

Guidelines: printing and applying clearly readable parcel labels

Why are clearly readable parcel labels so important?

So that we can offer you fast delivery times while at the same time keeping costs low, efficient processes and a high level of automation are essential in our sorting and distribution centres.

If it isn't possible to read a parcel label automatically, this seriously disrupts the parcel flows on our conveyor system. Such parcels have to be removed from the processing line, the address has to be checked and a new label has to be applied – which all means unnecessary cost and delays both for you and for us.

With a clearly readable parcel label you avoid costs and longer delivery times!

Applying the parcel label correctly

The parcel label should be applied to **the top of the largest side** of the parcel. It must not be concealed or creased in order for the shipping to function smoothly.



Don't fold the label over



Avoid creases in the label



Don't conceal or cover the label



Don't apply the label under wrinkled film



Don't apply strapping across the parcel label



Remove old barcodes and parcel labels



Don't use your own Code 128

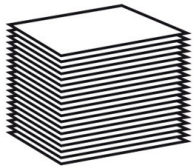
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Printing parcel labels the right way

In parcel label printing, barcode quality depends mainly on four factors

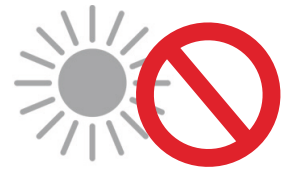
1 Paper as the backing material
You can order suitable shipping labels on DPD terms from our partner online shop www.druck-produkte.de



Use white, high quality material



Don't use old, dirty or yellowed material



Don't store paper exposed to sunlight

2 The printer
We recommend that you use a laser printer for printing parcel labels.



Use black as the colour for the best contrast



Check the toner level and avoid faded printouts



Clean the printhead regularly



Barcode at right angles to the direction of printing, bars parallel to the direction of the paper

3 The printing process



Prevent colour gradients (avoid inkjet printers if possible)



Use backing material suitable for the printer type



Make sure the bar width is correct, and adjust printer speed if necessary

4 Scaling/printer driver



Print the parcel label in the actual size and do not scale



Make sure that the parcel label is correctly positioned on the paper



Not 300 dpi

Printer with compatible resolution for scaling (200 or 600 dpi)