

Instructions for preparation and pre-processing of letters before posting for transportation



Table of contents

1. Introduction.....	3
2. Classification of letters by suitability for machine processing	4
2.1. Letters SUITABLE for machine processing.....	4
2.2. Letters UNSUITABLE for machine processing.....	7
3. Preparation and posting of SUITABLE letters	7
4. Bundling of UNSUITABLE letters	8
4.1. Bundling by separate five-digit postcode	9
4.2. Bundling at the level of delivering post offices by five-digit postcode.....	9
4.3. Bundling at the level of districts by postcode range.....	10
5. Bundling instructions.....	11
6. List of postcodes for bundling at the level of districts by postcode range	12
7. Definitions	14
8. “List of <name of service> consignments posted on...” form.....	15
9. “List of bundles of <name of service> consignments posted on...” form.....	16



1. Introduction

This document describes the methods for preparation and pre-processing of all types of letters posted in bulk for transportation. It covers all facts related to the preparation and pre-processing of letters for posting, including the documentation necessary to post such consignments. It contains information valid as of the date of update, and Czech Post is not held liable for typographical errors.

Classification of letters as SUITABLE or UNSUITABLE for machine processing is the key factor in their preparation and pre-processing. The classification is based on the following physical parameters and address side design of the letters.



2. Classification of letters by suitability for machine processing

Before posting, the consignor has to provide Czech Post with the final address side design of the letters to be posted (screenshots are also acceptable). The design will be used for classification of the letters by suitability for machine processing, and the consignor will be informed about the method and scope required for their pre-processing. Section 3 applies to the pre-processing of suitable letters. Sections 4 and 5 apply to the pre-processing of unsuitable letters.

2.1. Letters **SUITABLE** for machine processing

Letters **SUITABLE** for machine processing include **all letters** sized from the minimum acceptable dimensions (140x90 mm) up to the format C5 (162x229 mm) and weighing up to 100 g.

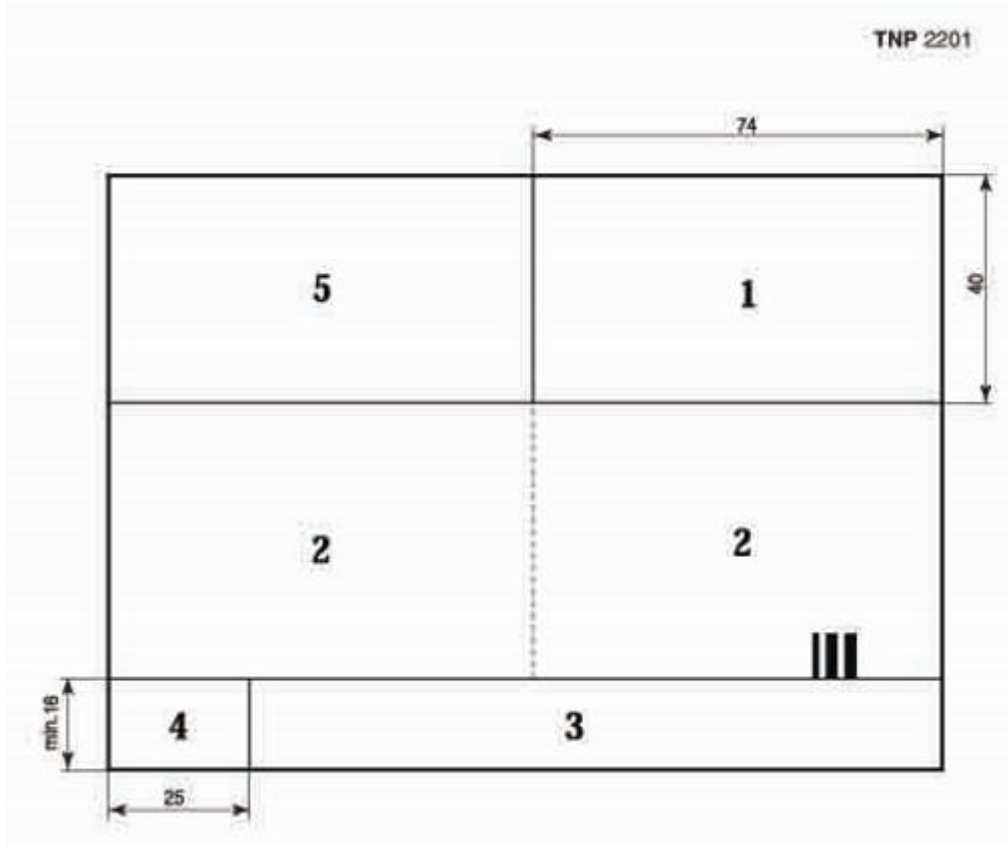
- Standard envelope sizes:
 - Format C5* - 162x229 mm;
 - Format C6* - 114x162 mm;
 - Format C6 DL* - 110x220 mm.
- Envelopes containing thin and flexible plastic cards (credit cards, insurance company cards, discount or club member cards, etc.) are also suitable for machine processing. However, these cards should be inserted (glued) in the envelopes in a vertical position, i.e. the longer side of the card should run parallel to the shorter side of the envelope, to make the letter more flexible and easier to pass through the machine.
- No information other than the address should be visible in the address zones (this applies particularly to any numbers, such as invoice ID, customer ID). Any such information visible in the address zone of the letter significantly increases the risk of missending (the machine can mistakenly read the number instead of postcode). Should the visibility of any such information in the address zone be absolutely essential, the following recommendations should be followed:
 - Any additional information (including barcodes) in the address zone must **ALWAYS** be positioned **ABOVE** the level of the addressee's address;
 - A vertical position is also suitable as it will make the information unreadable to the machine; this will eliminate the possibility of it being mistaken for an address detail.
- For detailed letter formatting instructions before machine processing, see the section "Advice and info/Address side format" on Czech Post's website at:

