

ctt

June 2025

Rules of graphic representation
Postage Paid *Indicia*
PPI

S1

DL

DP

C5

C4

Introduction

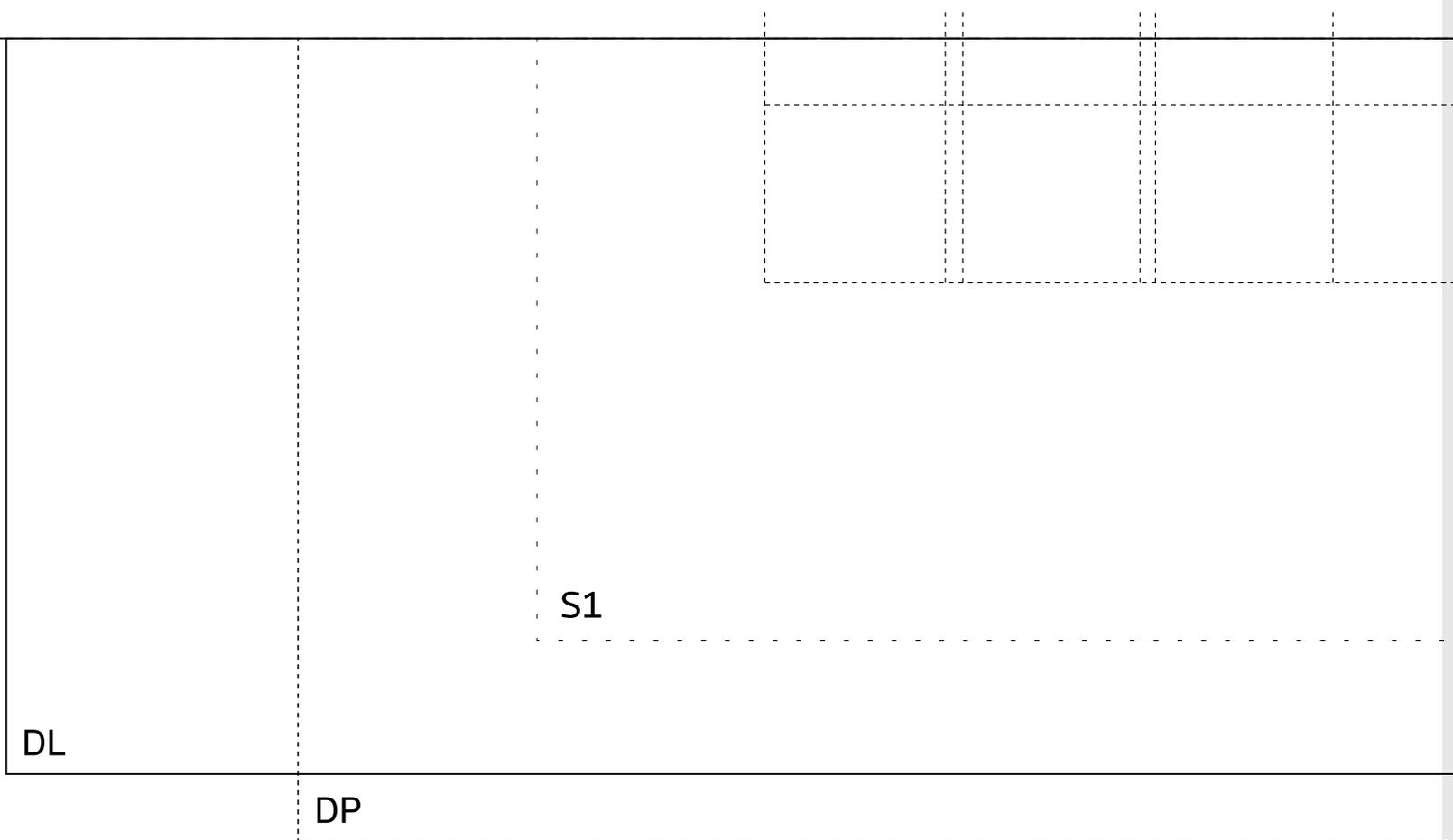
This manual sets graphic rules for CTT contractual mail, in order to standardize the graphic and visual coherence of CTT Correios identity.

The consistent application of these rules allows creating a clear and recognizable image of CTT Correios de Portugal SA.

CTT PPI (Postage Paid Indicia)

The print PPI's of value, product and function showed on Taxa Paga (Postage Paid) envelopes are made up of several elements.

The characteristics and relations between these elements were carefully studied and should not be changed, as far as possible.



Value PPI prints

The print **Taxa paga (postage paid)** should mention:

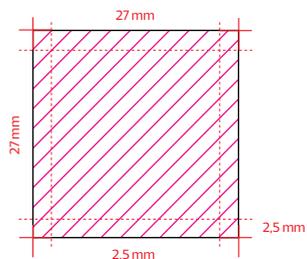
- The contract n° for contract customers that use credit or prompt-payment;

This print shall be applied always on a white background and printed in black.

- The customer n° or the acceptant Post Office in the pre-active contract;
- The acceptant Post Office designation for occasional

Note:

This PPI print may be pre-printed or stamped by the Post Office rubber stamp.



Informação variável*

1. Acto CTT Bold, 5,5 pt
COMO YO K100
2. Acto CTT Book, 4,5 pt
COMO YO K100



Informação variável*

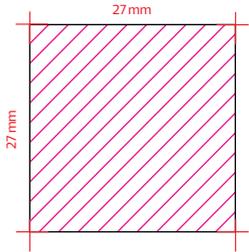
1. Acto CTT Bold, 5,5 pt
COMO YO K100

Aplica-se aos produtos RSF, RSFI, RL, Resposta Registada e na Franquia Online.

* Use the recommended typography as much as possible. In case of nonexistence, use Arial, 4pt

Product PPI print

All CTT PPI prints are available for download at www.ctt.pt.



Pantone Cool Gray 5
Four colour printing
C 0% M 0% Y 0% K 35%



Pantone 2718C, 2718U
Four colour printing
C 70% M 45% Y 0% K 0%



Pantone 1795
Four colour printing
C 0% M 100% Y 100% K 0%

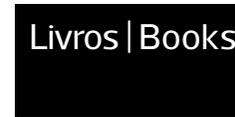
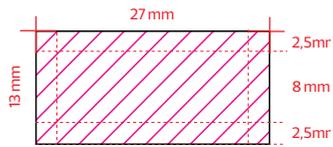


Red - Pantone 186 / Blue - Pantone 2738
Four colour printing
C 0% M 100% Y 81% K 4%
C 100% M 87% Y 0% K 2%

Product PPI print

This print shall be applied always on a white background and printed in black.
If the background is not white, CTT must approve it.

Construction basis



Pode abrir-se para
verificação postal

Pode abrir-se para
verificação postal

Pode abrir-se para
verificação postal



Pode abrir-se para
verificação postal
Autorizado a circular
fechado **DE XXXXX/mês**

Pode abrir-se para
verificação postal
Autorizado a circular
fechado **DE XXXXX/mês**

Pode abrir-se para
verificação postal
Autorizado a circular
fechado **DE XXXXX/mês**

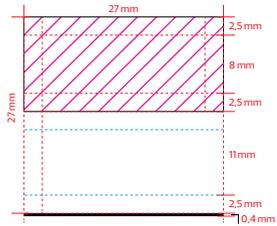
* Use without authorization for closed envelope.

** Use with printed authorization number for closed envelope.

Product PPI print

This print shall be applied always on a white background and printed in black.
If the background is not white, CTT must approve it.

