

CityMail's packing instructions for unsorted consignment

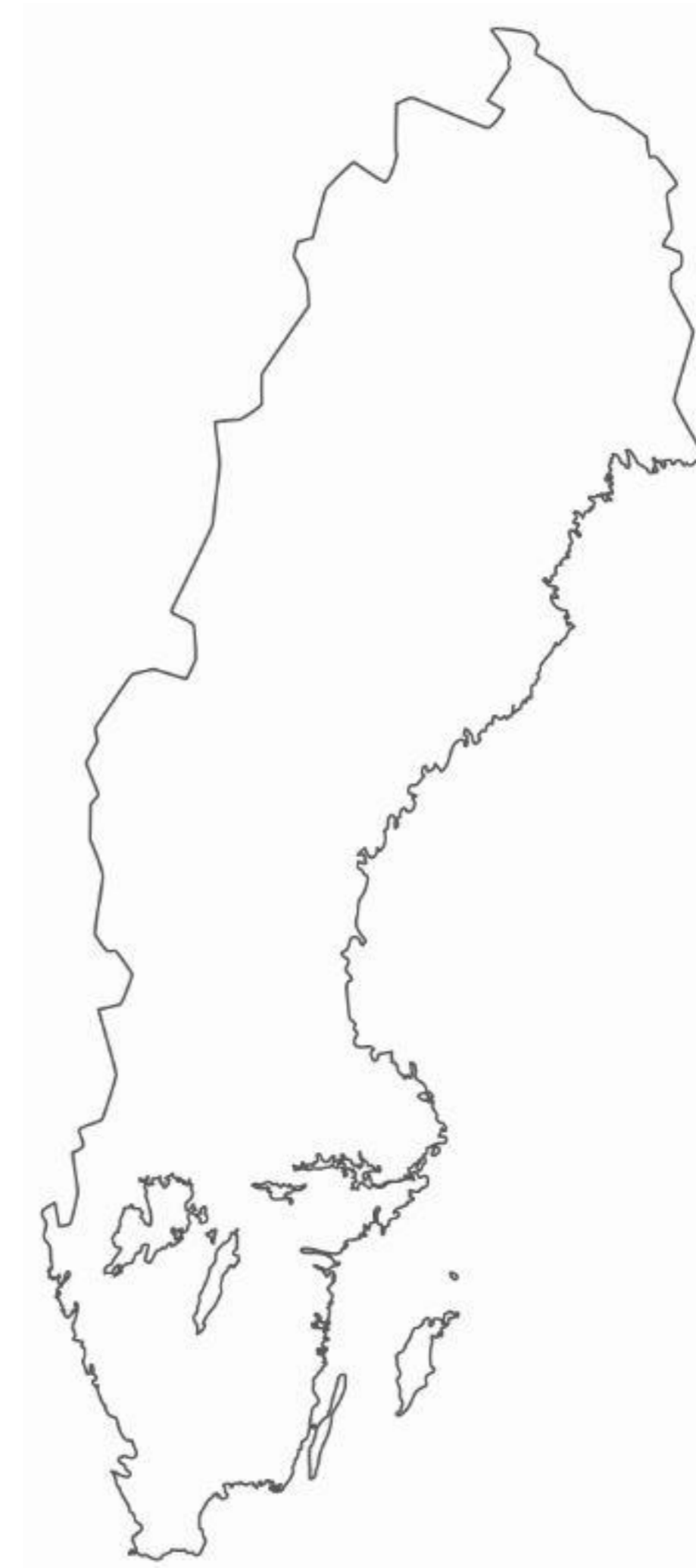
All of Sweden

An *Unsorted consignment* may contain items to the whole of Sweden, without any requirement for separation or sorting.

