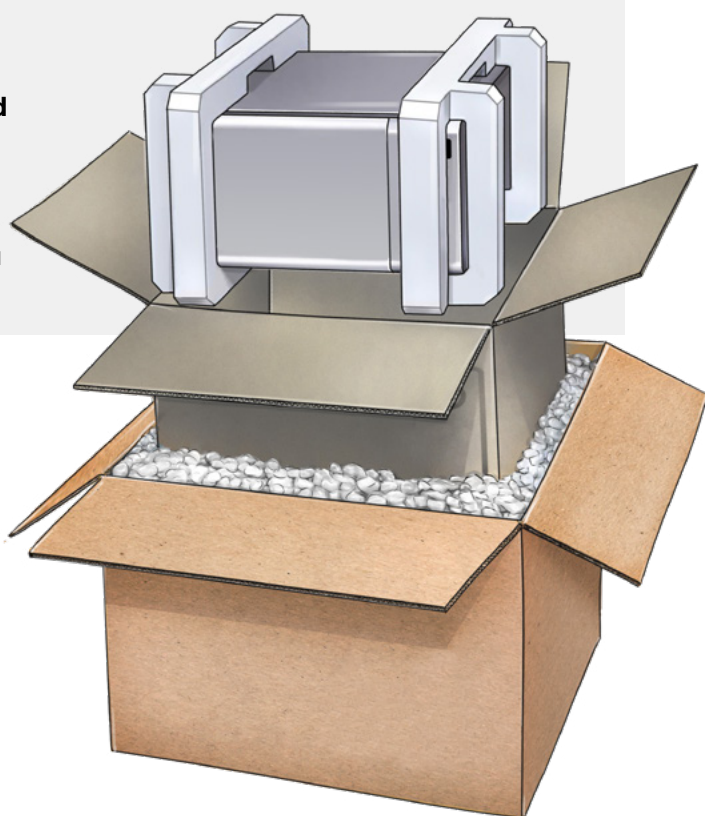
Good packaging must be strong enough to reliably protect the content during transportation. For safe delivery, use a packaging material adequate to the character and weight of the content of the parcel. You can use the cardboard boxes available at post offices or online at www.postshop.cz.



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 damage.



SEAL THE PARCEL CORRECTLY



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?

To ensure reliable transportation, **each parcel must be marked with a posting code or address label.**

➔ POSTING CODE – SIMPLY WRITE

The **posting code you have in the order summary write on the parcel.** Then just bring the Parcel to any Balíkovna including boxes and send it.



➔ 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.



SENDING FROM A BOX

Follow the instructions for sending your **parcel displayed on the screen** of our partner's box. Read the parcel's barcode or manually enter the posting code, place it in the open locker, and close the locker. Done! The parcel is sent. **Never place an unlabelled parcel into a box.**



FOR MORE INFORMATION on how to send a parcel visit <https://www.balikovna.cz/en/self-service-boxes>.

RE-USED PACKAGING MATERIALS

Re-used packages will only be accepted 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?

At one of **more than 10 000 Balíkovna outlets** all over the Czech Republic. See the list at www.balikovna.cz.



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