

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!

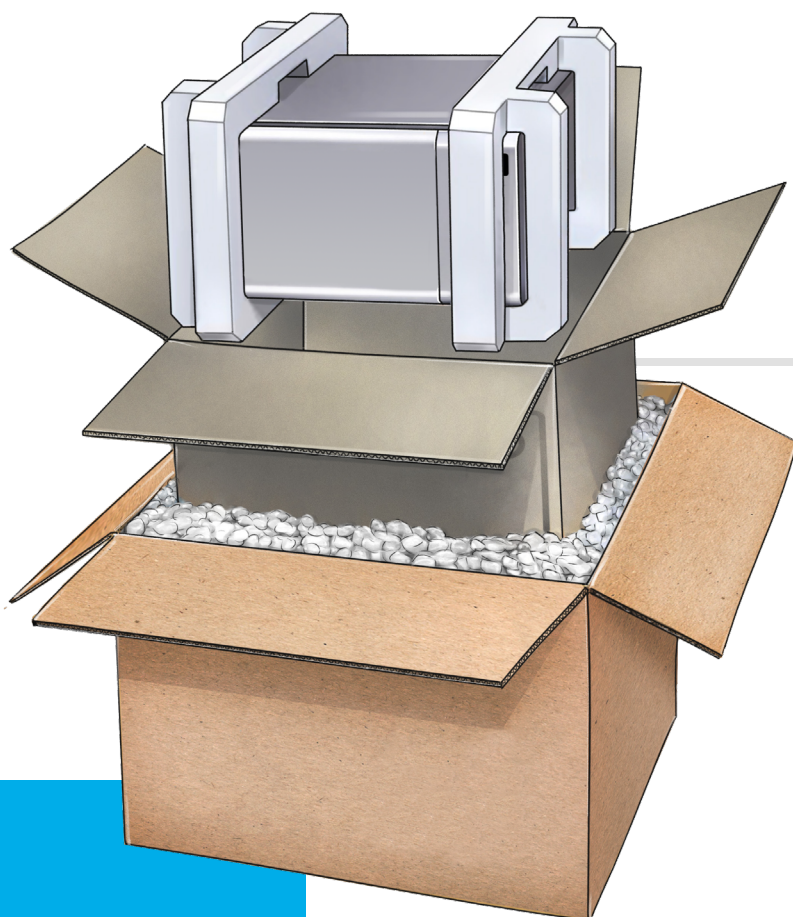
Good packaging must be strong enough to reliably protect the content during transportation. For safe delivery, use a packaging material adequate to the character and weight of the content of the parcel. You can use the cardboard boxes available at post offices or online at www.postshop.cz.



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

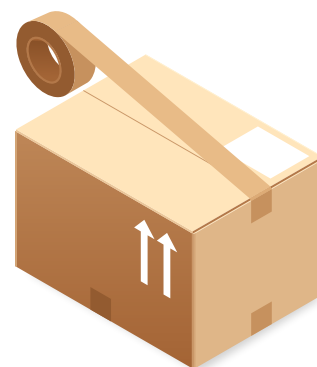
PROTECT THE CONTENT OF YOUR PARCEL

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?

Please, glue the address label on the parcel 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.



← PARCEL WITH WRITTEN INFORMATION

Never mind. Just write the posting code from the email notification, recipient's name and surname, and delivery address on the parcel. You can then bring the parcel to at any Balíkovna (except boxes). 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 9 000 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.