Operational Guidelines
Volumail Easy

Please respect the following rules in order to ensure quick handling and smooth distribution.

Packaging, franking & addressing
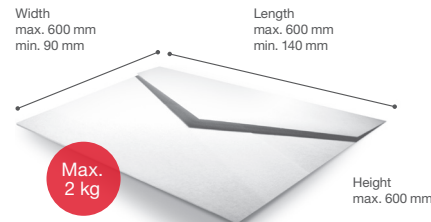
Type of items

Format

Weight : max. 2 kg.

Dimensions :

- length : ≤ 600 mm
- length + width + height : ≤ 900 mm

Width
max. 600 mm
min. 90 mm

Length
max. 600 mm
min. 140 mm

Max. 2 kg

Height
max. 600 mm

Franking

Franking by our services

If your mail items must be franked by our services, following areas should be left blank : a strip of minimum 15 mm (30 mm recommended) from the bottom of the envelope (1) and a 120 X 45 mm rectangle in the top right hand corner (2).
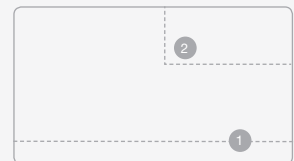
Franking by yourself

If you choose to frank your mail, please respect following indications :

Prior service level

A PRIOR ✈
ooo
If undelivered please return to
PO BOX ....
1934 NBX - Remailers - Belgium

✔ bpost
PB-PP|BPI- ......
BELGIE(N) - BELGIQUE

Economy service level

If undelivered please return to
PO BOX .....
1934 NBX - Remailers - Belgium

✔ bpost
PB-PP|BPI-......
BELGIE(N) - BELGIQUE

Your account manager will provide you the Postage Paid Indicia template.
Return address must be the PO Box linked to your contract or a Belgian address for mail items outgoing from Belgium.

Addressing

Sr. Vasquez
Calle Agazador 23
Las Rosas
28230 Madrid
SPAIN

Specify the country of destination in CAPITALS, WRITTEN IN FULL and in English on the last address line.

Sorting

The only sorting required is by service level : **Prior / Economy**.

Presenting

- Present your deposit with a deposit document you will create on our online application.
- Presenting options : you can have your deposit collected by our services or you can drop it yourself.
- Package your deposit as follows :
  - Maximum weight of bag : 10kg.
  - Use separate bags for Prior and Economy.
  - Attach the 'EMC Brucargo' label to the bag.
  - Write the last 4 numbers of the deposit document and the customer name on the bag label.
  - Attach the deposit document in A4 format to a visible part to the bag with an adhesive transparent pouch.

EMC Brucargo

Registered mail :
if you're sending Registered items, please :

- Fill a 'Registered Items List'
- Bundle your Registered items in the same order than on the list
- Put the bundles in a transparent Registered pouch and put it in the bag **together with the Prior items**.
- Tick 'Registered items included' on the deposit document

  - We will stick a Registered barcode on each item and next to the corresponding address on the Registered Items List.
  - The stamped list will be sent back to you.
  - Registered mail is always handled as Prior mail.

landmark global
powering ✔ bpostgroup