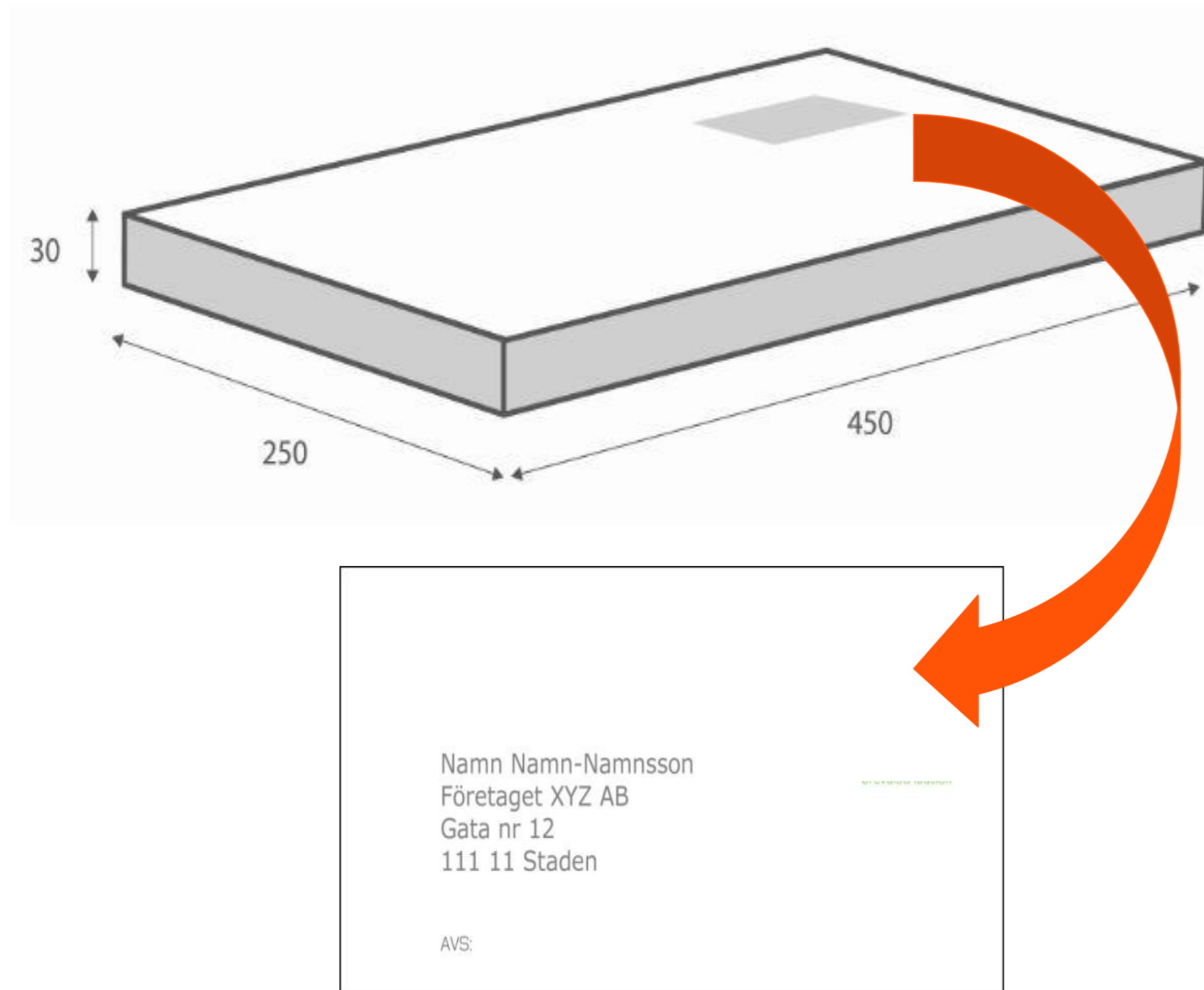
Number of items can not be less than 500 copies and weight deviations for unsorted consignment can be no more than 30 grams.

All the items must have similar appearance.

Items are normally distributed within four days.



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.
- Max weight: 2 kg.

Items thicker than 30 mm may be distributed as agreed. Contact your sales representative for more information.

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



Postage and sender



The postal items must be labelled with the following:

- Sweden Port Payé, Sweden Postage Paid or any other marking approved by CityMail.
- Sender can be clearly read (name and address of sender).
- A Swedish return address must be specified.
- Postoperator CityMail.