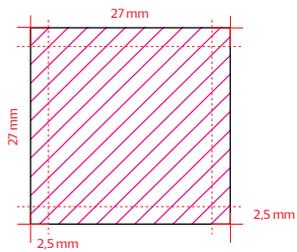
Construction basis



Information

COMO YOK100

1. Acto CTT Book 13 pt Tracking 0
2. Acto CTT bold 13 pt Tracking -5
3. Acto CTT Book 6,5 pt Tracking 0



Information

COMO YOK100

1. Acto CTT bold 13 pt Tracking -5
2. Acto CTT Book 6,5 pt Tracking 0

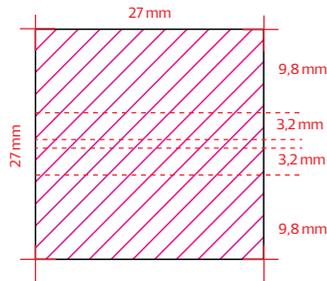


Information

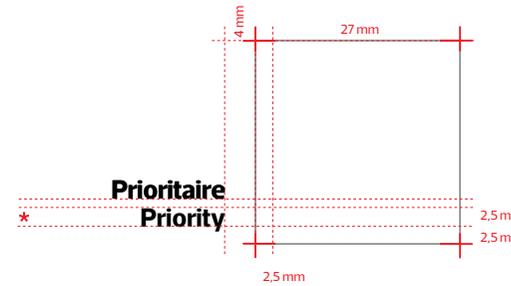
COMO YOK100

1. Acto CTT Book 13 pt Tracking 0
2. Acto CTT bold 13 pt Tracking -5

Function PPI print

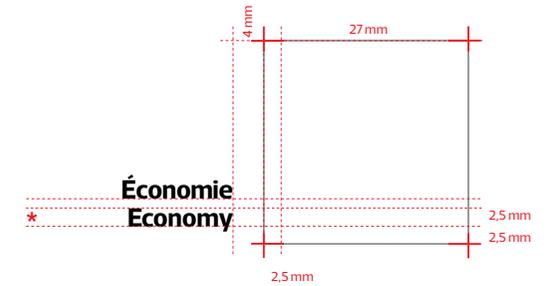


Pantone Reflex Blue
Four colour printing
C 100% M 70% Y 0% K 0%



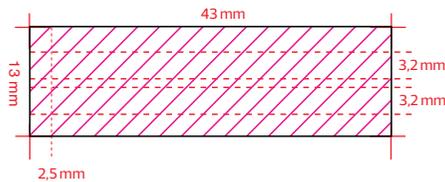
*** Variable information**
Acto CTT **Bold**, 13 pt
■ C0 M0 Y0 K100

Use the recommended
typography as much as possible.
In case of absence, use:
Arial **Bold**

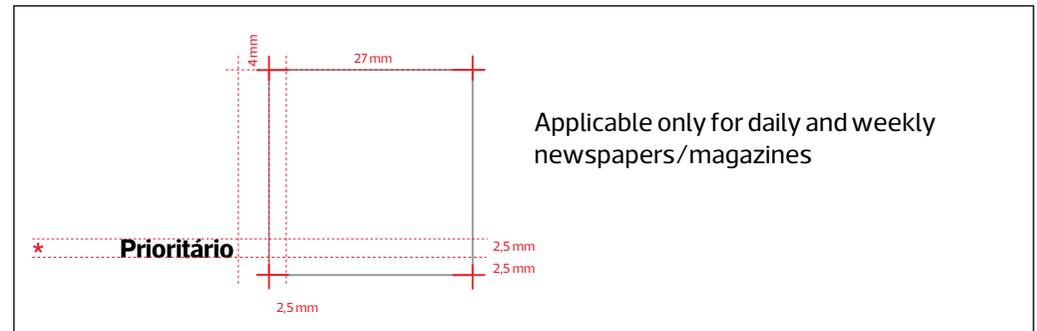


*** Variable information**
Acto CTT **Bold**, 13 pt
■ C0 M0 Y0 K100

Use the recommended
typography as much as possible.
In case of absence, use:
Arial **Bold**



Pantone Black C
Four colour printing
C 0% M 0% Y 0% K 100%

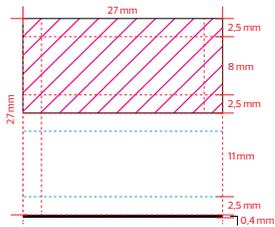


*** Variable information**
Acto CTT **Bold**, 13 pt
■ C0 M0 Y0 K100

Use the recommended
typography as much as possible.
In case of absence, use:
Arial **Bold**

Function PPI print

Construction basis



1 Sistema Mailer
2

3 Não dobrar escrever ou carimbar
X DE 000000000000XX

Information
COMOYOK100

1. Acto CTT Book 13 pt Tracking 0
2. Acto CTT bold 13 pt Tracking -5
3. Acto CTT Book 6,5 pt Tracking 0
4. Acto CTT Book 5 pt Tracking 0

1 Invólucro Mensagem
2

DE 000000000000XX

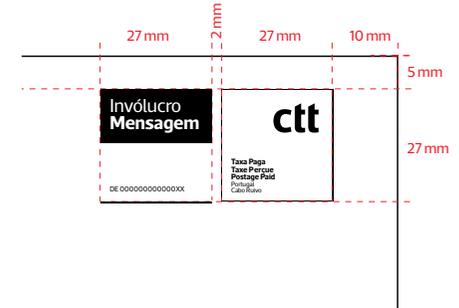
Information
COMOYOK100

1. Acto CTT Book 13 pt Tracking 0
2. Acto CTT bold 13 pt Tracking -5
3. Acto CTT Book 5 pt Tracking 0

1 AERO GRAMME
X DE 000000000000XX

Information
COMOYOK100

1. Acto CTT bold 13 pt Tracking -5
2. Acto CTT Book 5 pt Tracking 0



Tracking and signature collection in the operating circuit



Registered mail PPI prints



Insured itens (Registered Mail)



Priority Mail



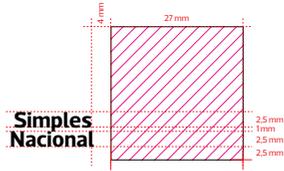
Shipments of extra-community goods without Track & Trace e.g. Ordinary Mail

Note: The functionality PPI mark may be printed, handwritten, pasted with a label or posted by stamp.
According to the Track & Trace technical manual, "Scan" and "Signature" logos may appear in other positions next to the barcode.

Registered mail PPI prints

This type of letter mail may be indicated by means of a post stamp, by pre-printing or by handwriting.

