

Supplement to the Shipping Guideline - Labelling of Special Products

In order to ensure a smooth processing of all parcels, all necessary parcel labels and forms have to be filled in completely and clearly. In principle, all relevant parcel labels are to be placed on the largest side of the parcel. You can find further information in our packaging and shipping guidelines.

Cash-Service

Parcel labels:

For the shipment of Cash Service parcels special parcels labels with the number range **XX71 yyyy yyyy** is to be used:



It is absolutely necessary to make sure that on the parcel label the amount is given once with numbers and once with letters, in order to ensure the smooth delivery of the parcels and the bank transfer of the cash amount. Please do not forget to enter the currency code. The indication of the reason of payment is recommended.

When GEPARD Connect is used for the shipment of Cash Service parcels the following label is to be used. It is not necessary to use the additional label.

In addition the following additional label is necessary:



Export

Parcel labels:

For the shipment of export parcels the following additional label is to be used:



When GEPARD Connect is used for the shipment of export parcels the following label is to be used. It is not necessary to use the additional label.

Weight:

An export parcel may have a maximum weigh of 50kg.

The respective country identifier is to be noted before the postal code. It is not allowed to indicate P.O. Boxes.

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(*calls are charged at 33 cent per minute including VAT. Mobile call could cost more.)