

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.

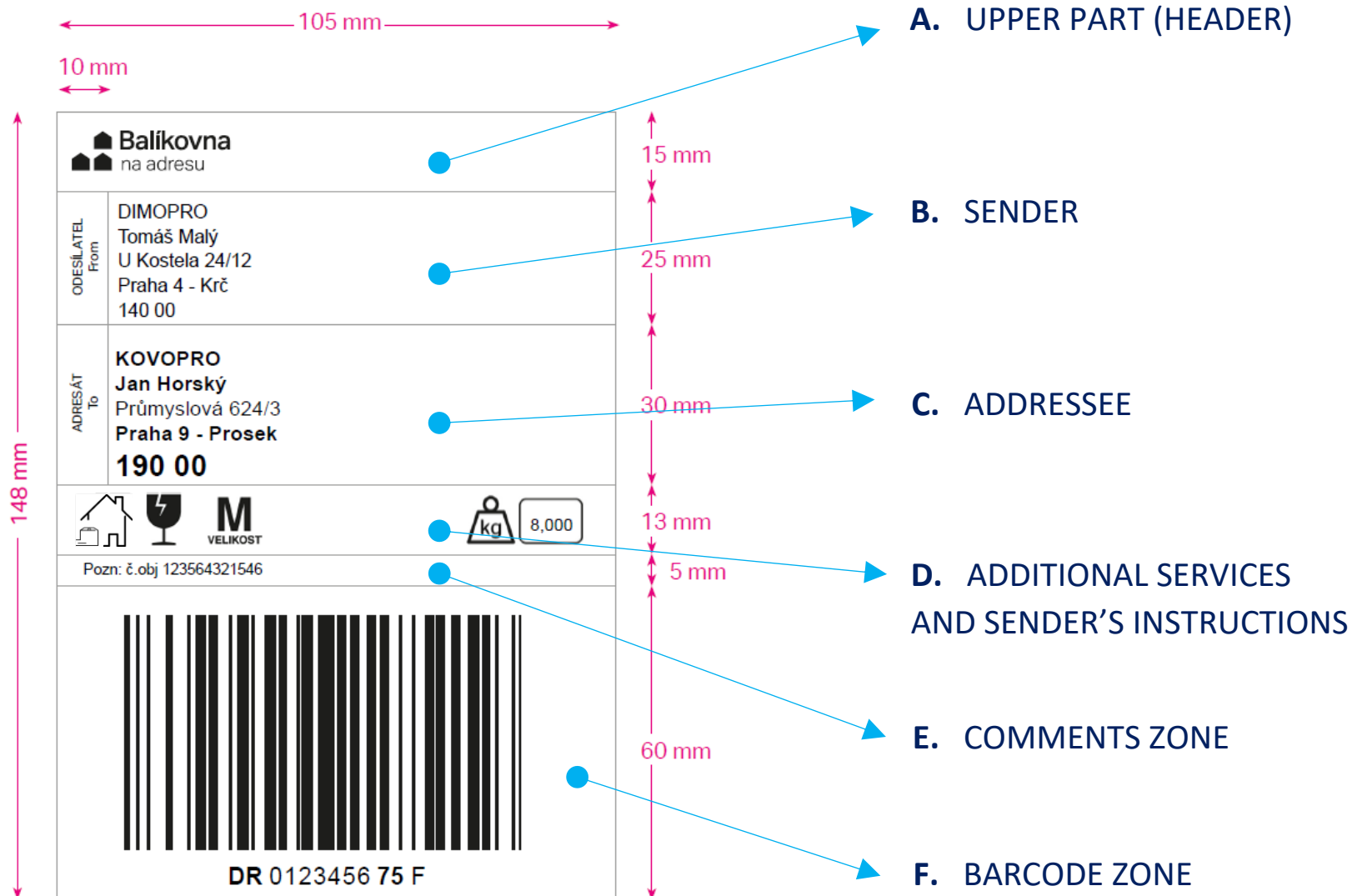
A file with graphic objects necessary to create an address label makes an integral part hereof.