**Postop: CityMail, Kumla Gårdsväg 21
145 63 Norsborg**

**Postop: CityMail, Tegelvägen 4
232 54 Åkarp**



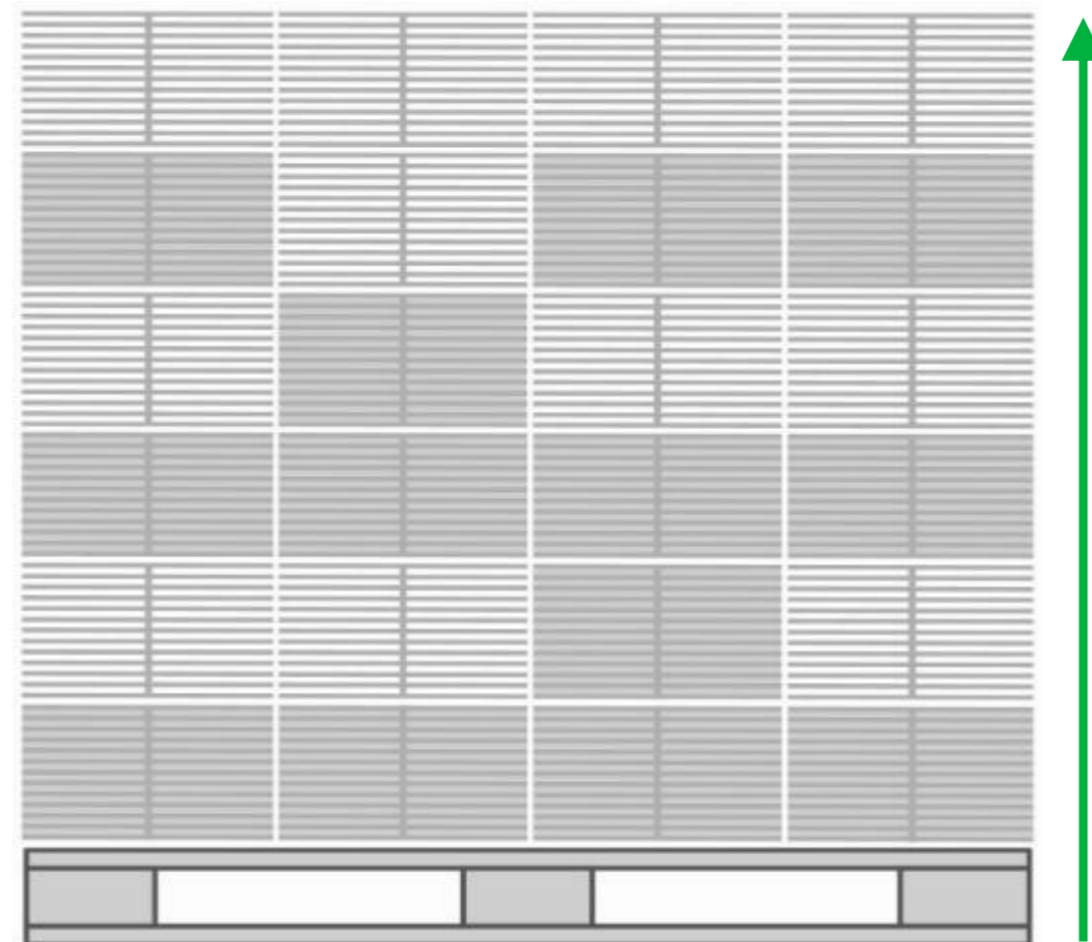
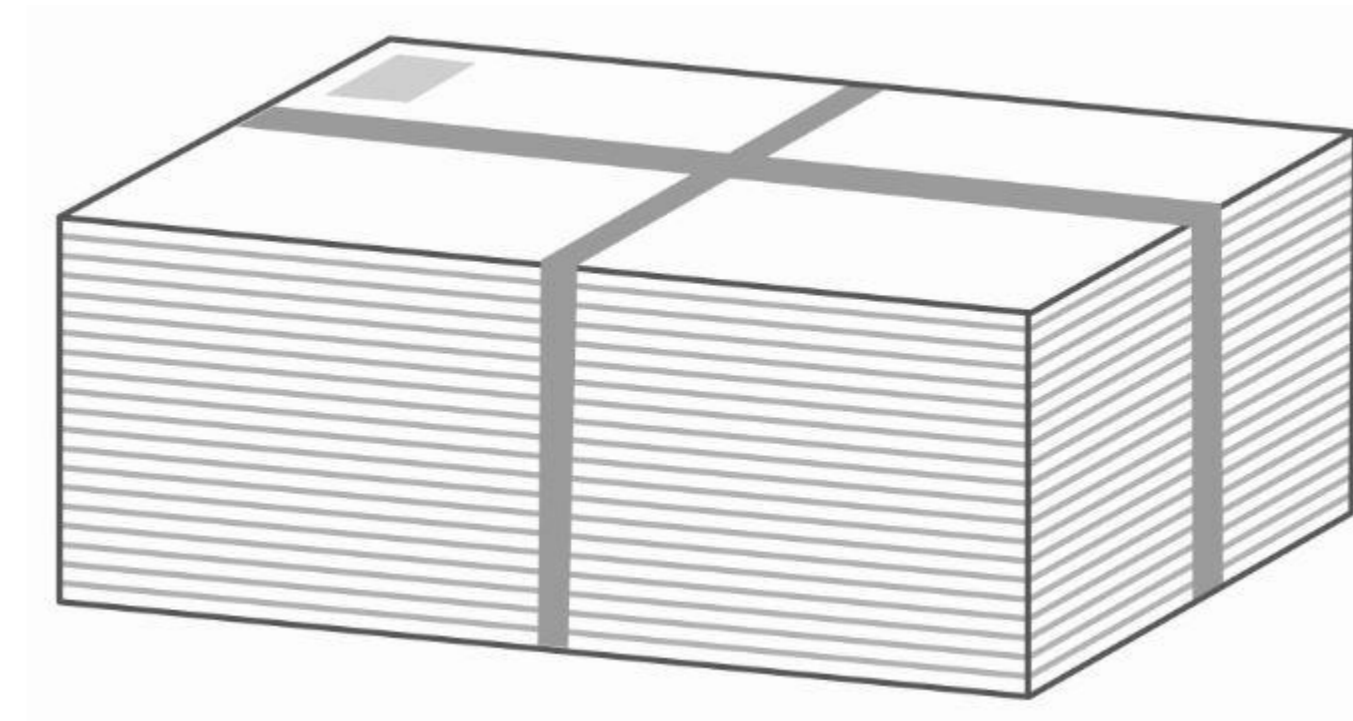
Packing

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 4 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



Contacts at CityMail

For questions regarding packing and booking,
please contact:

Malmö

Phone: +46 70-789 78 12

Phone: +46 70-160 27 15

produktionsspecialist.syd@citymail.se

Stockholm

Phone: +46 70-160 23 19

Phone: +46 70-160 23 15

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