<https://www.ceskaposta.cz/rady-a-navody/provedeni-a-uprava-adresni-strany-obalek-a-psani>



Figure 1:

Basic address side zones



1 - Zone for postmarks and stamp cancellation marks.

2 - Zone for addressee's address including postcode and facing identification marks on window envelopes. On windowless envelopes, the addressee's address must be positioned on the right side (indicated by a dashed line).

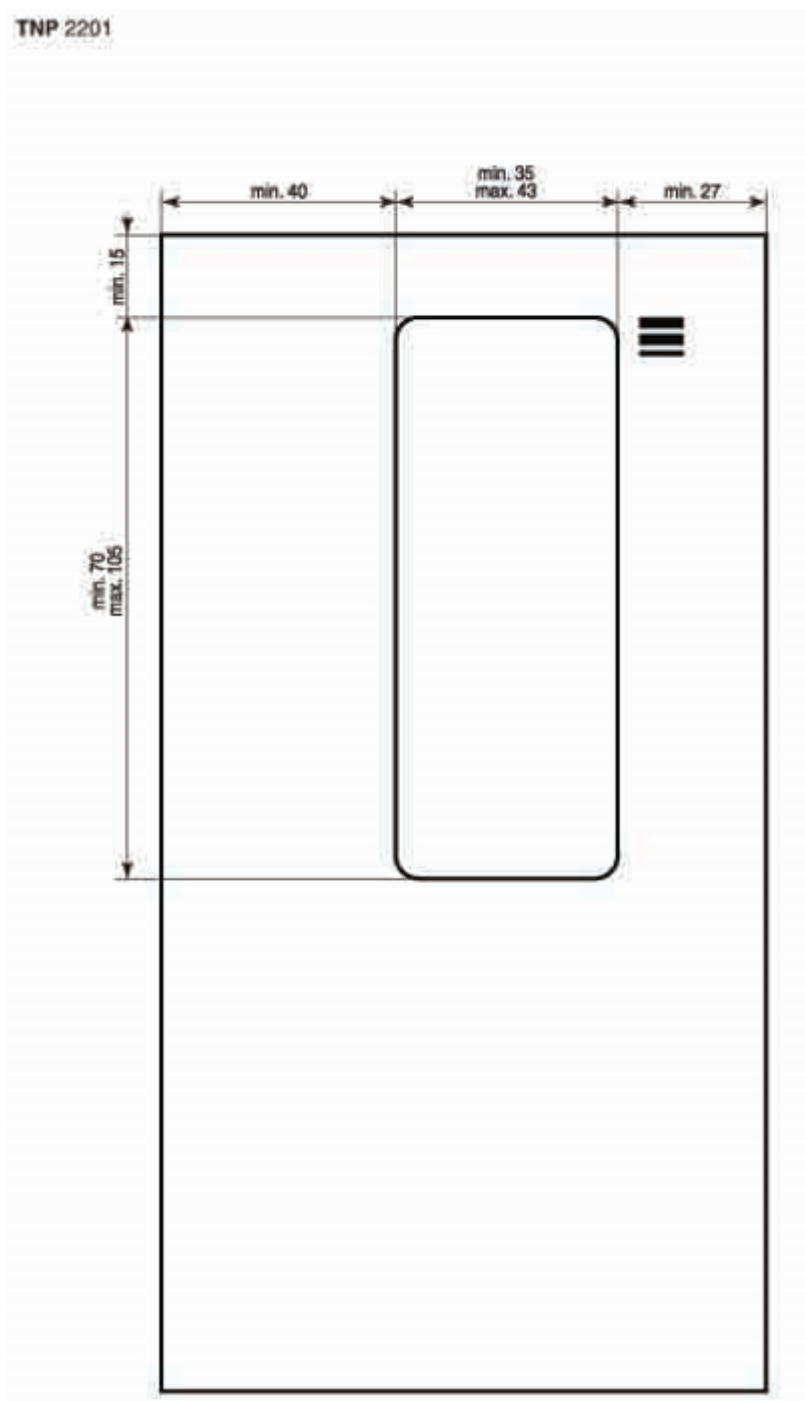
3 - Zone for postcode transcription.

4 - Zone for the manufacturer's or sender's information, or for a symbol indicating the suitability of the envelope for postal purposes.

5 - Zone for the sender's address, company logo, etc. and/or postal notes and stickers.

Figure 2:

Address side format and position of the address window* on C6 DL envelopes



A design of the envelope with the address window on the right side

* A design with the address window positioned on the left of the envelope is also acceptable provided that the minimum distances between the window and the envelope edges are complied with.



2.2. Letters UNSUITABLE for machine processing

Letters UNSUITABLE for machine processing include:

- 1) Letters with a format larger than C5;
- 2) Letters thicker than 5 mm;
- 3) Letters weighing more than 100 g;
- 4) Inflexible, damaged, crumpled, or stuck together letters;
- 5) Letters made of extremely thin paper;
- 6) Letters of uneven thickness or containing three-dimensional things (film spools, scrolls, cassettes, keys, CDs, discs, etc.);
- 7) Registered letters with a return receipt slip not attached to the envelope on all sides.
- 8) **Letters with an address side format which does not comply with the required minimum empty bottom margin - a completely empty, preferably white or light colour space, at least 16 mm wide**, lining the entire bottom side of the envelope, which is intended for machine-printed sorting code (see Figure 1 - Zone 3 reserved for postcode transcription).

3. Preparation and posting of SUITABLE letters

Letters with suitable parameters for machine processing (see paragraph 2.1 above) have to be posted unbundled (untied), stacked and placed in boxes, trays, or other packages adequate for the purpose:

- a) always with the addresses arranged in the same direction face up, with the bottom edge of the envelope pointing upward (i.e. “upside down”);
- b) according to paragraph a) plus sorted by zones (i.e. by the first digit of their postcode). Each box has to be clearly and legibly identified by the relevant zone (i.e. the first digit in the postcode of the letters contained in the box has to be indicated) - e.g. “*Zone 1.*”

The specific method used to identify the boxes or other packages depends on the volume of posted consignments, type of used packages, and other conditions, which the consignor can agree on with the relevant posting post office.

