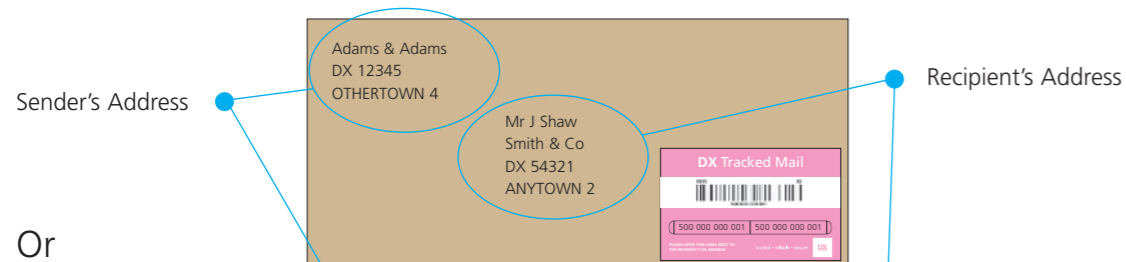


## Preparing your DX Tracked Mail items

- The DX Tracked Mail service can be used for any DX addressed items within the Republic of Ireland.
- Simply affix a DX Tracked Mail label** next to the recipient's DX address on the front of the envelope or box you are despatching.



Or

- The DX Tracked Mail service includes the option of free pouches for your documents. Simply place your document into the pouch, affix the DX Tracked Mail label as shown and complete the address details.

**Sender's DX Details:**  
Company Name: Adams & Adams  
DX Number: DX 12345  
Exchange: OTHERTOWN 4

**DX Tracked Mail**  
500 000 000 001

**Recipient's DX Details:**  
Receiver's Name: Mr J Shaw  
Company Name: Smith & Co  
DX Number: DX 54321  
Exchange: ANYTOWN 2

### The DX Tracked Mail service

**Instructions**

- Place the document / envelope inside the pouch, remove the tear-off security strip and seal
- Affix your Tracked Mail label in the area indicated
- Ensure your sender's and recipient's DX details are completed clearly
- Complete your Customer Log Book in the usual way
- Post into the onwards box with your other DX mail items

- Please write or stamp your sender's DX details in the top left hand corner.

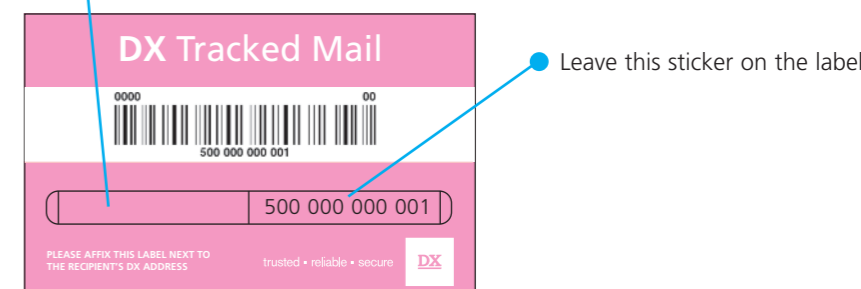
# DX Tracked Mail User Guide

## Despatching your DX Tracked Mail items

- Affix one of the miniature peel-off stickers from the bottom of the tracking label to the first column in your log book.
- Complete the despatch details as indicated. This is your record of the item you have sent. Please leave the second peel-off sticker on the label.
- Post your DX Tracked Mail items in the Onwards box at your local Exchange, along with your DX mail.

**DX Tracked Mail Customer Log Book**

TRACKING NUMBER	RECIPIENT	RECIPIENT'S COMPANY NAME	RECIPIENT'S DX NUMBER	RECIPIENT'S EXCHANGE	DATE OF DESPATCH
500 000 000 001	Mr J Shaw	Smith & Co	DX 54321	ANYTOWN 2	12/15
Affix peel-off record here					
Affix peel-off record here					
Affix peel-off record here					
Affix peel-off record here					
Affix peel-off record here					
Affix peel-off record here					
Affix peel-off record here					
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## Tracking your DX Tracked Mail items

- If requested at the time of order, you will also receive email confirmation that your items are out for delivery, after 09h00 on the day of delivery.
- You can check the delivery status of your items via our **webtrack** facility at **www.thedx.ie**. All you will need is your 12 digit tracking number (from the record in your log book). You will be able to access tracking information after 09h00 the day following despatch.
- For any other tracking enquiries, please call **Customer Support** on **01 879 1700**.

## Re-ordering further supplies

- To obtain further supplies of labels, pouches or log books, simply complete the stationery re-order card contained within your Starter Pack.
- You can also order via our website **www.thedx.ie**
- Or call us on **01 879 1700**.