

# ADDRESS SIDE LABELLING

## INSTRUCTIONS FOR CONSIGNMENTS SENT WITH CZECH POST

Following are simple instructions on **how to label** certain types of consignments sent with Czech Post **by contractual partners**. The document contains recommended address formats and a link for downloading Czech Post's logo to identify the operator used to send the consignment.

### TYPES OF CONSIGNMENTS



#### DOMESTIC

##### ORDINARY

- Ordinary Letter
- Business Letter
- Commercial Letter
- Printed Matter
- Ordinary Mail for the Blind
- RIM
- Unrecorded Letter – Ordinary Letter
- Reply Mail – Ordinary Letter

##### RECORDED

- Registered Letter
- Registered Business Letter
- Registered Mail for the Blind
- Recorded Letter
- Registered Mail – Registered Letter and Insured Letter

#### INTERNATIONAL

##### ORDINARY

- International Ordinary Mail
- Tracked International Ordinary Mail – Standard
- International Commercial Letter
- Printed matter bag
- Ordinary Mail for the Blind
- Reply Mail – Ordinary Consignment

##### RECORDED

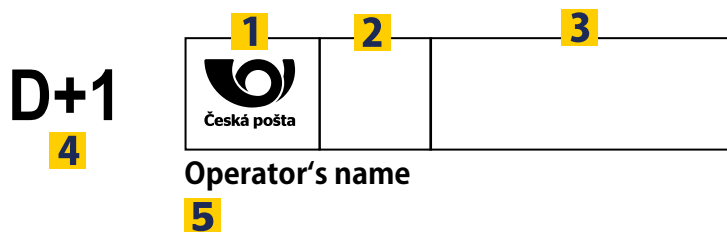
- International Registered Mail
- International Insured Letter
- International Registered Printed Matter Bag
- International Registered Mail for the Blind

**Note:**

The recommended address formats do not apply to consignments posted under the Contract to Pay for Postal Services by Franking Machine.

# ADDRESS SIDE LABELLING INSTRUCTIONS FOR consignments sent with Czech Post

## LABELLING FIELDS



### Framed fields for:

1. identification of the operator delivering the consignment (Czech Post's logo)
2. product code
3. user's ID (CČK file ID)

### Unframed field for:

4. D+1 for priority mail identification
5. Operator's name (only for consignments sent under the Contract to Provide Access to Special Services and Postal Infrastructure Elements)

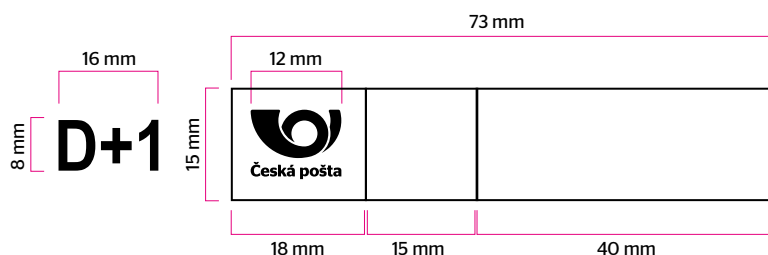
## LABEL SPECIFICATIONS

### Frame size

Recommended size: **73 x 15 mm**.

Minimum size: **50 x 10 mm**.

Logo width for recommended size: **12 mm**.



### Colour

Black or blue (CMYK 100/85/5/22 or Pantone 280C including similar shades).

### Font

Sans serif (e.g. Arial, Helvetica – font size 11 points).

### Czech Post's logo

Different formats of Czech Post's logo can be [downloader](#) from its website in the Download/Logo to download section.

### D+1 symbol size

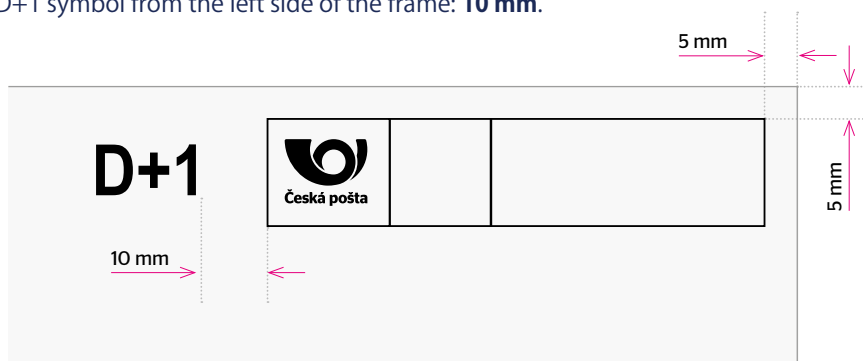
Recommended D+1 symbol size: **16 x 8 mm**.