If large bulk posting is planned, other methods and forms of bringing and handing over of consignments, such as use of pallets or other receptacles for multiple boxes with consignments sorted by zones, can be agreed on.

At every posting, the consignor will hand over to the post office personnel two completed copies of the form “**List of <name of service> consignments posted on**” (see Section 8); the personnel will confirm the number of posted consignments, return one confirmed copy to the consignor and keep the original. One copy (an example) of the posted consignments will be attached to each “List of <name of service> consignments posted on...” form and will be kept by Czech Post. The list must be prepared in accordance with the Business Terms and Conditions for the given service.



4. Bundling of UNSUITABLE letters

Letters unsuitable for machine processing (see paragraph 2.2 above) will be bundled by levels of the postal network in relation to the volume of posted consignments. The basic bundling level is by each separate five-digit postcode (i.e. a post office or addressee). If the volume of consignments is not sufficient for this bundling level, bundles are formed at the level of delivering post offices (i.e. consignments addressed to several five-digit postcodes form a bundle designated to the relevant delivering post office). If the volume of consignments is not sufficient even for the level of delivering post offices, the next bundling level are districts (district attraction areas) based on the postcode range.

The bundled consignments must be accompanied with a list of sorted bundles including the number of consignments contained in each bundle. The consignments must be sorted into individual bundles according to the following instructions.

Each bundle must have a label with the sender's return address and the address details for the bundle: postcode or postcode range plus the related post office name or the name of the addressee, delivering post office or district (district attraction area).

The universal data source for bundling is the "Bundling output" „*Výstup pro svazkování*“. The current version of this output is available on Czech Post's website in the task www.ceskaposta.cz/ke-stazeni/zakaznicke-vystupy in menu Ke stažení/Zákaznické výstupy - „Svazkování listovních zásilek“. This output can be used as a script for bulk correspondence.



4.1. Bundling by separate five-digit postcode

If ten or more consignments are addressed to a post office with the same postcode (i.e. one separate five-digit postcode), they must be sorted to form a bundle with a label containing the full postcode and the name of the relevant post office or addressee.

Example: “378 05 Klikov” - this bundle may contain only consignments with the postcode 378 05; “251 65 Ondřejov” - this bundle may contain only consignments with the postcode 251 65.

Example of a label:

<p>N-Tisk Ladova 4558/2 272 01 Kladno 1</p> <p>378 05 Klikov</p>
--

4.2. Bundling at the level of delivering post offices by five-digit postcode

If less than 10 consignments are addressed to a post office with the same postcode (see paragraph 4.1 above), they must be sorted to form a bundle at the level of delivering post offices by five-digit postcode (several destination post offices with different five-digit postcodes will be combined together); the minimum number of consignments in one bundle is 10.

Example: “378 00 dodejna I Suchdol nad Lužnicí” (a bundle containing consignments for 378 03 Majdalena, 378 04 Chlum u Třeboně, 378 06 Suchdol nad Lužnicí, 378 07 Rapšach, 378 08 Dvory nad Lužnicí, 378 09 Nová Ves nad Lužnicí).

Example of a label:

<p>N-Tisk Ladova 4558/2 272 01 Kladno 1</p> <p>378 00 dodejna I Suchdol nad Lužnicí</p>



4.3. Bundling at the level of districts by postcode range

Bundles at the level of districts (district attraction area) by postcode range must be formed if the number of consignments is not sufficient for bundling under paragraphs 4.1 and 4.2 above. The bundle label must contain the postcode range according to Section 6 below and the name of the district name and the relevant logistics hub. Section 6 contains a list of postcodes for bundling by postcode range with the names of the relevant districts (district attraction areas) and logistics hubs.

Example: “377 00 – 380 99 České Budějovice (District Jindřichův Hradec)” - this bundle contains all consignments with postcodes ranging between 377 00 and 380 99.

