

Labelling of special products and services

- Supplement to the Shipping Guideline -

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.



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



Important:

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.

Accessory mark your **Cash Service** parcels with this **additional sticker**:



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



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. It is not allowed to indicate P.O. Boxes.

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



Contact:

GLS Ireland Ltd.
Part Building 3
Orion Business Campus
Ballycoolin
Dublin 15

www.gls-group.eu
Telephone: 00353 - 1530 235 236*
(*calls are charged at 33 cent per minute including VAT. Mobile call could cost more.)

