# Shipping and Receiving Packages

## Fed Ex Procedure:

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

**Where?:** Fiscal Office (room 1052). Let someone in the office know you have FedEx picking up your 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.

## 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**

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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.