Domestic

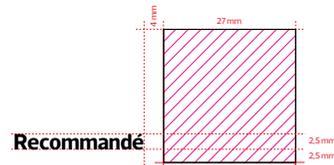


International

Recommended version

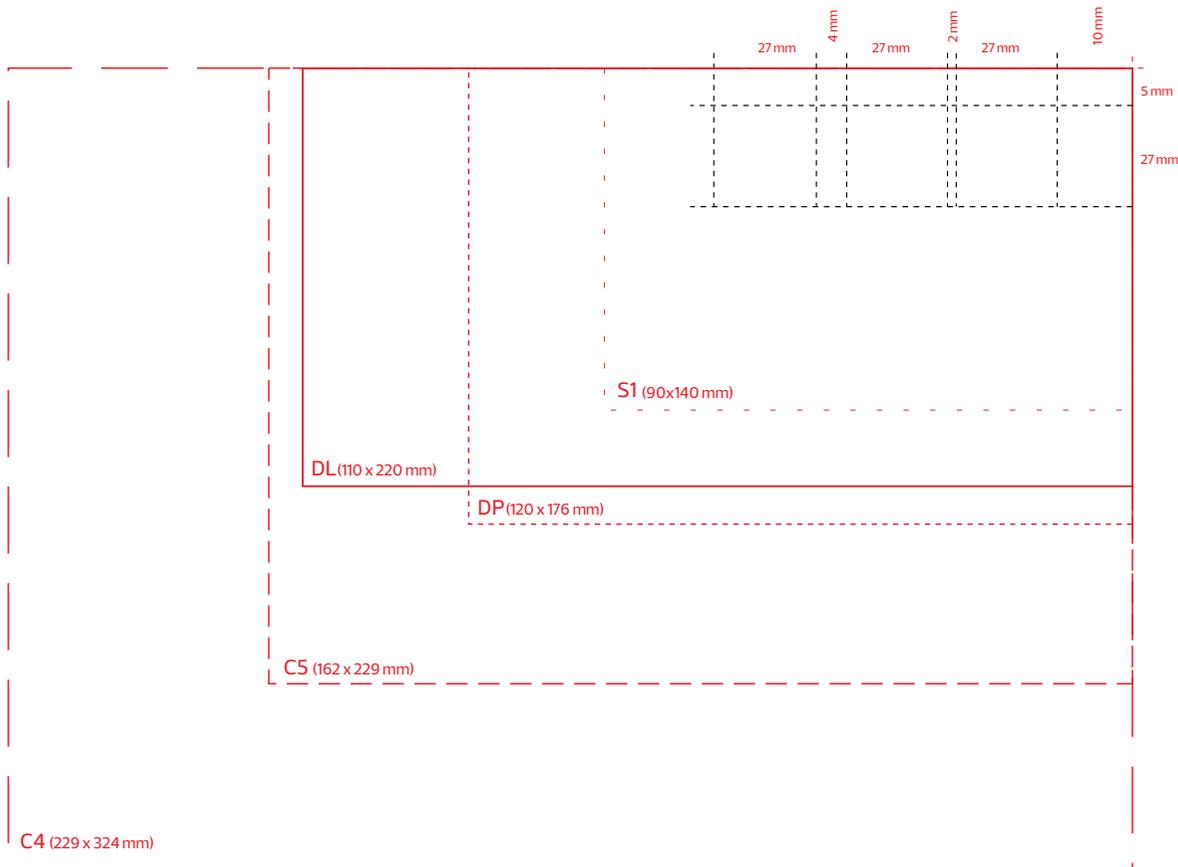


alternatively

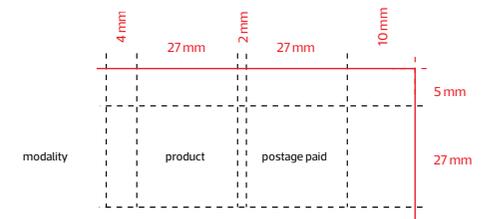


Contractual Mail - Envelopes layout

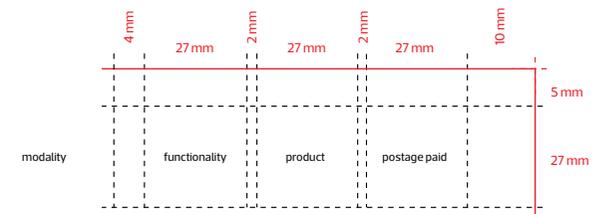
Envelopes are made up of several elements.
The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible. These characteristics are kept within the different shapes of the envelopes.



Domestic



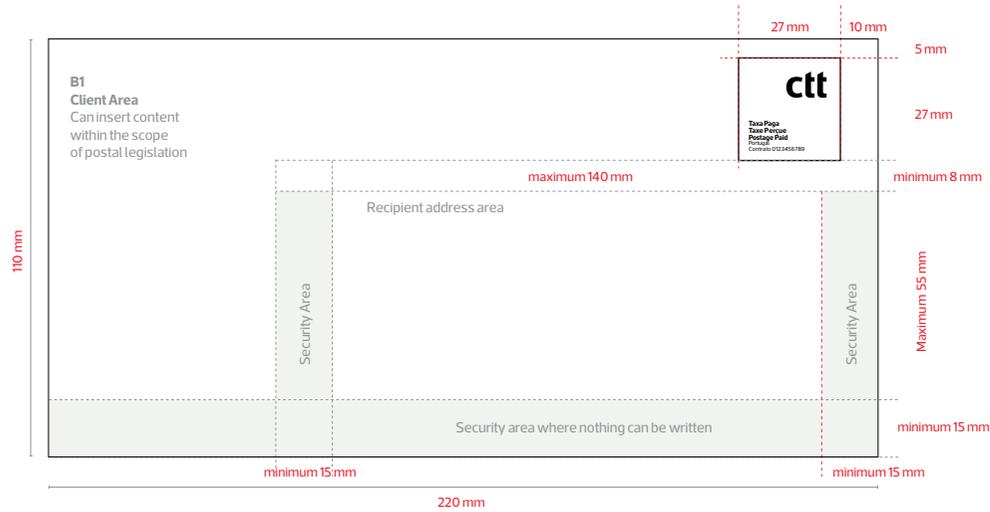
International



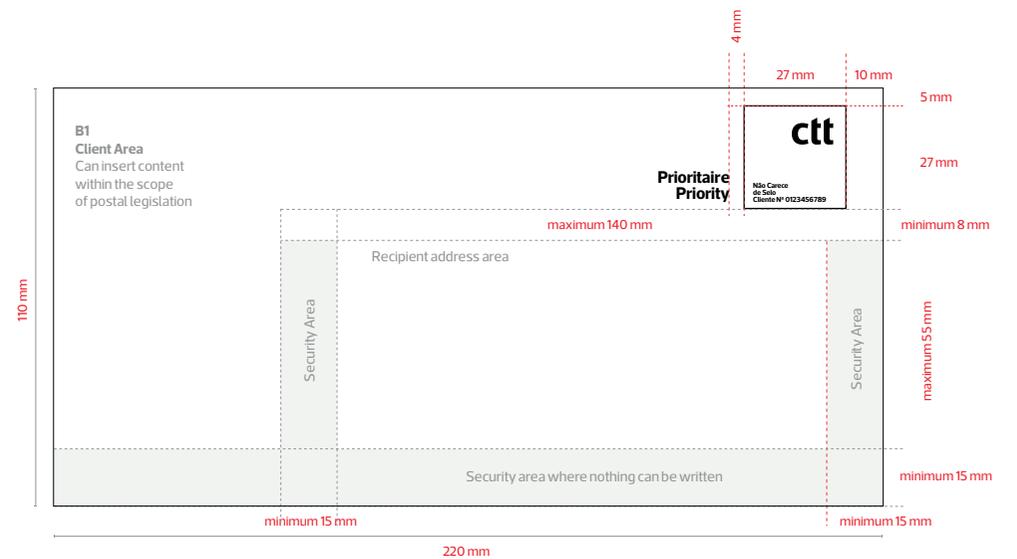
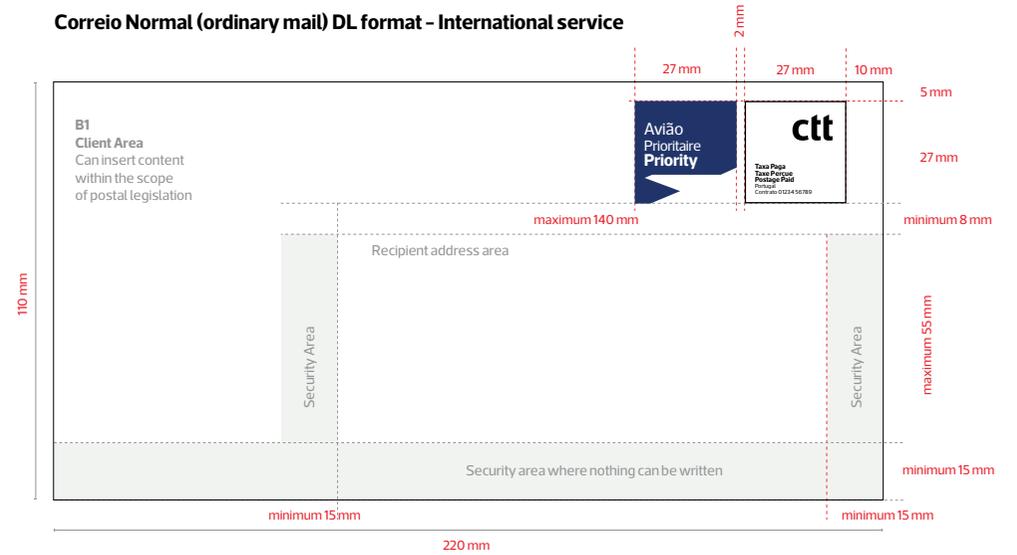
Correio Normal (ordinary mail) – Envelopes layout

Envelopes are made up of several elements.
The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible.

