

How to **pack the parcel correctly**

This leaflet contains **information about the best packaging** of your parcel to be sent through the Balíkovna network.

Good packaging is a must!

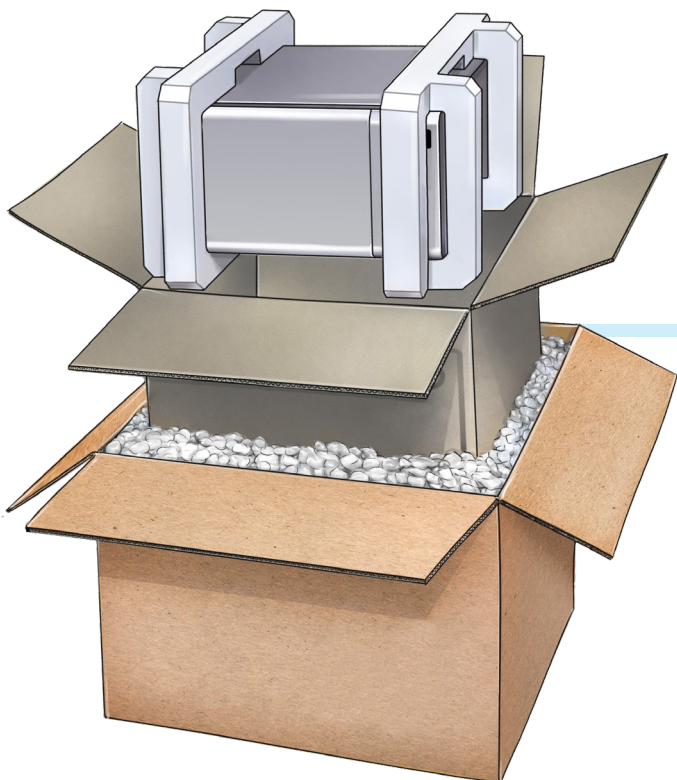
Good packaging must be strong enough to reliably protect the content during transportation. For safe delivery, use a packaging material adequate to the character and weight of the content of the parcel. You can use the **cardboard boxes** available at post offices or online at www.postshop.cz.



PLEASE NOTE: The maximum acceptable size of a parcel sent through the Balíkovna network is 50x50x50 cm and weight 15 kg.

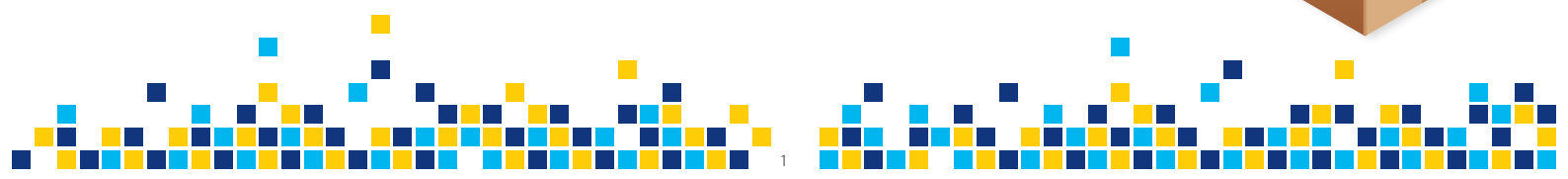
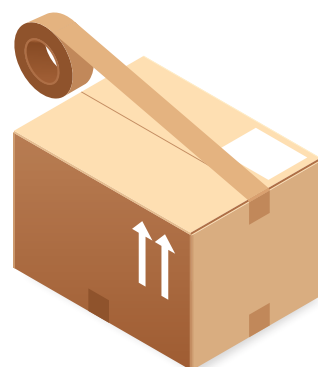
Protect the content of your parcel

Securing the content of the parcel from moving around and well-designed deformation zones matter more than you may think. **The best positioning of things is in the middle of the box.** Use protective materials to secure them firmly so that they do not move around. This way you will prevent them from damage.



Seal the parcel correctly

Close and **seal the parcel so that it cannot open or be broken into** without leaving visible marks on the outside. Use an adhesive tape to seal the edges of the parcel plus a strong string if the parcel is heavy.



How to label the parcel correctly?

Each parcel must have an address label or the recipient's name and posting code written on it. Otherwise, we cannot reliably deliver it.

→ Print the address label

Print the address label sent to your email address and **glue it on the parcel**. You can then drop the parcel off at any Balíkovna location.



← Parcel with written information

Not having a printer? Never mind. Just **write the recipient's name and surname and the posting code from the email notification** on the parcel. You can then bring the parcel to a Balíkovna located at post office. The personnel will print the address label and stick it on the parcel.



Re-used packaging materials

Re-used packages will only be accepted if the original address details or address label are carefully obliterated. Otherwise, **the parcel may be sent to a wrong destination**.

Where can I drop off my parcel?

At one of **more than 5 500 Balíkovna outlets** all over the Czech Republic. See the list at www.balikovna.cz.



If you have any questions, call the Balíkovna **information line at 218 218 218** or send us an email at pomuzeme@balikovna.cz.

