

Labelling of special products and services

Supplement to the Shipping Guideline. In order to ensure smooth processing of all parcels, all necessary parcel labels and forms have to be filled in completely and clearly. 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

For dispatch of your **Cash Service** parcels use the **special parcel labels** with the number range xx71 yyyyyyyyp:



Important:

It is necessary to ensure the cash amount is written on the parcel label - in numbers and in letters, to avoid any unnecessary delays. Please do not forget to enter the currency code.

In addition mark your **Cash Service** parcel with sticker below.



If you generate your parcel stickers for the **Cash Service** using the GLS dispatch system (example below), the additional sticker is not necessary.



Euro Business Parcel

For the dispatch of export parcels (max. weight = 50 kg) please use this **additional sticker**:



Please note the respective country identifier before the postal code, as P.o. Boxes can't be accepted.

When using the GLS dispatch system for your export parcels the following parcel label is generated.



Express Parcel

If you opt for a national Express shipment, a GLS dispatch system is required.

When using the GLS dispatch system the following parcel label, including the special **Express number range xx85 yyyyyyyyp** is generated.



Please don't forget to note the consignee's phone number.

To clearly mark your parcel as **Express Parcel**, please use the additional green tape:



The same procedure applies to our **12:00 Service** for your even more urgent express consignments.

Please use our on-line product calculator on www.gls-express.ie, or contact your local GLS depot to get further details whether this service is available for your consignee's address.