

3 STEPS to send a parcel via Penguin Box



1. PRINT THE ADDRESS LABEL AND STICK IT ON THE PARCEL

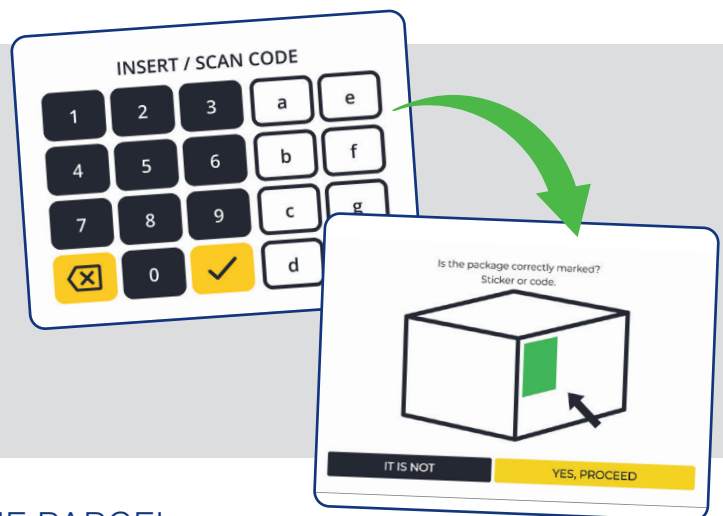
Go to balikovna.cz/poslat-balik or use the **Balíkovna mobile app**, fill in the shipping details, pay by card, and **print out the address label**. Then just stick the label on your parcel and drop it off at the nearest Penguin Box.

You can also use a Penguin Box to send parcels with items sold on **aukro** or **Vinted!**



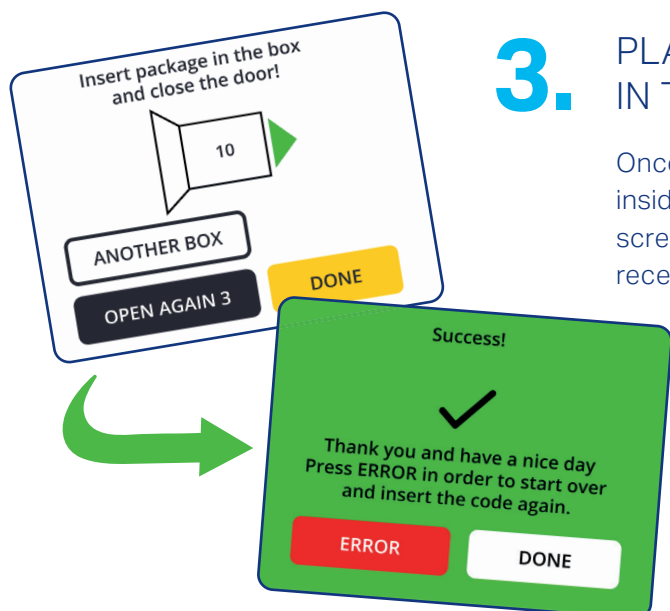
2. AT THE PENGUIN BOX, SCAN THE PARCEL'S BARCODE OR MANUALLY ENTER THE POSTING CODE

Once the barcode is scanned or the posting code is entered, confirm that the parcel is properly labelled, and a locker will open.



3. PLACE THE PARCEL IN THE LOCKER AND CLOSE IT

Once your code is verified, a free locker will open. Place the parcel inside, close the locker, and tap the **DONE** button. On the next screen, press **CONFIRM**, and the parcel will be sent. You will then receive an email with a summary of the shipment.





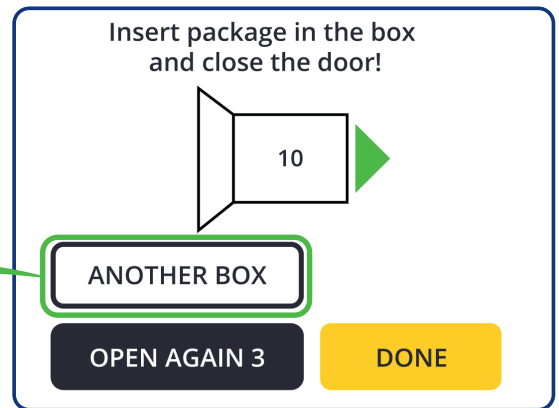
WHAT TO DO, if...



YOU NEED A BIGGER LOCKER

If the parcel **does not fit the open locker**, tap **ANOTHER LOCKER** on the Penguin Box screen. A screen will appear showing available lockers.

Choose a locker based on the size of your parcel and follow the instructions on the screen.



NO LOCKER SIZE FITS YOUR PARCEL

Is there no available locker size that fits your parcel? In this case, select **NONE SUITABLE**. The sending will be cancelled and a confirmation will appear on the screen. You will then be able to **send the parcel from another Balíkovna location or box**.

