

CityMail's packing instructions for unsorted consignment

All of sweden

An *Unsorted consignment* may contain items to the whole of Sweden, without any requirement for separation or sorting. Items of address within CityMail coverage area (see below) are distributed by CityMail, while other items are distributed by PostNord.

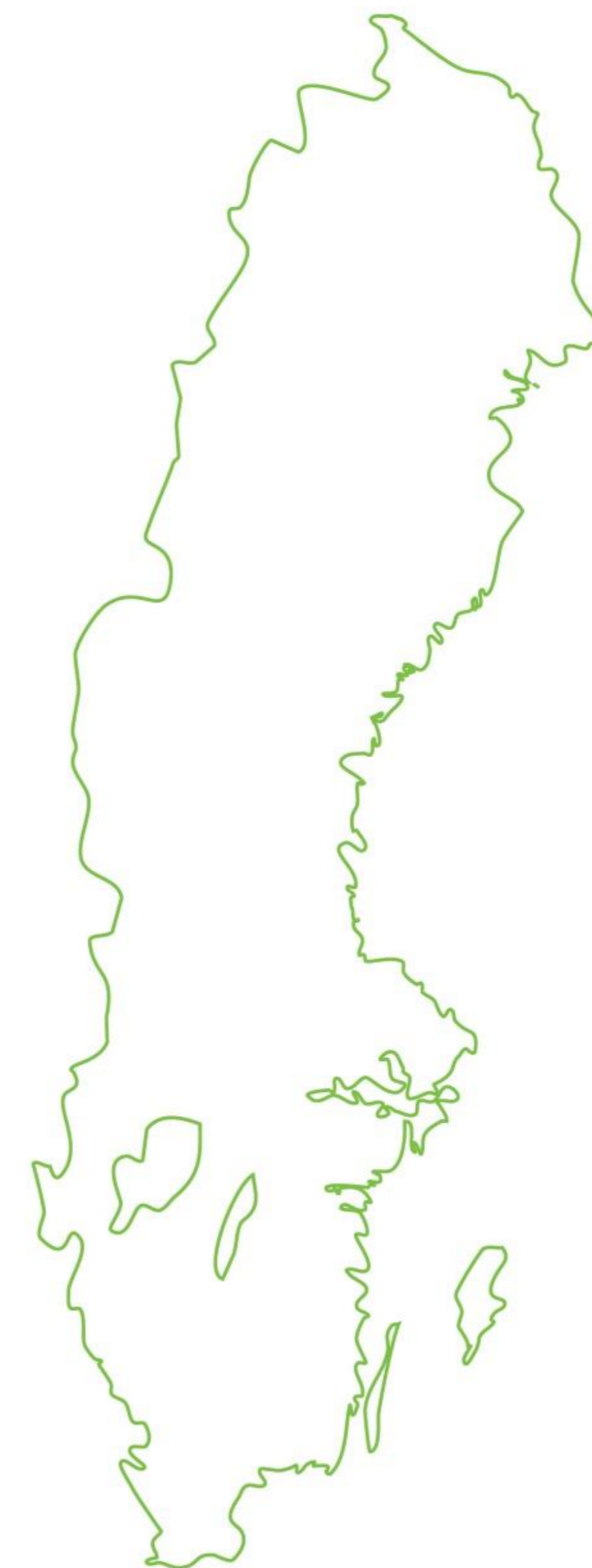
The postcodes below applies from 2018-10-09.