### Position of the frame and the D+1 symbol

The frame must be positioned in the upper right-hand corner of the address side.

Recommended distance of the frame from the envelope's side: **5 mm**.

Recommended distance of the D+1 symbol from the left side of the frame: **10 mm**.



# ADDRESS SIDE LABELLING INSTRUCTIONS FOR consignments sent with Czech Post

## COMPULSORY ELEMENTS OF THE RIGHT FIELD



### DOMESTIC CONSIGNMENTS

The **right field** of the frame must contain the allocated **user's ID** (CČK file ID\*).

The postcode and name of the posting post office; the identifiers P.P.; T.P.; TAXE PERÇUE and CZECH REPUBLIC and their combinations are also acceptable.

#### Compulsory elements



#### Other acceptable elements

ID CČK 120 00 PRAHA 2	P.P. ID CČK 120 00 PRAHA 2	P.P. ID CČK CZECH REPUBLIC
T. P. ID CČK CZECH REPUBLIC	TAXE PERÇUE ID CČK CZECH REPUBLIC	T. P. ID CČK
P.P. ID CČK	TAXE PERÇUE ID CČK	ID CČK CZECH REPUBLIC

### INTERNATIONAL CONSIGNMENTS

The **right field** of the frame must contain the allocated **user's ID** (CČK file ID) plus the identifiers P.P. and CZECH REPUBLIC.

T.P. or TAXE PERÇUE may be used instead of P.P.

#### Compulsory elements



#### Other acceptable elements

T. P. ID CČK CZECH REPUBLIC	TAXE PERÇUE ID CČK CZECH REPUBLIC
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\* The above-mentioned labelling formats apply to consignments that are not paid for by Credit. If Credit is the selected payment method, the User's ID (CČK file ID) is the number of the Credit used to pay for the consignment.

# ADDRESS SIDE LABELLING INSTRUCTIONS FOR consignments sent with Czech Post

## DOMESTIC CONSIGNMENTS

Compulsory elements of Reply Mail consignments: the allocated ID (CČK file ID) of the user, i.e. the Reply Mail consignment's addressee plus the note "ODPOVĚDNÍ ZÁSILKA CENU HRADÍ ADRESÁT" ("REPLY MAIL PAYABLE BY THE ADDRESSEE").

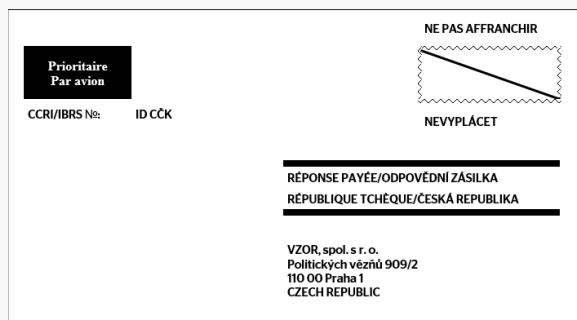
ODPOVĚDNÍ ZÁSILKA  
CENU HRADÍ ADRESÁT  
ID CČK

## INTERNATIONAL CONSIGNMENTS

The address side must contain the following details:

- A postage stamp symbol, crossed diagonally from the upper left-hand corner to the lower right-hand corner, must be located in the upper right-hand corner of the address side, which must be superposed with the following text written in capital letters: "NE PAS AFFRANCHIR," accompanied by a Czech translation of this note, i.e. "NEVYPLÁCET;"
- Two horizontal lines at least 3 mm thick, spaced apart by min. 14 mm, must be printed above the addressee's address. 14 mm. Between the lines, the following text must be printed in capital letters in two lines:  
RÉPONSE PAYÉE/ODPOVĚDNÍ ZÁSILKA  
RÉPUBLIQUE TCHÈQUE/ČESKÁ REPUBLIKA  
The text may be followed by a slash and a translation of this text in the language of the country from which the consignments will be arriving.
- The note or label "Prioritaire/Par avion" (does not apply to economic consignments) has to be located in the upper left-hand corner, with the CCRI/IBRS designation and the allocated user's (CČK file ID) below it;

The address may not be stamped, typewritten or handwritten.



