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 Parcel Delivery To Hand services.

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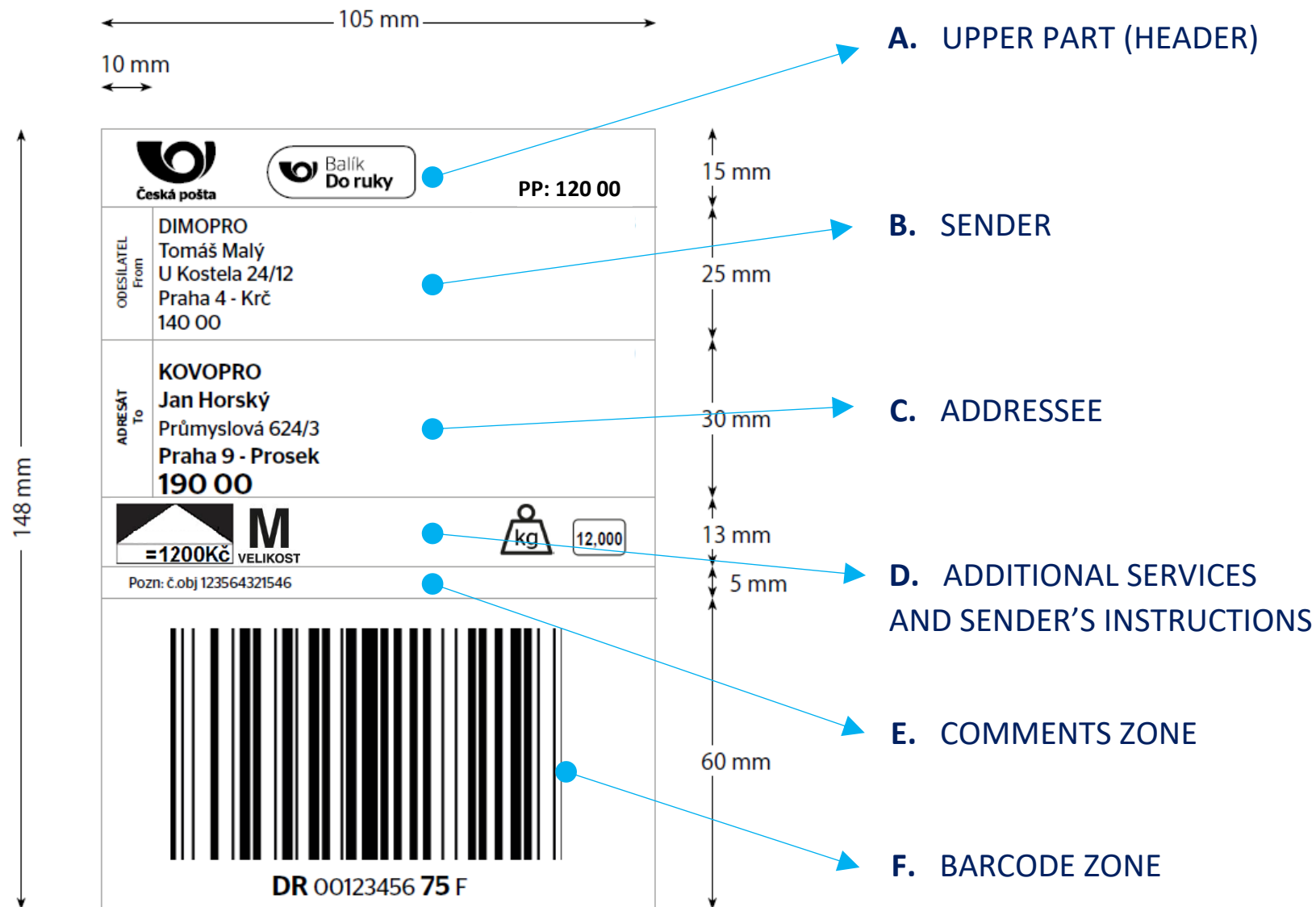
Česká pošta

PARAMETERS

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

FOR PRODUCTS

- Parcel Delivery To Hand Services

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:

- Parcel Delivery To Hand - **only for prefixes DV, DE**

ODPOVĚDNÍ

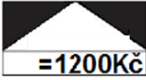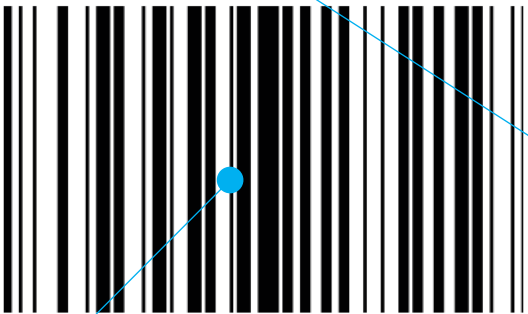**To be printed only on ALs for products qualified as reply mail.**

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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Česká pošta — **Balík Do ruky**

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 12,000

Pozn: č.obj 123564321546

DR 00123456 75 F

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).

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.

