ADDRESS LABEL Printing Instructions

Česká pošta

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.

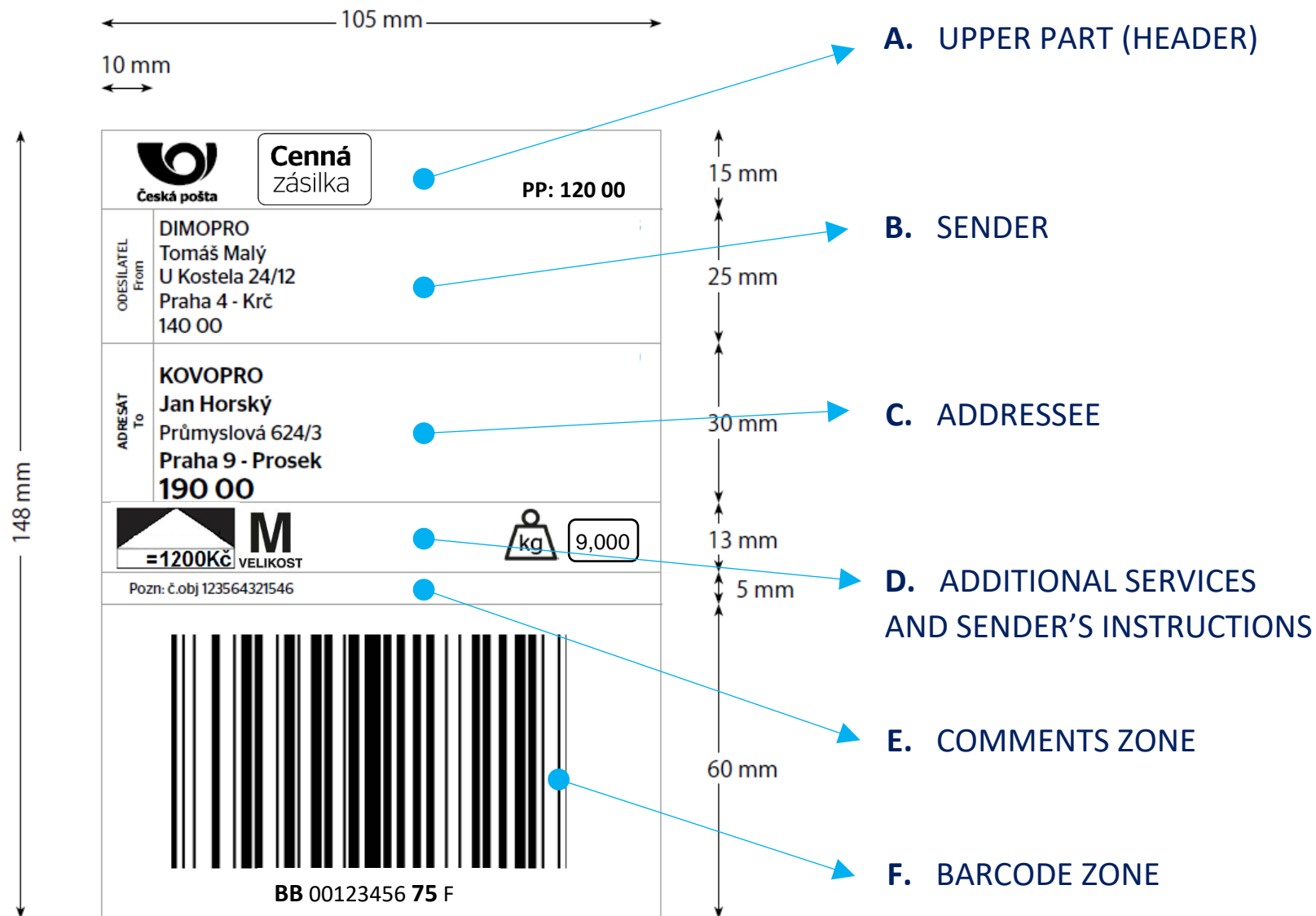**A file with graphic objects necessary to create an address label makes an integral part hereof.**