Correio Normal (ordinary mail) DL format – Domestic service



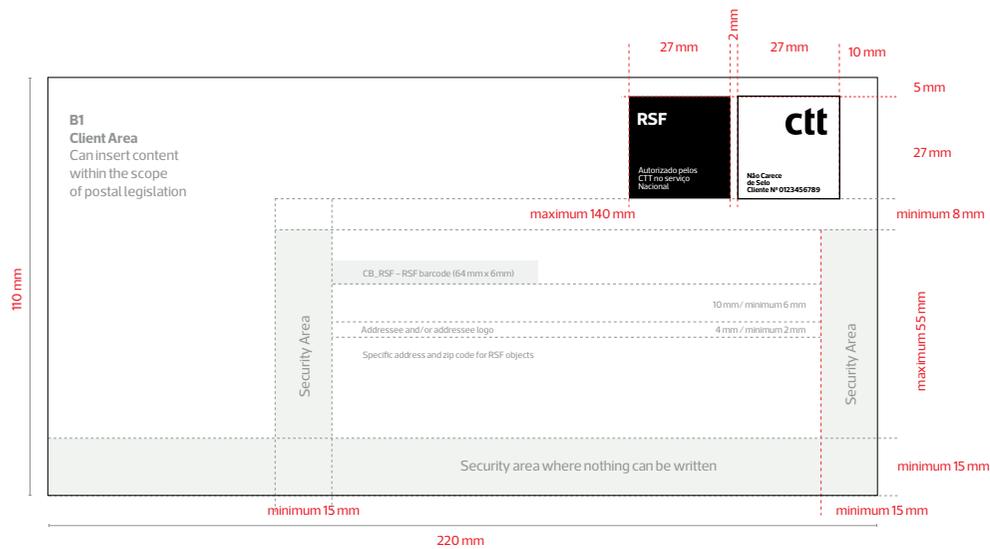
Correio Normal (ordinary mail) DL format – International service



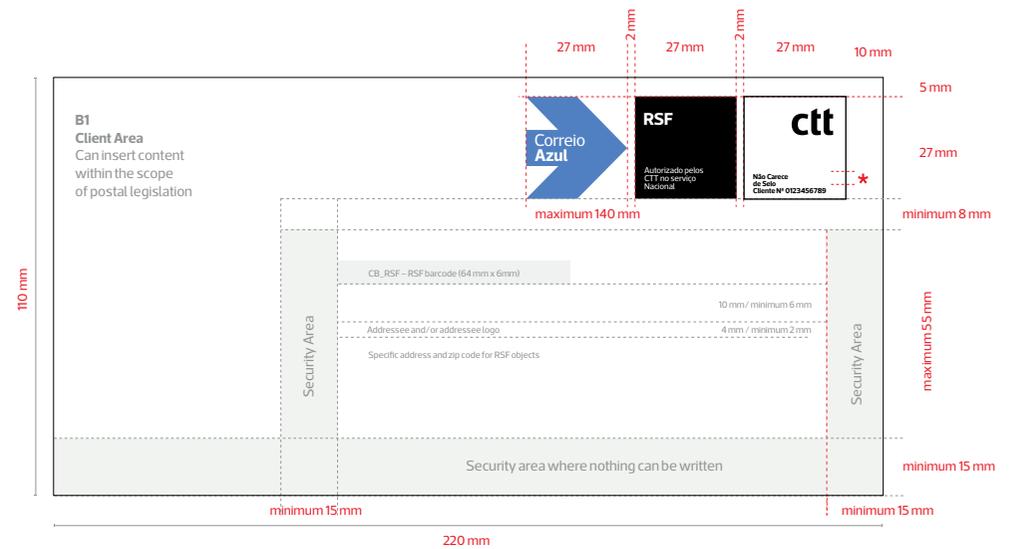
RSF (local reply bussiness service) – Envelopes layout

Envelopes are made up of several elements.
The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible.

RSF (local reply business service) DL format – Non-priority mail domestic service



RSF (local reply business service) DL format – Priority mail domestic service



* Contract or Client number

RSFI (IBRS – International Business Reply Service) – Envelope layout

Envelopes are made up of several elements.
The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible.

RSFI (IBRS – International Business Reply Service) DL format – International service

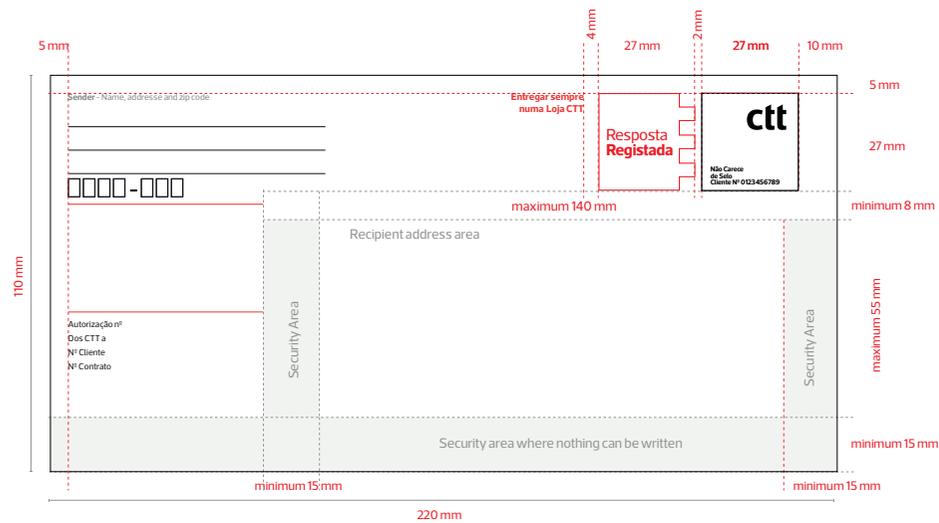


Resposta Registrada (local reply registered mail service) – Envelope layout

Envelopes are made up of several elements.
The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible.

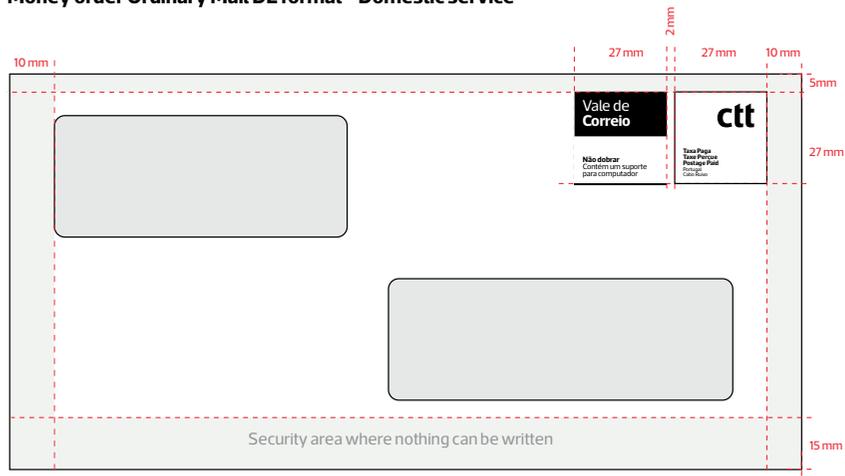
The PPI print of these CTT products may be pre-printed;
a sticking label or stamp may be used.

Local Reply registered mail DL format – Domestic service

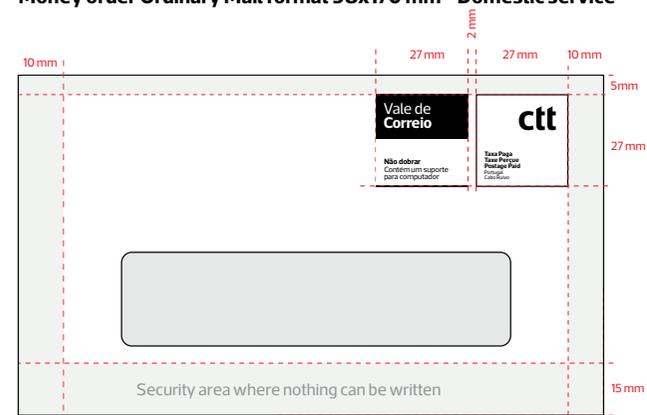


Vale postal Correio Normal (money order Ordinary Mail) – Envelopes layout

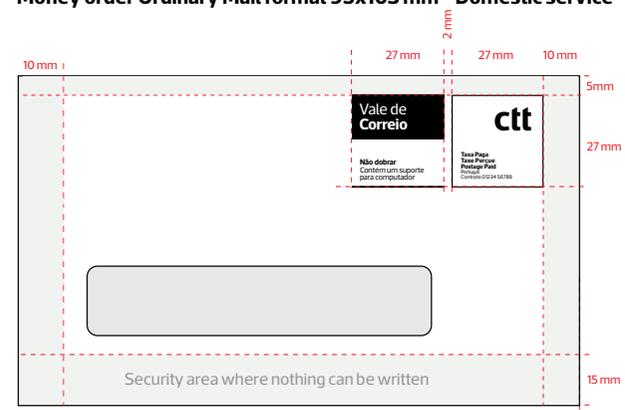
Money order Ordinary Mail DL format - Domestic service



