

Guidelines for ensuring direct, on-time delivery of your mail.

General delivery

ETH Zurich
Title First name Last name
Organisational unit
Building Room
Street House number
Postcode City

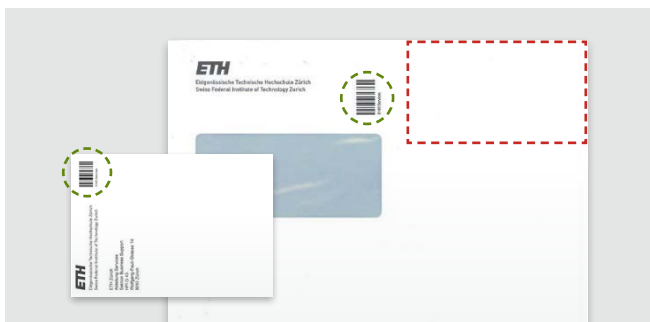
c/o-address

ETH Zurich
Title First name Last name
c/o First name Last name
Organisational unit
Building Room
Street House number
Postcode City

Delivery address

A correct, full address is essential for direct delivery. If space is limited, you can merge address lines using a comma. For example: Organisational unit, Building Room.

If consignments are not to be delivered to your official office address, please give a c/o (care of) address, stating the name and office address of the person who will accept your consignment at the chosen destination.



Dispatching external mail

- > **Franking area:** Please write remarks such as «A-Post» always outside the franking area.
- > **Strichcode:** Use the envelopes or parcel address labels that conform to postal regulations. The barcode carries your sender information.
Can be ordered via external [partner print shops](#).
- > **Customs forms:** For the correct customs forms for sending mail abroad, please contact either Campus Info or us.



Dispatching internal mail

Reusable – simple and efficient:

1. Use the yellow ETH envelopes with windows for internal mail. Available at the [office supplies shop](#).
2. Use the «print address page» function on the ETH web via the search function or [people.ethz.ch](#).