PARAMETERS

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

FOR PRODUCTS

- Insured Mail
- Registered Mail
- Insured Letter

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)

LOGOS

Czech Post´s logo and product logo and name

Size of Czech Post's logo: 15x12 mm
Size of product logo: 25x12 mm

I.TÚ

To be printed only on ALs for the following products:
- Insured Mail with declared value over CZK 10,000 **(prefixes V, VD, VV, VX)**
- Domestic Insured Letter **(prefix VL)**

ODPOVĚDNÍ

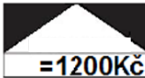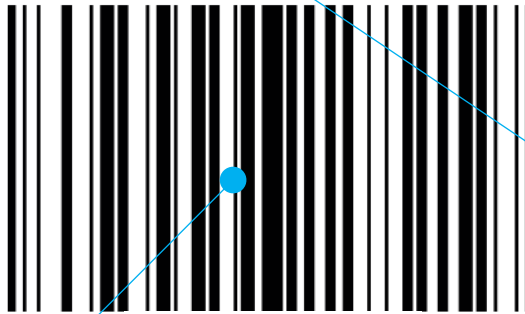**To be printed only on ALs for products qualified as reply mail**.

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 letters

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B. SENDER

Field identified as: „ODESÍLATEL From"

Standard parameters include sender's details.

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).

Label content

Česká pošta

Cenná zásilka

I.TÚ
ODPOVĚDNÍ
PP: 120 00

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

=1200Kč **M** VELIKOST
kg 9,000

Pozn: č.obj 123564321546

BB 00123456 **75** F

Cenná zásilka | Doporučená zásilka | Cenné Psaní

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.
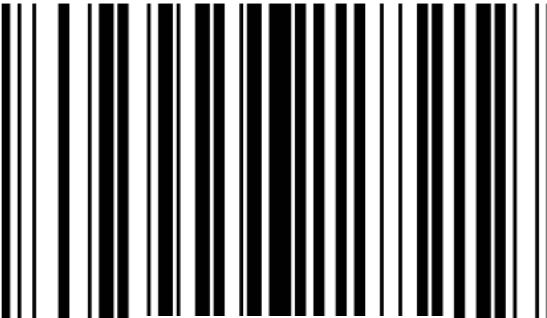

E. COMMENTS ZONE

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**"
Standard parameters include addressee's details.
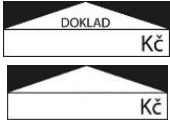
Number of characters – data from the fields:

- "**Name**" a "**Surname/Business name**"   – up to 34 characters, in **bold** letters
- "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. 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.