Postnummer

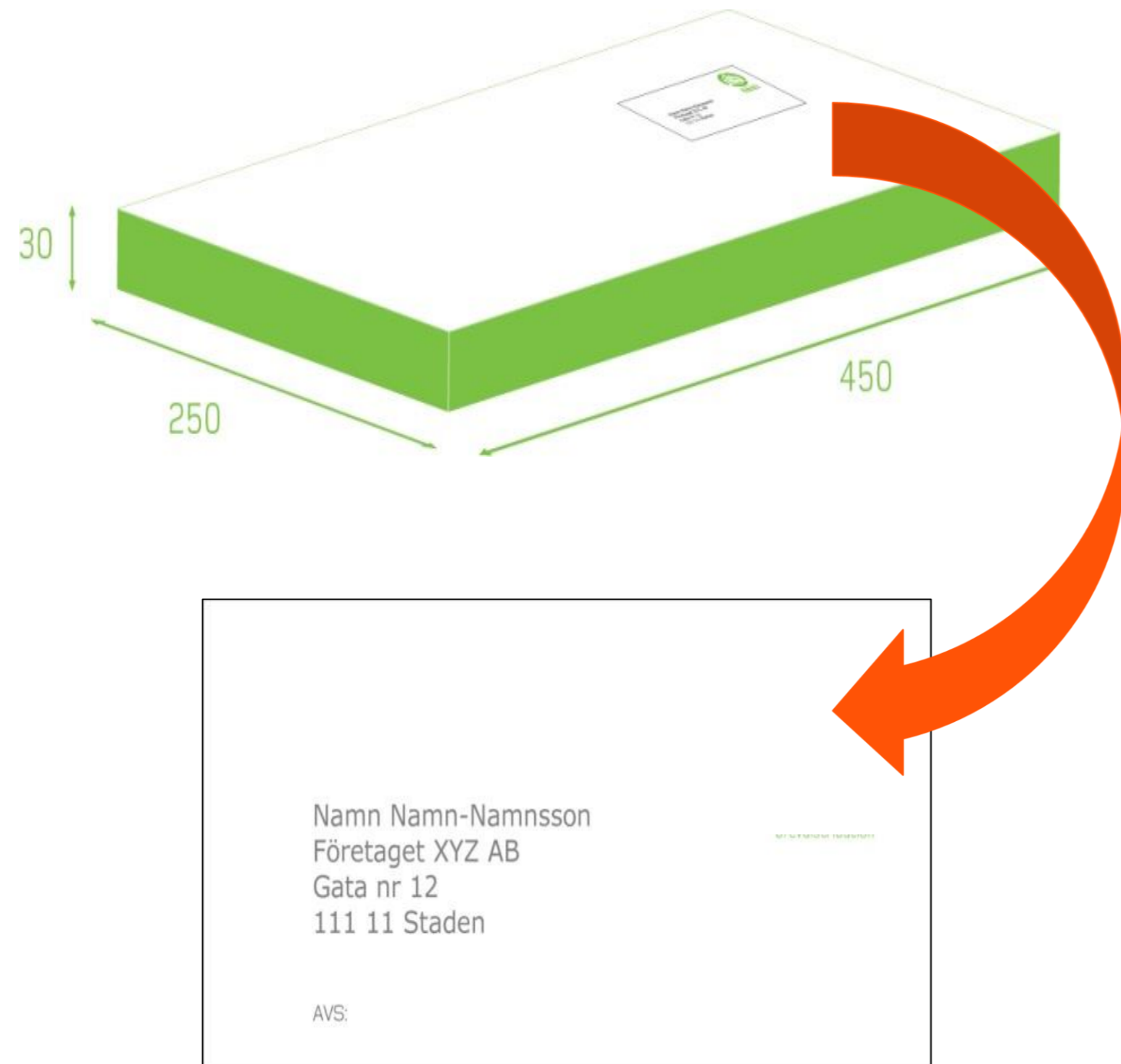
100 – 199
200 – 269
270 – 299 (*270, 271, 273, 276, 291, 295 – 298*)
300 – 312
340 (*340 32, 340 37*)
341 (*341 18, 341 21 - 341 51, 341 60, 341 70, 341 80 - 341 85*)
342
400 – 449
461
475
501 – 518 (*501, 503, 506, 507, 515, 518*)
542 (*542 00 – 542 45, 542 73, 542 85 – 542 88*)
582 – 599 (*582 – 587, 589, 591 - 597, 599*)
602 – 618 (*602, 603, 605, 614, 615, 617, 618*)
620 – 624
630 – 639
640 – 643
644 – 647
648 – 649
695
700 – 739
740 – 769
815 – 819 (*815, 819*)
821 (*821 00 – 821 51*)
941 – 977 (*941 – 946, 952 – 955, 961, 971 – 977*)

Destination

Stockholm – STO
Malmö – MLM
UTB Syd – UTS
UTB Väst - UTV
UTB Syd - UTS
Malmö – MLM
UTB Syd - UTS
Göteborg – GBG
UTB Väst - UTV
Göteborg - GBG
UTB Syd – UTS
Örebro – ÖRE
UTB Öst - UTÖ
UTB Öst - UTÖ
Gotland – GOT
Mälardalen – MLD
UTB Öst – UTÖ
Mälardalen – MLD
UTB Öst - UTÖ
UTB Öst - UTÖ
Örebro – ÖRE
Mälardalen – MLD
UTB Öst - UTÖ
Mälardalen – MLD
UTB Öst – UTÖ



Maximum format



CityMail Sweden AB undertakes to only deliver correctly addressed postal items that is within our specified dimensions.

