Shipping and Receiving Packages

**Address:**
PI NAME
UF Microbiology & Cell Science
1355 Museum Drive Bldg 981
PO Box 110700
Gainesville, FL 32611-0700

PI’s name should be on EVERY outgoing & incoming package

Include the room number of your lab for easy delivery

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**Fed Ex Procedure:**

*What?:* ALL Fed Ex deliveries and SCHEDULED Fed Ex pickups.

*Where?:* Teaching Lab (Room #1029). Let Amanda know if you are dropping off an outgoing package.

*How?:* There is no more automatic daily pickup. **You must call to schedule a pickup. Call 1-800-463-3339** and talk to a representative to receive a confirmation code. The latest pickup time is 2 P.M.

*EXPRESS Dropbox Locations:* Orthopedic & Sports Medicine 3450 Hull Rd Gainesville, FL 32607
Cancer & Genetic Research 1376 Mowry Rd Gainesville, FL 32611

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**UPS Procedure:**

*What?:* All outgoing UPS packages MUST be marked as expressed service.

*Where?:* In front of DeCrecy Lab (Room #1260)

*When?:* Pick ups are scheduled Mon-Thurs by 4PM and Fri by 3PM

*EXPRESS Dropbox Location:* Cancer & Genetics Research 2033 Mowry Rd Gainesville, FL 32610

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**Mailing USPS:**

For **business purposes** or business postage, please see Mary Jane in the front office.

For **personal use**, you may visit the USPS office (715 Radio Road)—they sell postage and assist with passport applications.

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**Just received a package?**

Please **sign, print name, date** and include **PI name/room number** for easy tracking and accountability. Turn packing slips into the front office, and please note that undergraduate students cannot sign for packages.