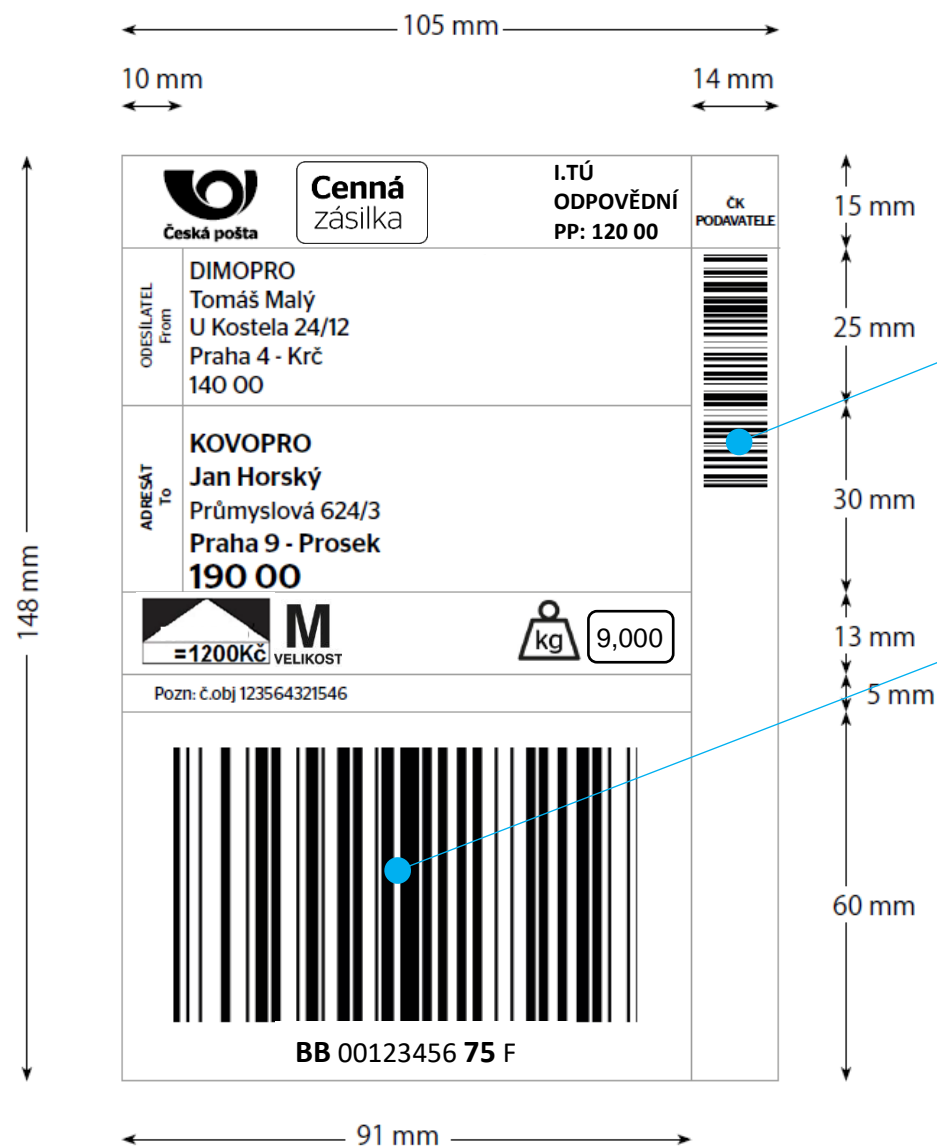| SERVICE	DESCRIPTION	DETAILED SPECIFICATION	ALIGNMENT	PICTOGRAM (ICON)	PICTOGRAM SIZE	PRINT ORDER OF MULTIPLE SERVICES
CASH ON DELIVERY	With a card – for consignments with Additional service 4, 5 No-card COD – for consignments with additional service 41, Du, Dh	Use **bold digits sized 3,5 mm** to enter the COD amount and the **currency (CZK)**, preceded by the **equality sign** (=), in the field CZK.	Left		30x10 mm	1
DEPOSITED CONSIGNMENT	For consignments with additional service 31	(regardless of the prefix) or consignments addressed to P.O.Box	Left		10x10 mm	2
FRAGILE	For consignments with additional service 11	x	Left		10x10 mm	3
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	*4
RETURN RECEIPT	For consignments with additional service 3, 32 or 33	x	Left		10x10 mm	*5
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	*6
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	7 will always be printed

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

Specimen AL with the consignor's barcode

Česká pošta

105 mm

10 mm   14 mm

Česká pošta — Cenná zásilka — I.TÚ ODPOVĚDNÍ PP: 120 00 — ČK PODAVATELE

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

=1200Kč   **M** VELIKOST   kg 9,000

Pozn: č.obj 123564321546

BB 00123456 **75** F

148 mm

15 mm
25 mm
30 mm
13 mm
5 mm
60 mm

91 mm

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 Consignments and RIM Consignments - Bulk Posting"

More information

At your business manager or at the Contact Center of the Czech Post (tel.: +420 211 123 211, e-mail: smluvnizakaznik@cpost.cz)

On our website
www.ceskaposta.cz/dokumentyprosmluvnipartnery

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