# ADDRESS SIDE LABELLING INSTRUCTIONS FOR consignments sent with Czech Post

## COMPULSORY ELEMENTS OF THE MIDDLE FIELD



The **middle field** of the frame must contain the **product code**. The delivery time symbol "D+4" must also be added on International Commercial Letter consignments..

## COMPULSORY ELEMENTS OF THE LEFT FIELD



The left field of the frame must contain the Czech Post's logo. The note "DODÁVÁ" ("DELIVERED BY") above the Czech Post's logo must also be added on consignments sent under the Contract to Provide Access to Special Services and Postal Infrastructure Elements.

## PERMITTED EXCEPTIONS

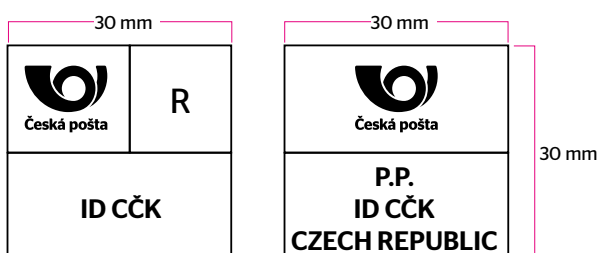
### Czech Post's logo replacement

Subject to Czech Post's consent after prior consultation, the logo may be replaced by the verbal identifier "ČESKÁ POŠTA" ("CZECH POST") in exceptional cases when printing on specific materials (such as foil) is used in PostServis centres.



### Alternative frame format for letters sent in a special envelope containing a return receipt form

Subject to Czech Post's consent after prior consultation, an alternative frame format with rearranged fields with or without product code may be used in exceptional cases when printing on special envelopes containing a return receipt form is used. This exception does not concern the content of the fields.



### Format without product code

The use of product code is not required for the following products: Ordinary Letter, International Ordinary Mail, any domestic or international consignments whose recorded consignment ID (barcode) contains the product code.

# ADDRESS SIDE LABELLING INSTRUCTIONS FOR consignments sent with Czech Post

## LABELLING FORMATS FOR ORDINARY CONSIGNMENTS

### DOMESTIC

#### Ordinary Letter OLZ

##### VARIANT 1

 Česká pošta	OLZ	ID CČK*
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##### VARIANT 2

 Česká pošta	ID CČK*
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\* The PostBox Credit No. should be used instead of the user's ID (CČK file ID) for services paid by PostBox Credit.

#### Business Letter FP

 Česká pošta	FP	ID CČK
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#### Commercial Letter OP

 Česká pošta	OP	ID CČK
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#### Printed Matter TZ

 Česká pošta	TZ	ID CČK
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#### International Ordinary Mail for the Blind OSZ

 Česká pošta	OSZ	ID CČK
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#### Reply Mail – Ordinary Letter

 Česká pošta	OLZ	ODPOVĚDNÍ ZÁSILKA CENU HRADÍ ADRESÁT ID CČK
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### INTERNATIONAL

#### International Ordinary Mail ZO


##### VARIANT 1

 Česká pošta	ZO	P.P. ID CČK* CZECH REPUBLIC
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##### VARIANT 2

 Česká pošta	P.P. ID CČK* CZECH REPUBLIC
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#### International Commercial Letter ZOP

 Česká pošta	ZOP D+4	P.P. ID CČK CZECH REPUBLIC
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#### Tracked International Ordinary Mail – Standard Letter

 Česká pošta	ZL	P.P. ID CČK CZECH REPUBLIC	<b>STANDARD</b>
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#### International Ordinary Printed Matter Bag ZTO

 Česká pošta	ZTO	P.P. ID CČK CZECH REPUBLIC
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#### International Ordinary Mail for the Blind ZOS

 Česká pošta	ZOS	P.P. ID CČK CZECH REPUBLIC
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The above-mentioned labelling formats apply to ordinary consignments that are not paid for by Credit. If Credit is the selected payment method, the User's ID (CČK file ID) is the number of the Credit used to pay for the ordinary consignment.