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 template with the following fields and icons:













- Logo:** Balíkovna na adresu (with house icon)
- ODESÍLATEL From:** DIMOPRO, Tomáš Malý, U Kostela 24/12, Praha 4 - Krč, 140 00
- ADRESÁT To:** KOVOPRO, Jan Horský, Průmyslová 624/3, Praha 9 - Prosek, 190 00
- Icons:** House, Lightning bolt, M (VELIKOST), kg, 8,000
- zn: č.obj:** 123564321546
- Barcode:** DR 0123456 75 F

Arrows indicate the following connections:


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

D. ADDITIONAL SERVICES AND SENDER'S INSTRUCTIONS

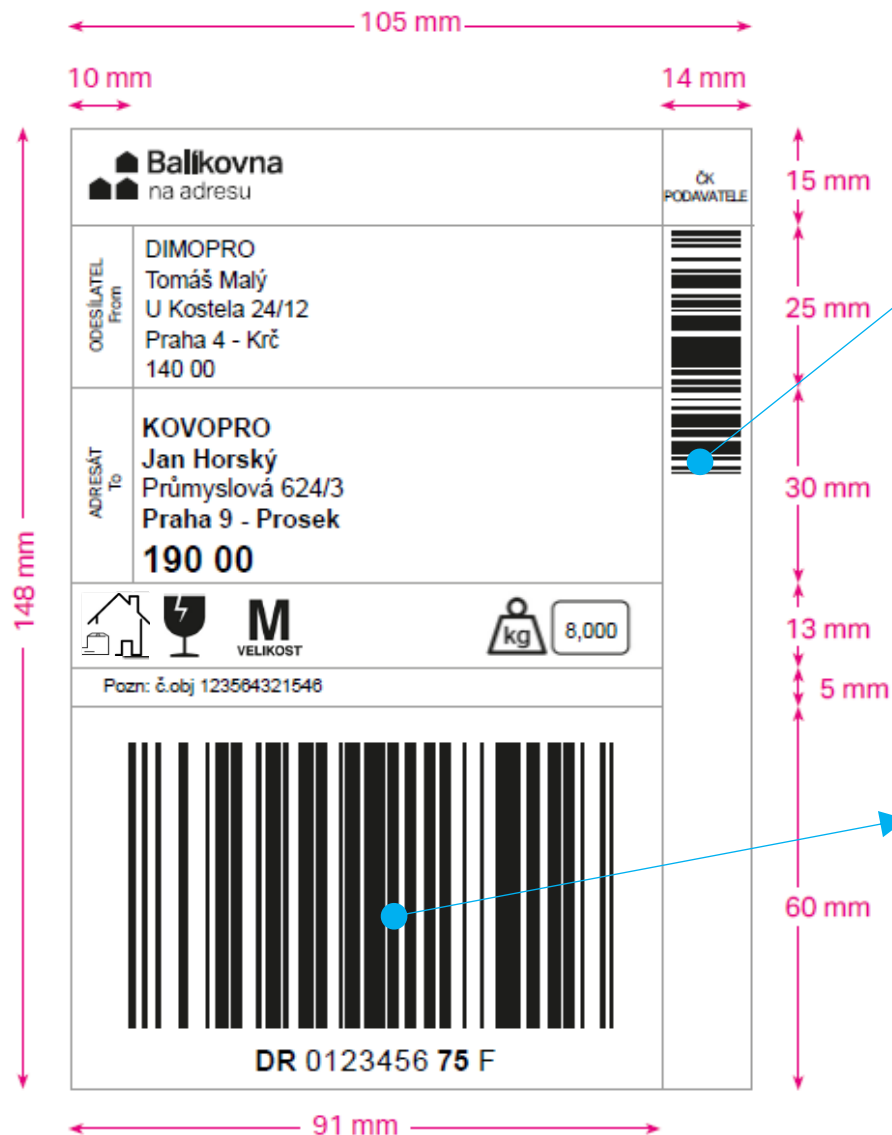
Only the services required by the client should be printed. If the number of additional services or sender's instructions is too large to print all the matching pictograms on the AL, the sender should enter as many services on the AL as possible and specify all services required for the parcels in the 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 or 18	Guaranteed delivery of the parcel by 14:00 the next working day including Saturday.	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](#)“

„[Czech Post's Instructions for Barcoding of Parcels and RIM Parcels - Bulk Posting](#)“

More information

At your business manager

On our website

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