Example of a label:

**N-Tisk
Ladova 4558/2
272 01 Kladno 1**

**377 00 – 380 99 České Budějovice
(District Jindřichův Hradec)**



5. Bundling instructions

- a) Consignments must be bundled with the **address side facing up** according to their postcode. A **bundle label** must be placed on top of the consignments. The consignments and the label must be tied together with a string (tape) so that they cannot be separated during transportation.
- b) The label must contain the **sender's address** in the left-hand upper corner.
- c) The recommended label size is **C4, C5, C6, or DL** according to the size (format) of the sorted consignments. **The minimum label size 8x10 cm.**
- d) The maximum weight of one bundle of **C6** consignments (114x162 mm) and **DL** consignments (110x220 mm) is **2 kg**.
- e) The maximum height of one bundle of **C6** consignments (114x162 mm) and **DL** consignments (110x220 mm) is **13 cm**.
- f) The maximum weight of one bundle of **C4** consignments (229x324 mm) and **C5** consignments (162x229 mm) is **10 kg**.
- g) The maximum height of one bundle of **C4** consignments (229x324 mm) and **C5** consignments (162x229 mm) is **20 cm**.
- h) At every posting, the consignor will hand over to the post office personnel two completed copies of the form "**List** of <name of service> consignments posted on" (see Section 8); the personnel will confirm the number of posted consignments, return one confirmed copy to the consignor and keep the original. One copy (an example) of the posted consignments will be attached to each "List of <name of service> consignments posted on..." form and will be kept by Czech Post. The list must be prepared in accordance with the Business Terms and Conditions for the given service.
- i) If more than 5,000 consignments are posted, the sender must fill in and hand over to the post office personnel the "**List** of bundles of <name of service> consignments posted on..." form. The list of bundles must be prepared by the consignor in accordance with the example in Section 9. The list must be prepared in accordance with the Business Terms and Conditions for the given service.
- j) Bundles of letters unsuitable for machine processing and designated to logistics hubs (sorted by the first two digits of the postcode) or zones (sorted by the first one digit of the postcode) will not be accepted. If the number of consignments is so low that they cannot be bundled according to paragraphs 4.1-4.3 above, the consignor must hand them over to the post office personnel in a manner to be mutually agreed.