# ADDRESS SIDE LABELLING INSTRUCTIONS FOR consignments sent with Czech Post

## LABELLING FORMATS FOR RECORDED CONSIGNMENTS

### DOMESTIC

#### Registered Letter R

##### VARIANT 1

 Česká pošta	R	ID CČK*
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##### VARIANT 2

 Česká pošta	ID CČK*
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\* The PostBox Credit No. should be used instead of the user's ID (CČK file ID) for services paid by PostBox Credit.

#### Registered Business Letter FR

 Česká pošta	FR	ID CČK
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#### Registered Mail for the Blind RS


##### VARIANT 1

 Česká pošta	RS	ID CČK
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##### VARIANT 2

 Česká pošta	ID CČK
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#### Reply Mail – Ordinary Letter

 Česká pošta	R	ODPOVĚDNÍ ZÁSILKA CENU HRADÍ ADRESÁT ID CČK
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#### Reply Mail – Insured Letter

 Česká pošta	CP	ODPOVĚDNÍ ZÁSILKA CENU HRADÍ ADRESÁT ID CČK
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### INTERNATIONAL

#### International Registered Mail ZR

##### VARIANT 1


 Česká pošta	ZR	P.P. ID CČK* CZECH REPUBLIC
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##### VARIANT 2

 Česká pošta	P.P. ID CČK* CZECH REPUBLIC
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#### International Insured Letter ZCP

##### VARIANT 1


 Česká pošta	ZCP	P.P. ID CČK CZECH REPUBLIC
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##### VARIANT 2

 Česká pošta	P.P. ID CČK CZECH REPUBLIC
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#### International Registered Printed Matter Bag ZTR

##### VARIANT 1

 Česká pošta	ZTR	P.P. ID CČK CZECH REPUBLIC
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##### VARIANT 2

 Česká pošta	P.P. ID CČK CZECH REPUBLIC
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#### International Ordinary Mail for the Blind ZRS

 Česká pošta	ZRS	P.P. ID CČK CZECH REPUBLIC
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The above-mentioned labelling formats apply to recorded consignments that are not paid for by Credit. If Credit is the selected payment method, the User's ID (CČK file ID) is the number of the Credit used to pay for the recorded consignment.

# ADDRESS SIDE LABELLING INSTRUCTIONS FOR consignments sent with Czech Post

## LABELLING FORMATS FOR RIM (DISTRIBUTION OF INFORMATION MATERIALS) CONSIGNMENTS

### RIM – labelling of packs (bundles) of leaflets


The above-mentioned labelling formats apply to RIM (Distribution of Information Materials) consignments that are not paid for by Credit. If Credit is the selected payment method, the User's ID (CČK file ID) is the number of the Credit used to pay for the RIM (Distribution of Information Materials) consignment.

### Information materials (RIM)


Název RIM		<b>ID CČK</b>
Název Objednatele	<i>otisk denního razítka podací pošty popř. datum podání</i>	Prostor pro vložení čárového kódu L
do všech domácností „včetně odpiračů reklamy“	<b>RIM</b>	
100ks/450ks	1/5	Pošta 350 07 Depo Cheb 70
Doručovat	od: 8. 6. 22 do: 10. 6. 22 Hazlov	
V obci/části obce		

## LABELLING FORMATS FOR CONSIGNMENTS WITH ACCESS TO THE NETWORK

### Unrecorded Letter – Ordinary Letter

DODÁVÁ  Česká pošta	OJ	ID CČK
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### Recorded Letter (standard or non-standard)

DODÁVÁ  Česká pošta	RJ	ID CČK
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## TIP FOR YOU

Priority consignments must be labelled with the “D+1” symbol.

### Priority products include:

- Ordinary Letter
- Business Letter
- Printed Matter
- Unrecorded Letter – Ordinary Letter
- Registered Letter
- Registered Business Letter
- Standard Recorded Letter