Money order Ordinary Mail format 98x170 mm - Domestic service



Money order Ordinary Mail format 95x163 mm - Domestic service

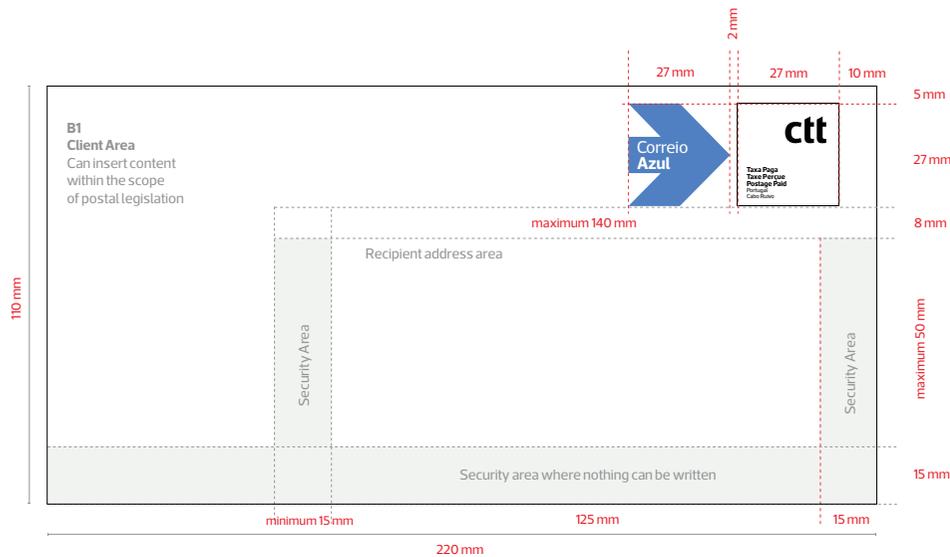


Correio Azul (Priority Mail) – Envelopes layout

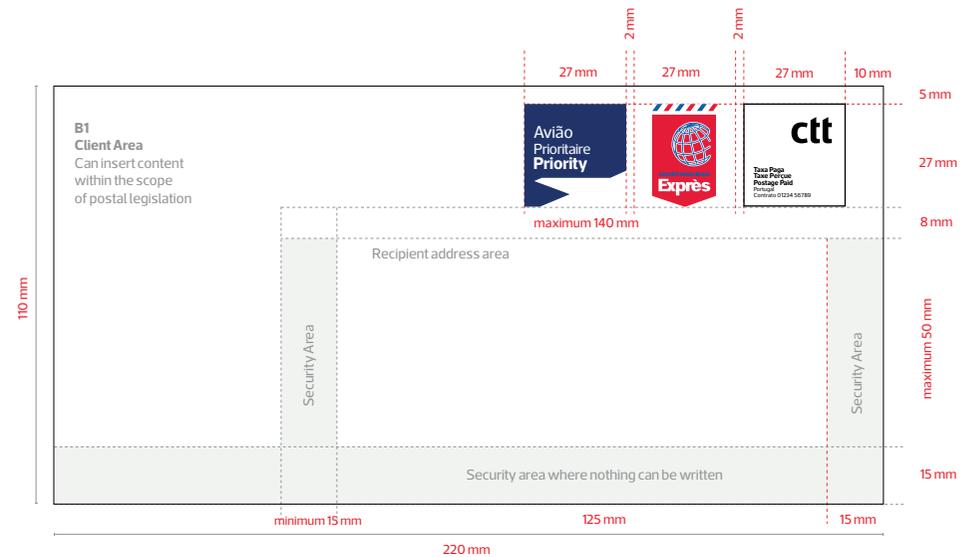
Envelopes are made up of several elements.
The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible.

The PPI product print for priority mail may be preprinted or may be a label sticker.

Correio Azul (Priority Mail) DL format – Domestic service



Correio Azul (Priority Mail) DL format – International service

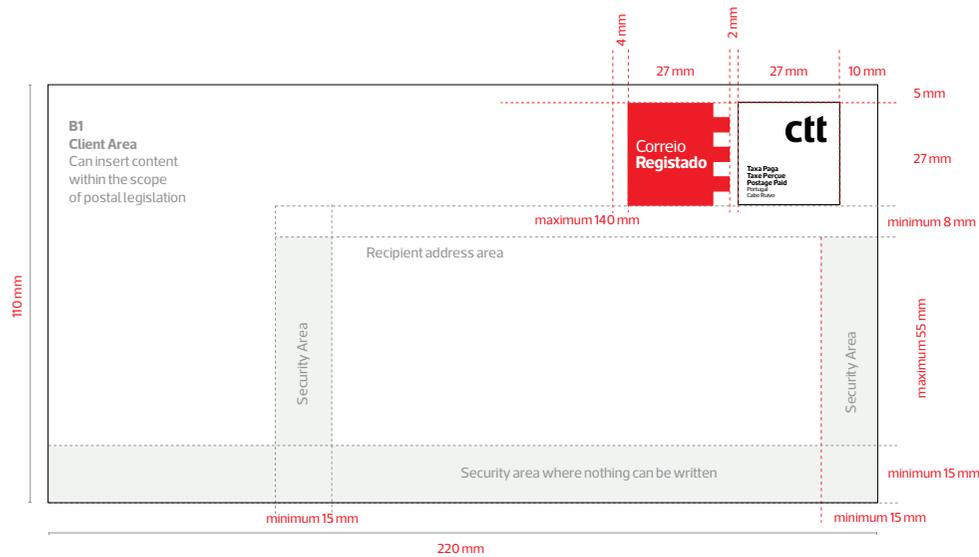


Correio Registrado (Registered Mail) – Envelopes layout

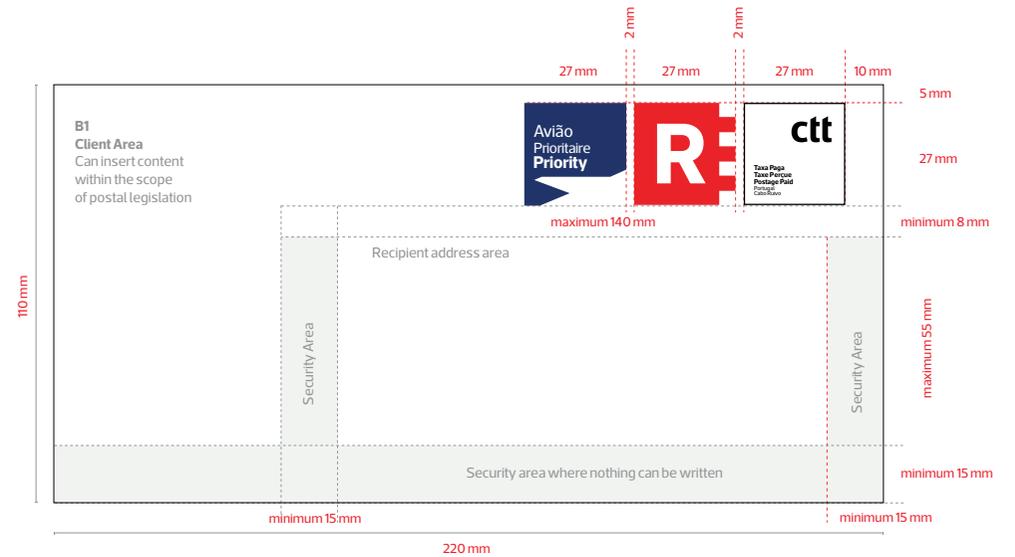
Envelopes are made up of several elements. The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible.

The PPI product print for priority mail may be preprinted or may be a label sticker.

