

# Shipping Guideline

## Parcel label

### Printing of parcel label

It is important that the parcel label is easily readable with capital letters and in block 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 the contents
- Weight of the shipment
- Shipment date



### Parcel Sticker Mini

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






## Special parcel labels and additional stickers


For these products and services special parcel labels and additional stickers are necessary:

- Euro Business  Parcel
- Cash  Service

Further information can be found on our website [www.gls-group.eu](http://www.gls-group.eu).

## Dimensions and weights

	Business  Parcel	Euro Business  Parcel	Euro Business  Small Parcel
Max. weight	30 KG	50 KG	2 KG
Max. length	2,00 M	2,00 M	0,40 M
Max. width	0,80 M	0,80 M	THE PARCEL
Max. height	0,60 M	0,60 M	MUST FIT THE
Max. belt length (= circumference + longest side)	3,00 M	3,00 M	SMALL PARCEL SPECIFIC TRIANGLE



## Excluded From Shipment

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

- Inadequate and/or not standardised packed goods (inner + outer packing) e.g. desktops, notebooks etc.
- Parcels with a value of more than 5.000,- Euro
- 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)
- Phone cards and pre-paid cards for mobile telephones
- Hazardous goods of all types (chemicals etc.)
- Luggage and bottles are also excluded from transport

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

## Contact:

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

