ADDRESS LABEL Printing Instructions – Balíkovna

Balíkovna

The following simple instructions will inform you about the **correct method of printing and implementation of the new address label** for certain Balíkovna.
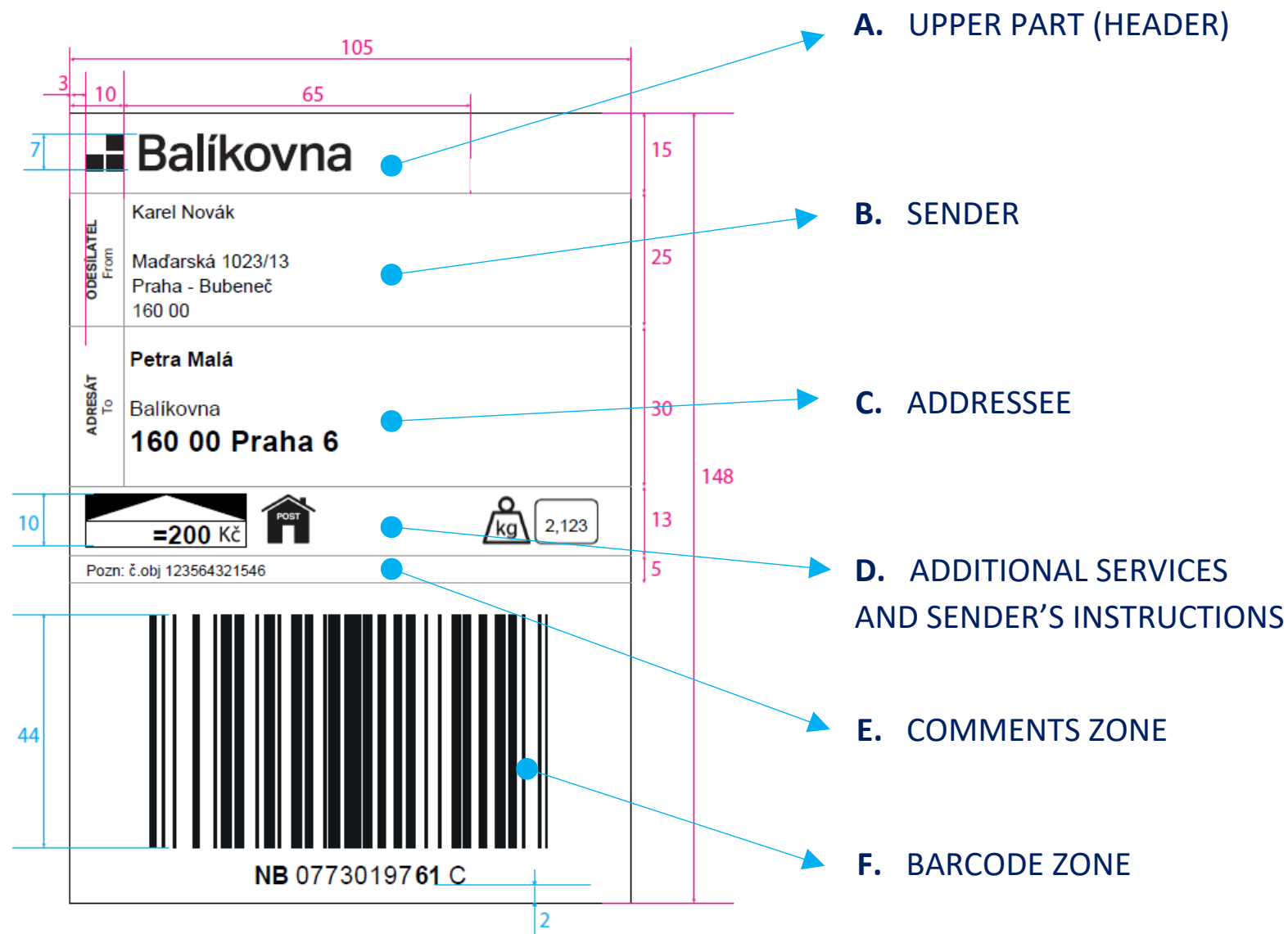
A file with graphic objects necessary to create an address label makes an integral part hereof.

PARAMETERS

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

FOR PRODUCTS

- Balíkovna

A. UPPER PART (HEADER)

B. SENDER

C. ADDRESSEE

D. ADDITIONAL SERVICES AND SENDER'S INSTRUCTIONS

E. COMMENTS ZONE

F. BARCODE ZONE

A. UPPER PART (HEADER)

Logo Balíkovna **∎∎ Balíkovna**

Size of Balíkovna logo: 50x7 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).

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 "**Name of Balíkovna**" – 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 name): 4 mm
Number of rows: up to 4

Label

∎∎ Balíkovna

ODESÍLATEL From
Karel Novák

Maďarská 1023/13
Praha - Bubeneč
160 00

ADRESÁT To
Petra Malá

Balíkovna
160 00 Praha 6

=**200** Kč 🏠POST kg 2,123

Pozn: č.obj 123564321546

NB 0773019**61** C

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.

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.

D. ADDITIONAL SERVICES AND SENDER'S INSTRUCTIONS

Only the services required by the client should be printed. Specify all services required for the parcel in the posting data.

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
DEPOSITED PARCEL	x	The icon is used only in the case of Balíkovna parcels, which are addressed to Balíkovna.	Left		10x10 mm	2
BOX	Additional service Sx	The icon is used only in the case of Balíkovna parcels, 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 RIM Consignments - Bulk Posting"

More information

At your business manager

On our website
https://www.balikovna.cz/en/partners

Valid from 21/06/2024