Correio Registrado (Registered Mail) DL format – Domestic service



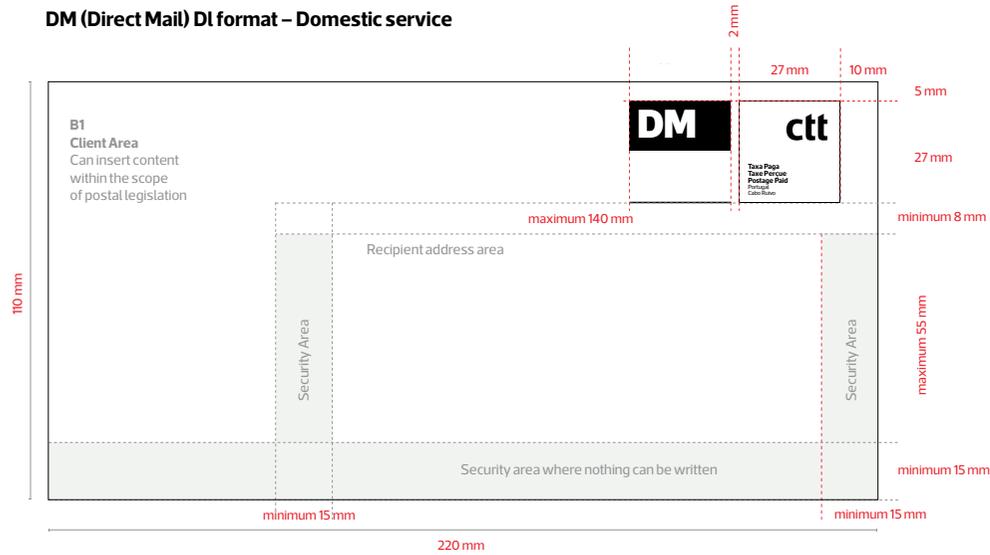
Correio Registrado (Registered Mail) DL format – International service



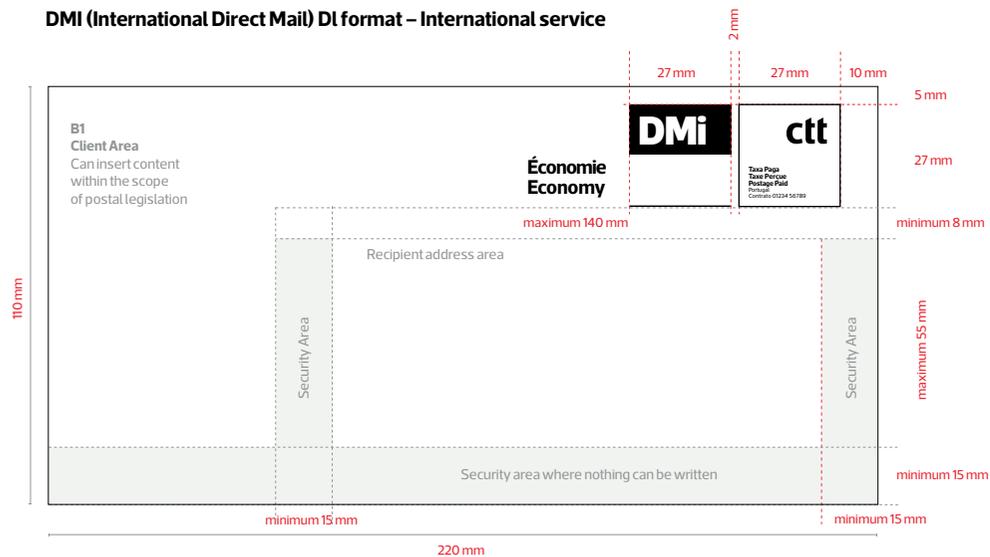
DM and DMI (Direct Mail) – Envelopes layout

Envelopes are made up of several elements.
The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible.

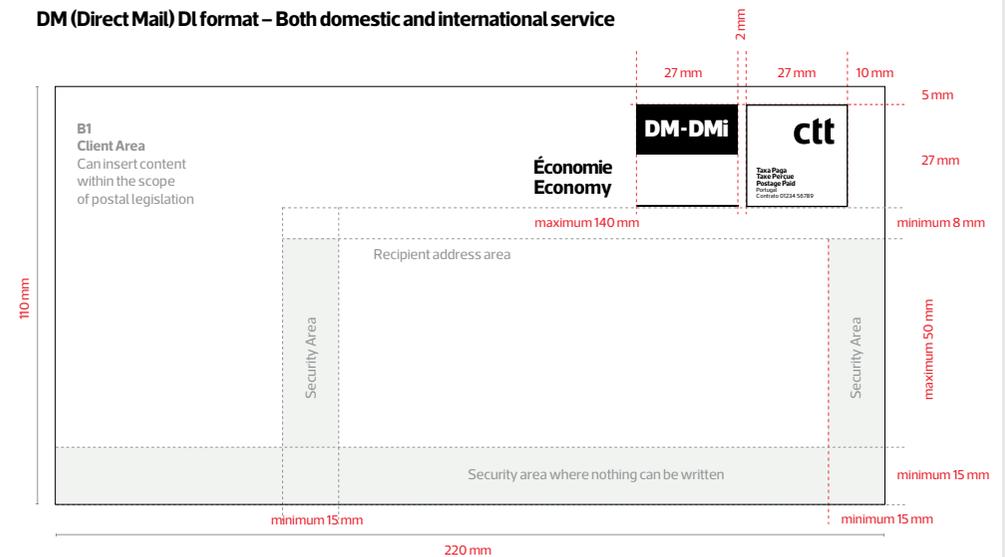
DM (Direct Mail) DI format – Domestic service



DMI (International Direct Mail) DI format – International service



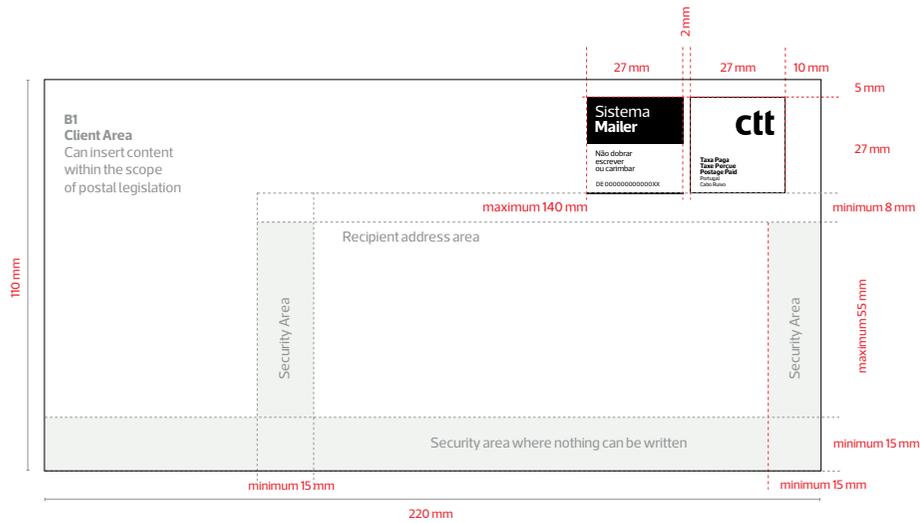
DM (Direct Mail) DI format – Both domestic and international service



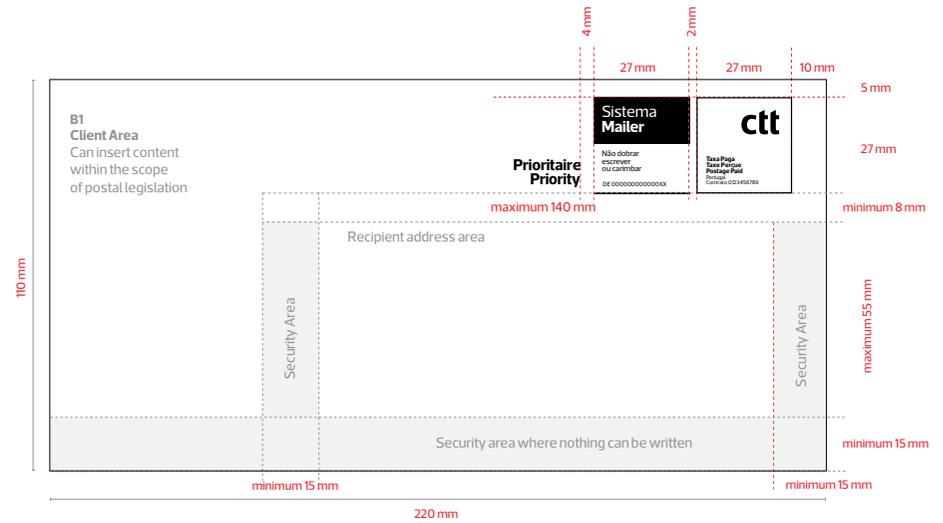
Mailer system – envelopes layout

Envelopes are made up of several elements.
The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible.