6. List of postcodes for bundling at the level of districts by postcode range

Postcode range for a district	Name of district	Postcode range for a district	Name of district
100 00 - 249 99	Praha m.p.	561 54 - 561 55	Pardubice (okr. Rychnov n/Kněžnou III)
250 00 - 251 99	Praha (okr. Praha - východ)	561 56 - 561 56	Pardubice (okr. Ústí n/Orlicí III)
252 00 - 255 99	Praha (okr. Praha - západ)	561 57 - 561 99	Pardubice (okr. Rychnov n/Kněžnou IV)
256 00 - 260 99	Praha (okr. Benešov)	562 00 - 563 99	Pardubice (okr. Ústí n/Orlicí IV)
261 00 - 265 99	Praha (okr. Příbram)	564 00 - 564 99	Pardubice (okr. Rychnov n/Kněžnou V)
266 00 - 268 99	Praha (okr. Beroun)	565 00 - 567 99	Pardubice (okr. Ústí n/Orlicí V)
269 00 - 271 99	Praha (okr. Rakovník)	568 00 - 579 99	Pardubice (okr. Svitavy)
272 00 - 275 99	Praha (okr. Kladno)	580 00 - 585 99	Pardubice (okr. Havlíčkův Brod)
276 00 - 279 99	Praha (okr. Mělník)	586 00 - 590 99	Pardubice (okr. Jihlava)
281 06 - 281 06	Praha (okr. Kolín IV)	591 00 - 592 60	Pardubice (okr. Žďár n/Sázavou I)
281 46 - 281 46	Praha (okr. Kolín V)	592 61 - 592 62	Brno (okr. Žďár n/Sázavou IV)
281 60 - 283 99	Praha (okr. Kolín VI)	592 63 - 594 54	Pardubice (okr. Žďár n/Sázavou II)
280 00 - 281 05	Pardubice (okr. Kolín I)	594 55 - 594 55	Brno (okr. Žďár n/Sázavou V)
281 07 - 281 45	Pardubice (okr. Kolín II)	594 56 - 599 99	Pardubice (okr. Žďár n/Sázavou III)
281 47 - 281 59	Pardubice (okr. Kolín III)	600 00 - 663 99	Brno m.p.
284 00 - 287 99	Pardubice (okr. Kutná Hora)	664 00 - 668 99	Brno (okr. Brno-venkov)
288 00 - 292 99	Praha (okr. Nymburk)	669 00 - 673 99	Brno (okr. Znojmo)
293 00 - 299 99	Praha (okr. M. Boleslav)	674 00 - 677 99	Brno (okr. Třebíč)
300 00 - 329 99	Plzeň m.p.	678 00 - 681 99	Brno (okr. Blansko)
330 00 - 331 99	Plzeň (okr. Plzeň - sever)	682 00 - 685 99	Brno (okr. Vyškov)
332 00 - 336 99	Plzeň (okr. Plzeň - jih)	686 00 - 689 99	Brno (okr. Uherské Hradiště)
337 00 - 338 99	Plzeň (okr. Rokycany)	690 00 - 694 99	Brno (okr. Břeclav)
339 00 - 343 99	Plzeň (okr. Klatovy)	695 00 - 699 99	Brno (okr. Hodonín)
344 00 - 346 99	Plzeň (okr. Domažlice)	700 00 - 732 99	Ostrava m.p.
347 00 - 349 99	Plzeň (okr. Tachov)	733 00 - 737 99	Ostrava (okr. Karviná)
350 00 - 355 99	Plzeň (okr. Cheb)	738 00 - 739 16	Mošnov (okr. Frýdek-Místek I)
356 00 - 359 99	Plzeň (okr. Sokolov)	739 20 - 739 21	Mošnov (okr. Frýdek-Místek II)
360 00 - 369 99	Plzeň (okr. Karlovy Vary)	739 22 - 739 25	Mošnov (okr. Frýdek-Místek III)
370 00 - 376 99	Č. Budějovice (okr. Č. Budějovice)	739 27 - 739 30	Mošnov (okr. Frýdek-Místek IV)
377 00 - 380 99	Č. Budějovice (okr. Jindřichův Hradec)	739 31 - 739 31	Ostrava (okr. Frýdek-Místek IV)
381 00 - 382 99	Č. Budějovice (okr. Český Krumlov)	739 32 - 739 35	Ostrava (okr. Ostrava I)
383 00 - 385 99	Č. Budějovice (okr. Prachatice)	739 36 - 739 52	Mošnov (okr. Frýdek-Místek V)
386 00 - 389 99	Č. Budějovice (okr. Strakonice)	739 53 - 739 59	Ostrava (okr. Frýdek-Místek V)
390 00 - 392 99	Č. Budějovice (okr. Tábor)	739 61 - 739 78	Ostrava (okr. Frýdek-Místek VI)
393 00 - 396 99	Č. Budějovice (okr. Pelhřimov)	739 80 - 740 28	Ostrava (okr. Frýdek-Místek VII)
397 00 - 399 99	Č. Budějovice (okr. Písek)	741 00 - 742 11	Mošnov (okr. Nový Jičín I)
400 00 - 404 99	Ústí n/Labem (okr. Ústí n/Labem)	742 13 - 742 82	Mošnov (okr. Nový Jičín II)



