

# Shipping Guideline

## Parcel label

### Printing of parcel label

It is important that the parcel label is easily readable with legible block capital letters or printed mechanically.

### Important information on the label:

- First and last name of the consignee
- Exact address of the consignee
- Telephone number of the consignee, to be able to contact the recipient in case of delivery obstacles
- Consignor address including tel.no
- Short description of contents
- Weight of the shipment
- Shipment date



### Parcel Sticker Mini

If an own address label is used on a shipment, a GLS mini parcel sticker must be used additionally to ensure clear allocation through the barcode.



### UniCode-Label

Alternatively print a UniCode-Label online via our website.



## Dimensions and weights

### Business Parcel Express Parcel

|  |        |
|--|--------|
| Max. weight  | 30 KG  |
| Max. length  | 2,00 M |
| Max. width   | 0,80 M |
| Max. height  | 0,60 M |
| Max. belt length<br>(= circumference + longest side) | 3,00 M |

### Euro Business Parcel

|  |        |
|--|--------|
| Max. weight  | 50 KG  |
| Max. length  | 2,00 M |
| Max. width   | 0,80 M |
| Max. height  | 0,60 M |
| Max. belt length<br>(= circumference + longest side) | 3,00 M |

### Euro Business Small Parcel

|             |        |
|-------------|--------|
| Max. weight | 2 KG   |
| Max. length | 0,40 M |

THE PARCEL MUST FIT  
THE SMALL PARCEL SPECIFIC TRIANGLE

- Phone cards and pre-paid cards for mobile telephones
- Hazardous goods of all types (chemicals etc.)
- Luggage and bottles

Only accurately packaged and addressed parcels with a parcel label can be taken for shipment. Information on correct packaging can be found on the reverse side.

## Contact:

### GLS Ireland Ltd.

Unit 1  
Stadium Business Park  
Ballycoolin  
Dublin 11

[www.gls-group.eu](http://www.gls-group.eu)

Telephone: 00353 - 1530 235 236\*

(\*calls are charged at 33 cent per minute incl. VAT, mobile call may cost more)

## Excluded From Shipment

The shipment exclusions according to the General Terms and Conditions of GLS Ireland apply, for example:

- Inadequate and/or not standardised packed goods (inner + outer packing) e.g. desktops, notebooks etc.
- Parcels with a value of more than € 5,000
- Goods of exceptional value (e.g. precious metals, money, securities, art work)
- Firearms as defined according to legislation
- Perishable goods, mortal remains, live animals
- Temperature sensitive goods
- Goods which require in any way particularly careful treatment (because they are e.g. particularly fragile or can only be transported upright or lying on a certain side)