Mailer system – Domestic service Ordinary Mail



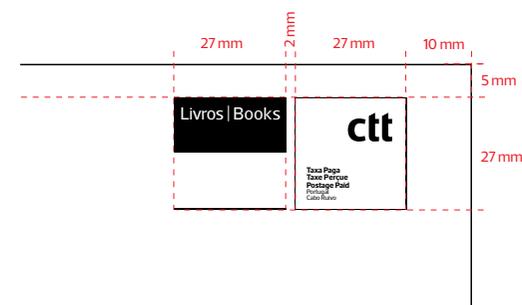
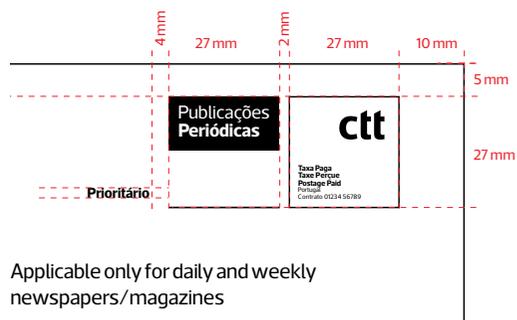
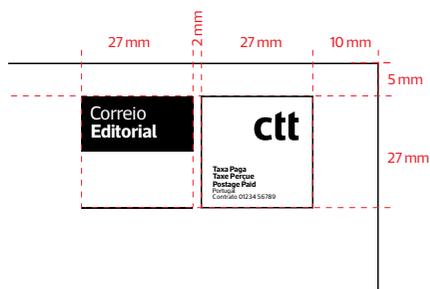
Mailer system – International service Ordinary Mail



Editorial Mail – envelopes / cover page layout

Editorial Mail cover sheets are made up of several elements.

The characteristics and the relations between these elements were carefully studied and should not be changed as far as possible.



Note:

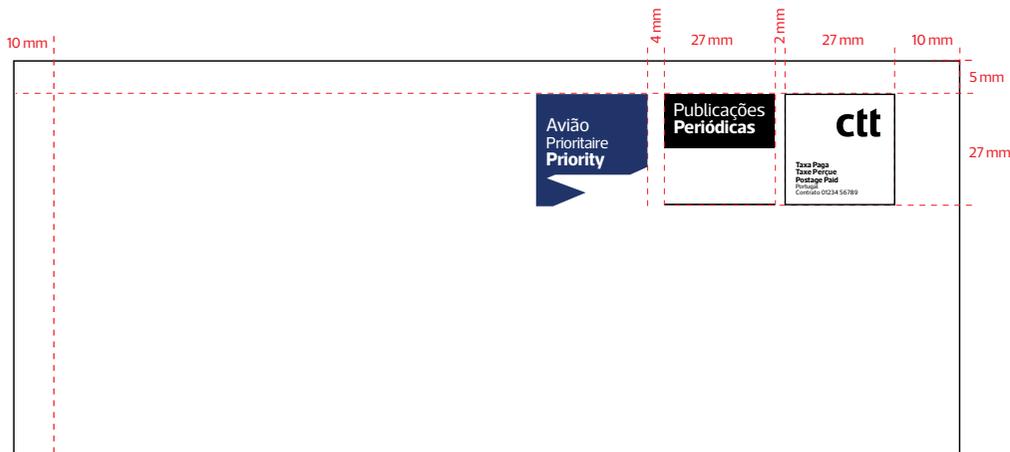
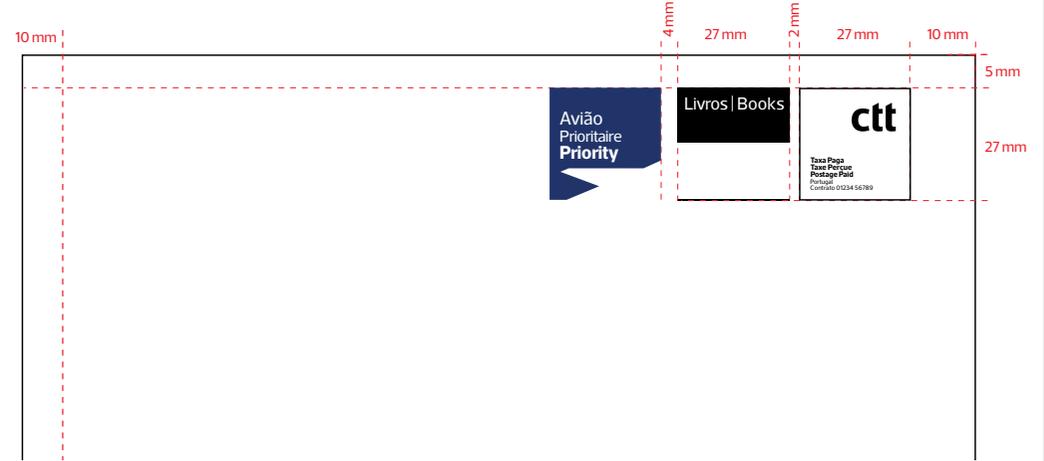
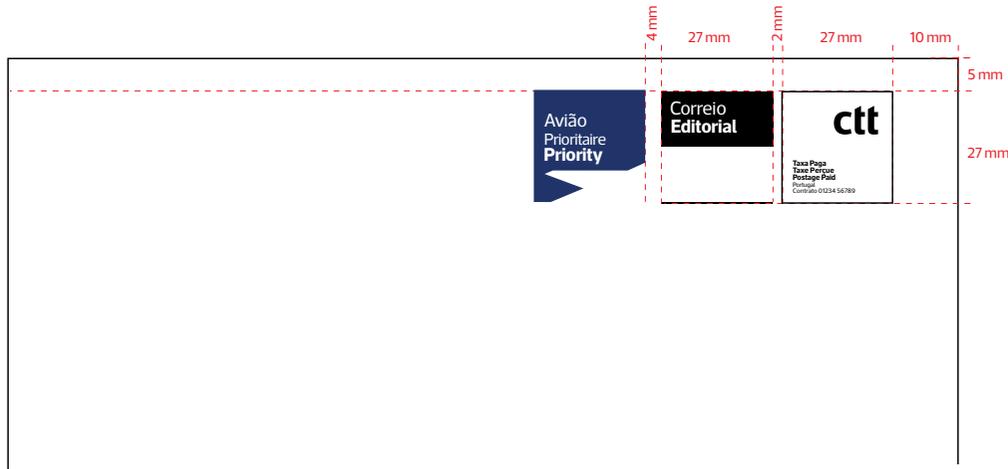
In product PPI print consider:

Example 1 or 2, as in product PPI print on page 5.

Consider the reasons for return on page 24.

Editorial Mail – envelope / cover sheet layout- International

International Editorial Mail cover sheets are made up of several elements.
The characteristics and the relations between these elements were carefully studied and should not be changed, as far as possible.

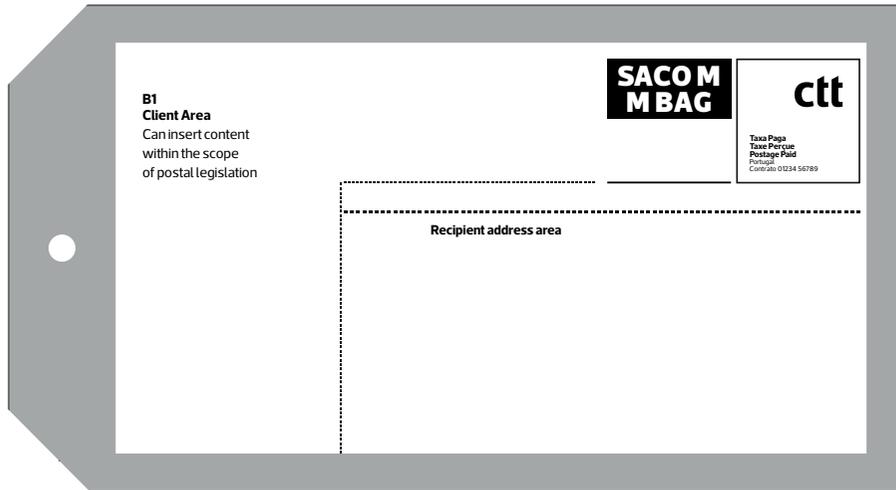


Note:
In product PPI print consider:
Example 1 or 2, as in product PPI print on page 5.
Consider the reasons for return on page 24.

