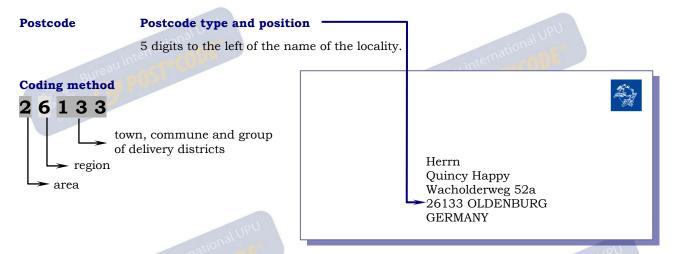
Germany



Address format

In items for Germany, on no account should a country code (D- or DE-) be written in front of the postcode. This could cause delays in processing items with sorting machine. The address should be:

- left aligned,
- in the same font size and font,
- · without frames and highlighting,
- · in dark ink on light colored background,
- with a maximum width of 10 cm.
- Deutsche Post recommends writing P.O box numbers in 2 digits groups separated by a space, starting from the last number.

Examples

Home delivery:

Street address:

Herrn Quincy Happy Wacholderweg 52a 26133 OLDENBURG GERMANY

Address in block of flats:

Liselotte Sommer Rhondorfer Str. 666 // Appartment 47 50939 KÖLN GERMANY addressee

addressee

street name and No.

postcode + locality

street name and No. // apartment No. postcode + locality

Postal services delivery:

Poste Restante address:

Harry Hase Postlagernd 53131 BONN GERMANY addressee

"Postlagernd" (poste restante)

postcode + locality

P.O Box address:

Sitftung Warentest Postfach 3 41 41 10724 BERLIN GERMANY addressee P.O Box number. postcode + locality

Germany (cont.)

Examples (cont.) Address of large volume receiver:

Citibank Privatkunden AG 68151 MANNHEIM GERMANY company name postcode + locality

"Packstation" (automatic parcel machine) addresses:

Lara Lustig 1234567 Packstation 101 53113 BONN GERMANY addressee personal customer number (6-10 digits) "Packstation" + parcel machine number postcode + locality of parcel machine

Contact Deutsche Post AG

Zentrale 165-22 53250 BONN GERMANY Tel: (+49 228) 182 18012 Fax: (+49 228) 182 29 18012

Website <u>www.postdirekt.de</u>

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