

If you buy your item on *radioteka.cz* (payments by credit card or bank transfer only) and the item is to be mailed to an address outside of the Czech Republic, follow these steps:

1. Find the item and click on the red button KOUPIŤ NOTY (=buy the item)
2. In the pop-up window click on the blue button DO KOŠÍKU (=put in the basket)
3. Select the number of copies ordered (1 copy appears automatically so use only if purchasing multiple copies)
3. Continue with the second blue button DALŠÍ KROK (=next step)
4. Now fill in your address in the form DORUČOVACÍ ÚDAJE (Jméno=first name; Příjmení=last name; E-mail=email, Telefon=telephone; Ulice a č.p. =street (and apartment) number, name of the street; Město=city, PSČ=postal code). Please note that your postal code must follow the format provided (five numbers). If your postal code does not fit – it is either shorter or longer – fill in 000 00 instead and include your postal code proper with your city in the previous line. Then select your country from the drop-down menu.
5. Continue with the blue button DALŠÍ KROK (=next step)
7. Confirm shipping (by mail) and payment (by credit card) by clicking on the blue button POKRAČOVAT“ (=continue)
8. Check your order and address and click on the blue button POTVRDIT A ZAPLATIT (confirm and pay)
9. Pay by credit card and wait for confirmation ZAPLACENO (=Paid) and your order number.