- Standard: 30 x 250 x 450 mm.
- Maximum: 80 x 250 x 450 mm.

There is a surcharge for mail items thicker than 30 mm.

By correctly addressed items we mean correct name, street address, postcode and city.

The weight deviations for unsorted consignment can be no more than 30 grams and all the items must have the same sender and similar appearance.



Postage and sender



B



B



The postal items must be labelled with one of the following: Sweden Port Payé, Sweden Postage Paid, Customer Magazine, Members' Magazine, Market Journal, Periodicals or any other marking approved by CityMail.

CityMail undertakes to only distribute postal items on which the sender can be clearly read (name and address of sender). A Swedish return address must be specified.

The above are not required if the items are BDR, Direct Mail Marketing (DMM).

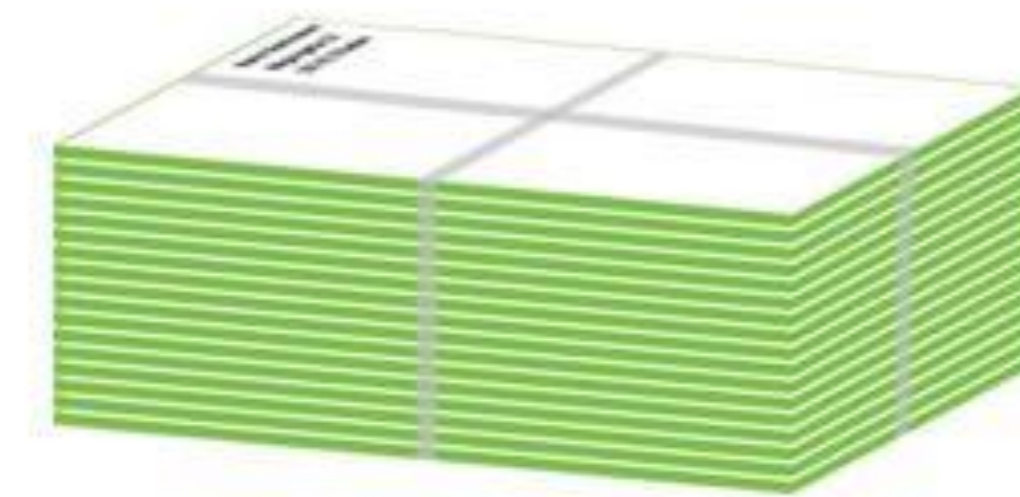
Packning på pall

Bundles are packed directly on pallets to be held together by cable ties or plastic.

The pallet with bundles may have a maximum height of 120 cm incl. pallet.

The pallet must be labeled with the customer, freight senders and "Unsorted consignment".

The pallet can not contain both sorted and unsorted consignments.



Maximum
height
1.2 m

All goods must be secured before transport!



Dispatch booking

Dispatch booking is done at CityMails Partnerwebb: <https://partner.citymail.se/>

Dispatches with:

< 5 000 postal items must be booked by 12 pm on the day of delivery

≥ 5 000 postal items must be booked by 5 pm the weekday before delivery

**Do you need login details to
CityMails Partnerwebb?**

Please e-mail:

produktionsspecialist.syd@citymail.se



Delivery notes

Delivery notes are sent at CityMails Partnerwebb: <https://partner.citymail.se/>

Delivery notes are sent electronically via the Partnerweb as soon as the goods are ready to leave the customer/post producer and should also be attached to the goods.

**Do you need login details to
CityMails Partnerwebb?**

Please e-mail:

produktionsspecialist.syd@citymail.se



Delivery to CityMail

The goods must reach CityMail by 1 pm at the latest 1 weekday before the 1st day of delivery.

Malmö
CityMail, Malmö
Tegelvägen 4
232 54 Åkarp

leverans.mlm@citymail.se
Tel: +46 40-680 85 64
Fax: +46 40-680 85 51

Stockholm
CityMail, Stockholm
Kumla gårdsväg 21
145 63 Norsborg

leverans.sto@citymail.se
Tel: +46 8-599 099 60
Fax: +46 8-599 099 69

Gothenburg
CityMail, Göteborg
Ågatan 38
431 37 Mölndal

leverans.gbg@citymail.se
Tel: +46 31-706 38 27
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Contacts at CityMail

For questions regarding packing and booking,
please contact:

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Stockholm

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