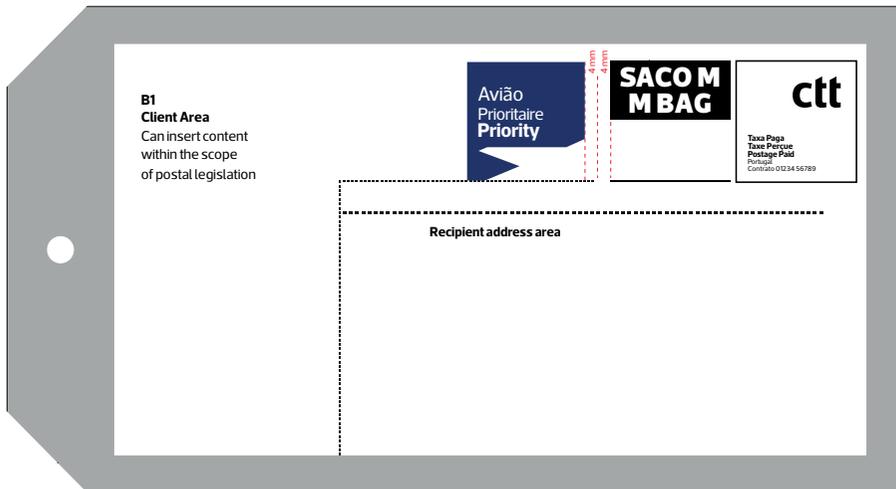
MBAG

MBags labels are made up of several elements.
The characteristics and the relations between
these elements were carefully studied and
should not be changed, as far as possible.

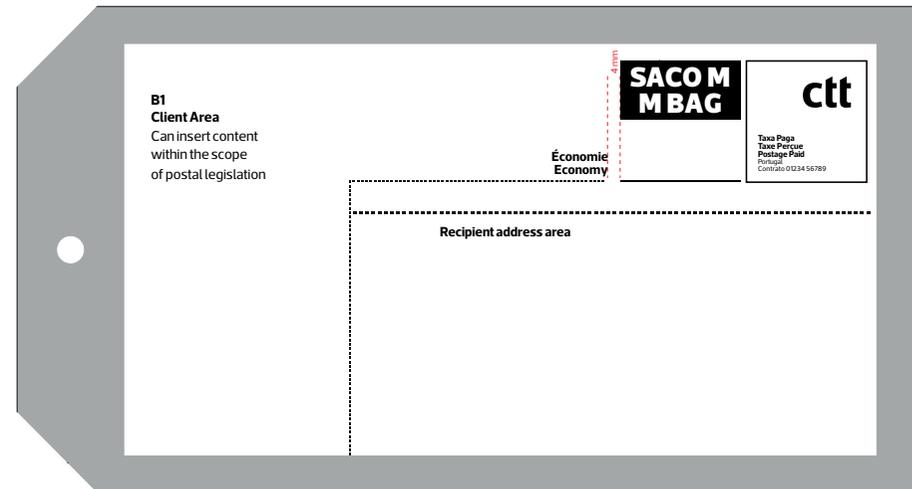
Nacional



MBAG - International priority service



MBAG - International economy service



Returns information

The reason for return should preferably be written on the front of the envelope, respecting the security zones. International mail items must have printed the return reasons.

Caso não seja entregue ao destinatário, assinale a razão com um x.
Si il n'est pas remis au destinataire, marquez la raison
In case of not delivery, please specify

<input type="checkbox"/> Recusado <i>Refusé . Refused</i>	<input type="checkbox"/> Endereço Insuficiente <i>Insuffisante / inexistante . Incomplete Address / Nonexistent Adresse</i>
<input type="checkbox"/> Mudou-se <i>Déménagé . Moved</i>	<input type="checkbox"/> Recusado pela alfândega <i>Refusé par la douane . Refused by customs</i>
<input type="checkbox"/> Não reclamado <i>Non réclame . Note claimed</i>	<input type="checkbox"/> Outro <i>Autre . Another</i>
<input type="checkbox"/> Desconhecido <i>Inconnu . Unkonwn</i>	Data da devolução <i>Date de retour . Return date:</i> DD/MM/AA

15 mm

10 mm

Customs declaration

To accelerate customs clearance process, when sending postal items and parcels for international service, the use of harmonized labels is recommended, in accordance with internationally defined and recognized graphic layouts.

Value, product and functionality PPI prints shall be adjusted according to its graphic layouts, defined previously in this manual.

Priority Customs Declaration

DECLARAÇÃO PARA ALFÂNDEGA DECLARATION EN DOUANE Pode ser aberto oficiosamente - Peut être ouvert d'office		CN22	  
CTT Correios de Portugal, SA			
<input type="checkbox"/> Presente / Cadeau <input type="checkbox"/> Documentos <input type="checkbox"/> Amostra comercial / Echantillon commercial <input type="checkbox"/> Outro			
<input checked="" type="checkbox"/> Venda de mercadorias / Vente de marchandises <input type="checkbox"/> Mercadorias devolvidas / Retour de marchandises			
Ref: ref cliente			
Quant. 500 50	Conteúdo Confetes Balões variados	Cód. SH - P. O. 12345678 123456	Peso kg 0,050 0,050 Valor € 5,00 15,00
Remetente/Sendör EP-GESTÃO PRODUTOS EMPRESARIAIS E PUBLIC Av Dom João II, 13, 3D Lisboa 1999-001 LISBOA PORTUGAL			Destinatário/Adressee Nome destinatário Rua do Quebec, 345, 1 12CP09 Localidade Montreal CANADA
Nome destinatário Rua do Quebec, 345, 1 12CP09 Localidade Montreal CANADA			
Peso Total kg - Poids Total kg 0,100 Valor Total - Valeur Totale 20,00€			
Eu, abaixo assinado, com nome e endereço figurando no invólucro do objeto, certifico que as informações prestadas na presente declaração são exatas e que este envio não contém qualquer objeto perigoso ou interdito pela legislação ou regulamentação postal ou aduaneira. Autorizo a abertura deste objeto a fim de ser submetido a revista manual, nos termos da legislação aplicável à segurança da aviação civil. Je, soussigné(e) dont le nom et l'adresse figurent sur l'envoi, certifie que les renseignements donnés dans la présente déclaration sont exacts et que cet envoi ne contient aucun objet dangereux ou interdit par la législation ou la réglementation postale ou douanière. Data e assinatura do expedidor - Date et signature de l'expéditeur			
 Scan	 No Signature	 L A 6 0 0 0 1 6 3 4 7 P T	

Register Customs Declaration

DECLARAÇÃO PARA ALFÂNDEGA DECLARATION EN DOUANE Pode ser aberto oficiosamente - Peut être ouvert d'office		CN22	   
CTT Correios de Portugal, SA			
<input type="checkbox"/> Presente / Cadeau <input type="checkbox"/> Documentos <input type="checkbox"/> Amostra comercial / Echantillon commercial <input type="checkbox"/> Outro			
<input checked="" type="checkbox"/> Venda de mercadorias / Vente de marchandises <input type="checkbox"/> Mercadorias devolvidas / Retour de marchandises			
Ref: Referência cliente			
VD 200,00€ 158,76DTS deux cents euros  0,300 Kg			
Quant. 1 1	Conteúdo Soprador de camera3000 Pano microfibras	Cód. SH - P. O. 123456 123333	Peso kg 0,200 0,100 Valor € 5,00 3,00
Remetente/Sendör EP-GESTÃO PRODUTOS EMPRESARIAIS E PUBLIC Av Dom João II, 13, 3D Lisboa 1999-001 LISBOA PORTUGAL			Destinatário/Adressee Mute Ruta 11 Alfar B7600 Mar del Plata Buenos Aires ARGENTINA
Nome destinatário Rua do Quebec, 345, 1 12CP09 Localidade Montreal CANADA			
Peso Total kg - Poids Total kg 0,300 Valor Total - Valeur Totale 8,00€			
Eu, abaixo assinado, com nome e endereço figurando no invólucro do objeto, certifico que as informações prestadas na presente declaração são exatas e que este envio não contém qualquer objeto perigoso ou interdito pela legislação ou regulamentação postal ou aduaneira. Autorizo a abertura deste objeto a fim de ser submetido a revista manual, nos termos da legislação aplicável à segurança da aviação civil. Je, soussigné(e) dont le nom et l'adresse figurent sur l'envoi, certifie que les renseignements donnés dans la présente déclaration sont exacts et que cet envoi ne contient aucun objet dangereux ou interdit par la législation ou la réglementation postale ou douanière. Data e assinatura do expedidor - Date et signature de l'expéditeur			
 Scan	 Signature	 V B 0 0 0 1 1 1 5 8 0 P T	

ctt

ctt.pt