Label contents:

Česká pošta — Balík **Do ruky**

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 12,000

Pozn: č.obj 123564321546

DR 00123456 75 F

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	for consignments with additional service 41, 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	Kč	30x10 mm	1
MULTIPLE PIECE PARCEL	For consignments with additional service 70 or 69	Enter at least the prefix, last 5 digits of the consignment ID, and sufix above the icon identifying the main mailpiece plus the serial number of the mailpiece below the icon.	Left	DR 98765X 2/3	10x10 mm	2
DELIVER TO BUSINESS (B2B PARCEL)	For consignments with additional service 40	x	Left	B2B	10x10 mm	3
DEPOSITED PARCEL	For consignments additional service 31	(regardless of the prefix) or consignments addressed to P.O.Box	Left	POST	10x10 mm	4
FRAGILE	For consignments with additional service 11	x	Left		10x10 mm	5
OVER 15 KG/ OVER 30 KG	For consignments weighing more than 15 kg / more than 30 kg	x	Left	NAD 15 KG NAD 30 KG	10x10 mm	6j
RESTRICTED DELIVERY	For consignments with additional service 8 or 33	Delivery to the Addressee Only	Left	JEN ADRESÁT	10x10 mm	*7
CUMBERSOME	For consignments with additional service 10	x	Left	NSK ENC	10x10 mm	*8
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	S VELIKOST M VELIKOST L VELIKOST XL VELIKOST	10x10 mm	*9
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**	kg	20x10 mm	10 will always be printed

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

Specimen AL with the consignor's barcode

Ceská pošta
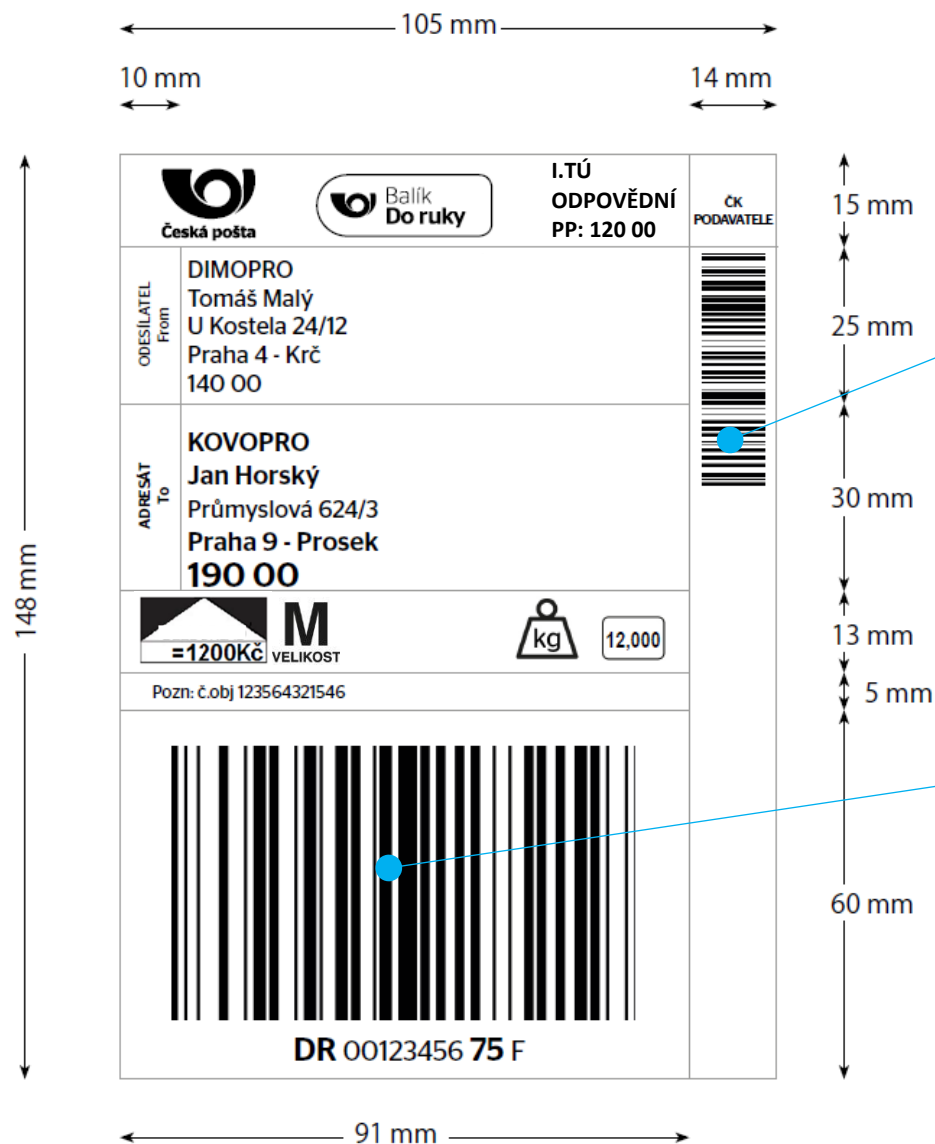
If the contractual consignor wishes to modify the AL by printing **an additional barcode**, the barcode should be located in the upper right-hand zone of the predefined AL and turned by 90°, always subject to a prior approval by Czech Post's operational personnel. Barcode quiet zone 2 mm on both the left and right side.

For barcoding instructions see the following documents:
"Technical Documentation - Consignments Posted by Contractual Consignors - Bulk Posting"
"Instructions for Barcoding of Parcels - Bulk Posting"

More information

At your business manager

On our website
www.ceskaposta.cz/dokumentyprosmluvnipartnery

Valid from 01. 01. 2026