405 00 - 409 99	Ústí n/Labem (okr. Děčín)	742 83 - 742 86	Ostrava (okr. Ostrava V)
410 00 - 414 99	Ústí n/Labem (okr. Litoměřice)	742 89 - 745 99	Mošnov (okr. Nový Jičín IV)
415 00 - 429 99	Ústí n/Labem (okr. Teplice)	746 00 - 749 99	Ostrava (okr. Opava)
430 00 - 433 99	Ústí nad Labem (okr. Chomutov)	750 00 - 754 99	Mošnov (okr. Přerov)
434 00 - 437 99	Ústí nad Labem (okr. Most)	755 00 - 759 99	Mošnov (okr. Vsetín)
438 00 - 459 99	Ústí nad Labem (okr. Louny)	760 00 - 763 30	Brno (okr. Zlín I)
460 00 - 465 99	Praha (okr. Liberec)	763 31 - 763 34	Mošnov (okr. Zlín I)
466 00 - 469 99	Praha (okr. Jablonec n/Nisou)	763 35 - 763 41	Brno (okr. Zlín II.)
470 00 - 499 99	Ústí nad Labem (okr. Č. Lípa)	763 45 - 763 71	Brno (okr. Zlín III.)
500 00 - 505 99	Pardubice (okr. Hradec Králové)	763 77 - 765 99	Brno (okr. Zlín V.)
506 00 - 510 99	Praha (okr. Jičín)	766 00 - 766 06	Mošnov (okr. Zlín V)
511 00 - 515 99	Praha (okr. Semily)	766 11 - 766 99	Mošnov (okr. Zlín VI)
516 00 - 529 99	Pardubice (okr. Rychnov n/Kněžnou I)	767 00 - 769 99	Mošnov (okr. Kroměříž)
530 00 - 536 99	Pardubice (okr. Pardubice)	770 00 - 782 99	Mošnov (Olomouc m.p.)
537 00 - 540 99	Pardubice (okr. Chrudim)	783 00 - 786 99	Mošnov (okr. Olomouc)
541 00 - 546 99	Pardubice (okr. Trutnov)	787 00 - 789 99	Mošnov (okr. Šumperk)
547 00 - 559 99	Pardubice (okr. Náchod)	790 00 - 791 99	Mošnov (okr. Jeseník)
560 00 - 561 50	Pardubice (okr. Ústí n/Orlicí I)	792 00 - 795 99	Mošnov (okr. Bruntál)
561 51 - 561 52	Pardubice (okr. Rychnov n/Kněžnou II)	796 00 - 799 99	Mošnov (okr. Prostějov)
561 53 - 561 53	Pardubice (okr. Ústí n/Orlicí II.)		



7. Definitions

Bundle	A separate group of a certain type of consignments bound together to form a unit
Bundle label	A paper label prepared by the consignor to identify the route intended for the consignments
“PSČ”	Postcode (in Czech)
“SPU”	Logistics hub (in Czech)
Delivering post office	The post office that delivers consignments
District attraction area	A geographical area (district) covering all points of the postal network (post offices) within the area defined by postcode
“LZ”	An acronym for letters including all types of letter consignments (in Czech)



8. “List of <name of service> consignments posted on...” form

Soupis Obchodních psaní  Česká pošta
Č. Česká pošta, s.p.
ICO 47114983

Datum:

Technologické číslo klienta:

Odosílatel:

Podavatel:

Počet O.P.	Hmotnost v gramech	Počet O.P.	Hmotnost v gramech
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Podpis oprávněné osoby předávající zásilky:

Razítko a podpis příjemce:



9. “List of bundles of <name of service> consignments posted on...” form

SEZNAM SVAZKŮ Obchodních psaní podaných dne

SEZNAM SVAZKŮ Tiskových záslek podaných dne

POŘ. ČÍSLO SVAZKU	PSC	POČET ZÁSILEK VE SVAZKU
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
ÚHRN		0

POŘ. ČÍSLO SVAZKU	PSC	POČET ZÁSILEK VE SVAZKU
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
ÚHRN		0

POŘ. ČÍSLO SVAZKU	PSC	POČET VÝTISKŮ VE SVAZKU
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
ÚHRN		0

POŘ. ČÍSLO SVAZKU	PSC	POČET VÝTISKŮ VE SVAZKU
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
ÚHRN		0

Razítko a podpis objednatele:

Razítko a podpis příjímajícího pracovníka:

Razítko a podpis objednatele:

Razítko a podpis příjímajícího pracovníka: