

ADDRESS LABEL Printing Instructions



The following simple instructions will inform you about the **correct method of printing and implementation of the new address label** for certain Czech Post's products and Balíkovna.

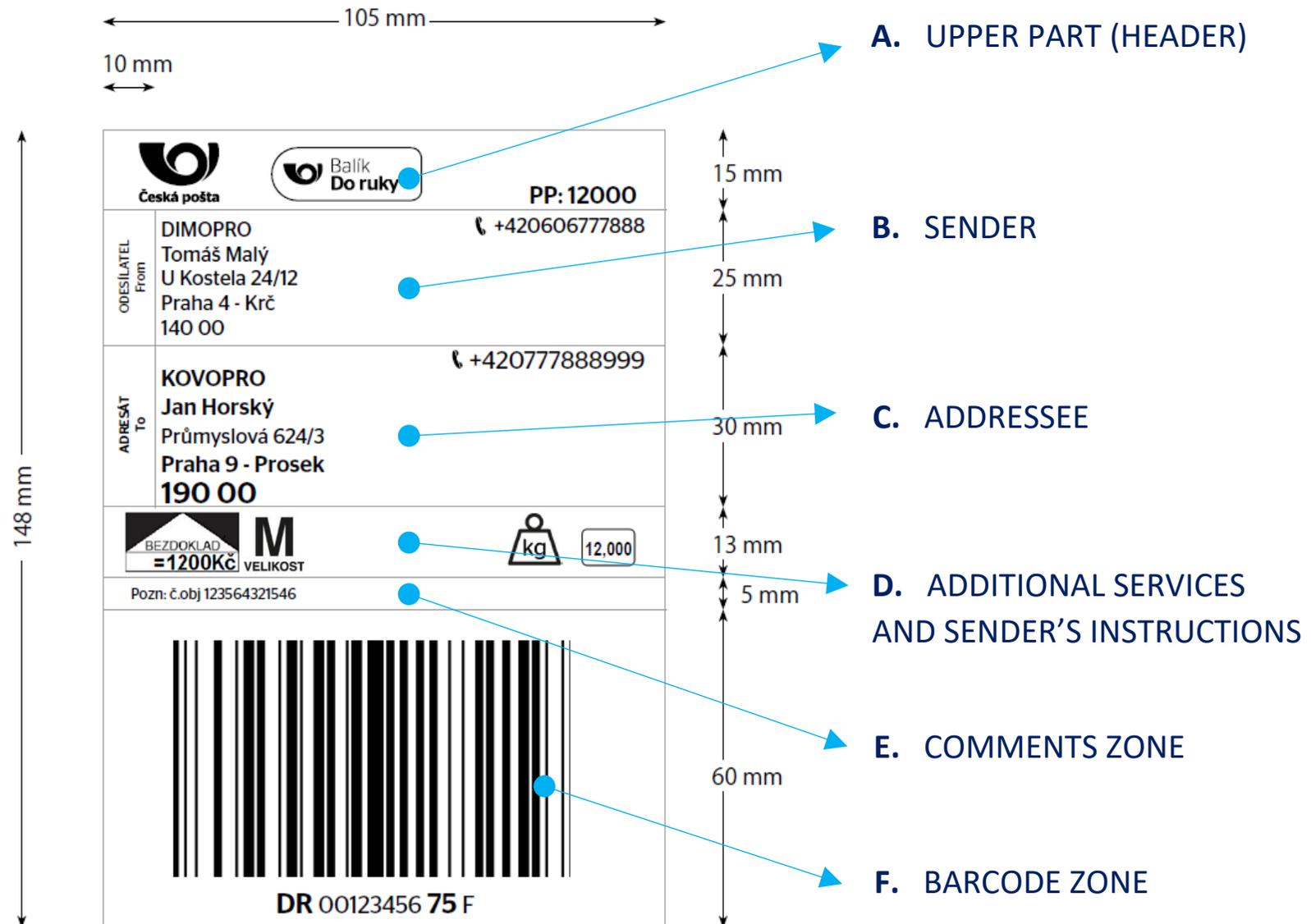
A file with graphic objects necessary to create an address label makes an integral part hereof.

PARAMETERS

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

FOR PRODUCTS

- Parcel Delivery To Hand Services
- Parcel Delivery To Post Office Services
- Express Parcel Delivery
- Oversize Parcel Delivery
- Parcel Delivery To Parcel Pickup Outlet services
- Insured Parcel
- Domestic EMS
- Registered Packet
- Insured Letter



A. UPPER PART (HEADER)

LOGOS

Czech Post's logo or logo Balíkovna and product logo and name



Size of Czech Post's logo: 15x12 mm

Size of product logo: 25x12 mm

Size of Balíkovna logo: 50x12mm



I.TÚ

To be printed only on ALs for the following products:

- Parcel Delivery To Hand - **only for prefixes DV, DE**
- Parcel Delivery To Post Office - **only for prefix NV**
- Insured Parcel with declared value over CZK 10,000 (**prefixes V, VD, VV, VX**)
- Domestic Insured Letter (**prefix VL**)
- Domestic EMS (**prefix EE**)

ODPOVĚDNÍ

To be printed only on ALs for products qualified as reply mail.

PP:

Postcode of posting post office (digits without spaces) - Always to be printed.

Parameters:

Font size: 3,5 mm

Font: **I.TÚ and ODPOVĚDNÍ** = bold

Font: "PP": Postcode of posting post office = always to be printed, only capital

		I.TÚ ODPOVĚDNÍ PP: 12000	
ODESÍLATEL From	DIMOPRO Tomáš Malý U Kostela 24/12 Praha 4 - Krč 140 00	+420606777888	
ADRESÁT To	KOVOPRO Jan Horský Průmyslová 624/3 Praha 9 - Prosek 190 00	+420777888999	
			12,000
Pozn: č.obj 123564321546			
DR 00123456 75 F			

B. SENDER

Field identified as: „ODESÍLATEL From“

Standard parameters include sender's details with phone number with country code +420. No phone contact is given for the Balíkovna service.

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).

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.

E. COMMENTS ZONE

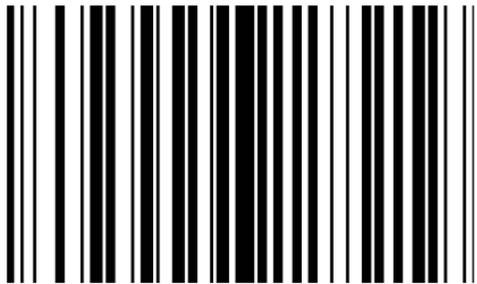
Zone for the sender's comments, such as order number.

To be printed: "Pozn:"

Parameters:

Font size: 2 mm

Number of characters: up to 50 char.

 		I.TÚ ODPOVĚDNÍ PP: 12000
ODESÍLATEL From	DIMOPRO Tomáš Malý U Kostela 24/12 Praha 4 - Krč 140 00	 +420606777888
ADRESÁT To	KOVOPRO Jan Horský Průmyslová 624/3 Praha 9 - Prosek 190 00	 +420777888999
 		
Pozn: č.obj 123564321546		
		
DR 00123456 75 F		

C. ADDRESSEE

Field identified as: “ADRESÁT To”

Standard parameters include addressee’s details with phone number with country code +420.

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

Parameters:

Font size (heading):	2 mm
Font size (capital letters):	3 mm
Font size (postcode and municipality):	4 mm
Number of rows:	up to 4

C. ADDRESSEE of Balíkovna

Field identified as: “ADRESÁT To”

Standard parameters include addressee’s details.

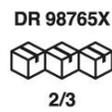
Number of characters – data from the fields:

- “Name” a “Surname/Business name” – up to 34 characters, in **bold** letters
- “Balíkovna” – up to 34 characters – **Balíkovna should always be printed!**
- “Postcode” and “Municipality/Municipal district” – up to 34 characters, the complete “Postcode” data should be specified as first on the AL, in **bold** letters

	
ODESÍLATEL From	Aleš Kotrla U Kostela 24 140 00 Praha 4 - Krč
ADRESÁT To	Jan Novák Balíkovna 160 00 Praha 6
	
Pozn: č.obj 123564321546	
	
NB 02369479 05 M	

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 consignment in the posting data and on the posting certificate.

SERVICE	DESCRIPTION	DETAILED SPECIFICATION	ALIGNMENT	PICTOGRAM (ICON)	PICTOGRAM SIZE	PRINT ORDER OF MULTIPLE SERVICES
CASH ON DELIVERY	With a card – for consignments with Additional service 4, 5 No-card COD – for consignments with additional service 41	Use bold digits sized 4 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 CONSIGNMENT	For consignments with additional service 70 or 69	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 CONSIGNMENTS)	For consignments with additional service 40	x	Left		10x10 mm	3
DEPOSITED CONSIGNMENT	For consignments with prefix NP, NV, NB or consignments with additional service 31	(regardless of the prefix) or consignments addressed to P.O.Box	Left		10x10 mm	4
FRAGILE	For consignments with additional service 11	x	Left		10x10 mm	5
BOX	x	The icon is used only in the case of Balíkovna consignments, which are addressed to the self-service box.	Left		10x10 mm	6
OVER 15 KG/ OVER 30 KG	For consignments weighing more than 15 kg / more than 30 kg	x	Left		10x10 mm	7
RESTRICTED DELIVERY	For consignments with additional service 1 or 32 For consignments with additional service 8 or 33	Restricted Delivery Delivery to the Addressee Only	Left		10x10 mm	*8
CUMBERSOME	For consignments with additional service 10	x	Left		10x10 mm	*9
RETURN RECEIPT	For consignments with additional service 3, 32 or 33	x	Left		10x10 mm	*10
CONSIGNMENT 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
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	12 will always be printed

* If there is not enough space, the icon will not be printed.

Specimen AL with the consignor's barcode



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 Czech Post's operational personnel. Barcode quiet zone 2 mm on both the left and right side.



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 RIPM Consignments - Bulk Posting”](#)

More information

At your business manager

On our website

www.ceskaposta.cz/dokumentyprosluvnipartneru