



Guidelines when sending mail

<p>Regular letter – DK</p> 	<p>Letters handed in Monday morning will be delivered by PostNord on Friday.</p> <p>Letters handed in between Tuesday-Friday will be delivered on the following Wednesday. (PostNord does not deliver mail on Saturdays.)</p>
<p>Letters – international</p>	<p>Please write "Prioritaire" or "Priority" above the address or next to where the stamp is supposed to be.</p>
<p>Quick letter – DK</p>	<p>If it is absolutely necessary that your letter be delivered within maximum two days, you can use the 'quick letter' option (Quickbrev). Write the letter 'Q' at the top center of the front of the envelope.</p> <p>Note: this service is expensive!</p>
<p>Registered mail</p>	<p>Write a big 'R' in the bottom, left corner of the letter and put it in yellow box.</p>
<p>Parcels – DK and the EU</p> 	<p>Write sender's and receiver's name and address on parcel and put it in yellow box.</p> <p>When sending parcels to <i>private persons</i>, please also stick a piece of paper on parcel with receiver's e-mail and/or mobile no. for track-and-trace purposes.</p>
<p>Parcels – international, outside the EU</p>	<p>Write sender's and receiver's name and address on parcel and put it in yellow box. <i>Include information about content.</i> Internal mail service needs this information for the customs declaration.</p>