

How to pack the parcel correctly

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



GOOD PACKAGING IS A MUST!

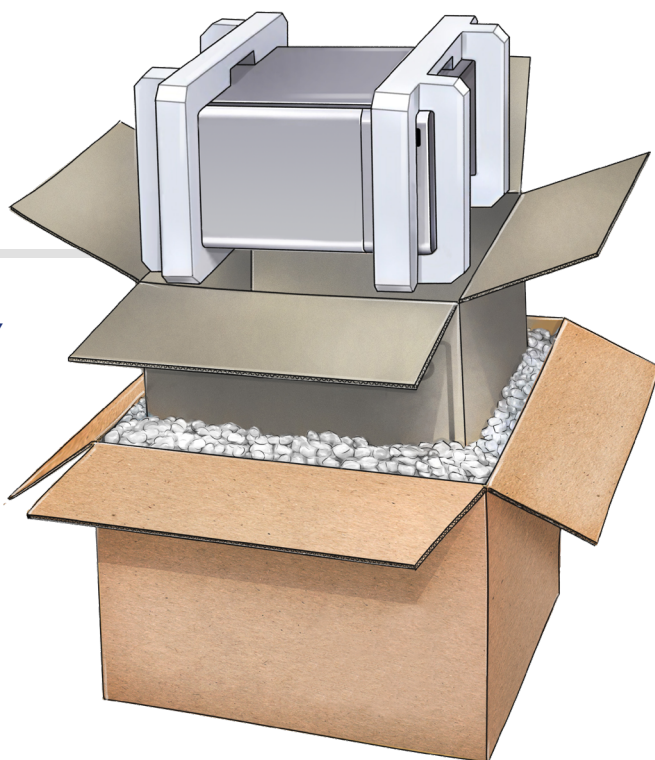
Good packaging must be strong enough to reliably protect the content during transportation. For safe delivery, use a packaging material adequate to the character and weight of the content of the parcel. You can use the cardboard boxes available at post offices or online at www.postshop.cz.



PLEASE NOTE: The maximum **acceptable size of a parcel sent through the Balíkovna network is 50 × 50 × 50 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 for reliable transportation.

➔ 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 including boxes.



← SENDING FROM A BOX

Follow the instructions for sending your parcel displayed on the screen of our partner's box. Read the parcel's barcode, place it in the open locker, and close the locker. Done! The parcel is sent.

FOR MORE INFORMATION on how to send a parcel visit <https://www.balíkovna.cz/cs/samoobsluzne-boxy>



■ 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 9 000 Balíkovna outlets** all over the Czech Republic. See the list at www.balíkovna.cz.



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