

All documents related to the item are to be enclosed in a plastic pouch affixed on the mailing. Supplementary documents must not be closed inside the item.

1. Sender's name and address
 - Sender's business ID and telephone number
 - Sender's reference, 5 digits maximum
 - Contract customer's Logistics contract code
2. Addressee's name and street address
 - No P.O. Box address
 - Addressee's business ID and telephone number
3. Character of item
 - Check a box according to the content
 - Value of merchandise also in the EU region
4. Specification of content
 - In a language understood in the destination country (usually English or French)
 - Quality, quantity and unit weight of goods as accurately as possible, customs tariff number (if known), country of origin, and value
 - Specification of content is important for items not sent with commercial intent and not including an invoice
 - Specification of content is not required, but recommended, for items sent to the EU countries
5. Service item code
 - Based on the item code (EE....FI), tracking in the most important (approx. 60) countries
6. Product bar code
7. Sender's and addressee's e-mail address
8. Multiple Package Shipment
 - Number of package/total number of packages
 - Supplementary documents concerning the entire mailing in the mother package (no. 1)
9. Transport Insurance
 - Insurance value and currency used (EUR)
10. Gross weight
 - Weight of the parcel in kilograms
11. Volume
 - Volumetric weight, if the item is large but light = length x width x height (m) x 250 kg
12. Transport fee
13. Postal code of the post office of origin
14. Item reception markings
15. Sender's signature
 - original signature