NEW Shipping/Mailing procedures - Effective JAN 17, 2012

FedEx:

Air – packages that used to be left at reception:
  ▪ Outgoing packages should now be left at the Loading Dock.
  ▪ Daily pick-up is at 3PM
  ▪ Do NOT call FedEx to schedule this pickup.
  
  Note: Improperly labeled/sealed packages will be left behind by FedEx. Please put a sticky note with your name and phone # on the package (in addition to your properly filled out shipping labels) so loading dock staff can call you if there is a problem.

Ground – deliver to loading dock as before.
  ▪ You must call FedEx to schedule a “ground” pickup.
  ▪ Pickup will occur 1-2 days from loading dock, after you call it in.

UPS:  Deliver to loading dock as before.

US mail:

Stamped – personal mail, prepaid envelopes, etc.
  ▪ If urgent, deliver to blue US Postal mailbox outside of Babcock Hall (at ice cream store entrance).
  ▪ If speed of delivery is not an issue, you can leave your stamped mail in the bins at the reception desk. This mail is collected once daily, likely in the AM.

Not yet stamped – items related to UW business for which we provide postage. Find the appropriate UW Extension Mailing Services billing label (see note below) to paperclip to the envelope(s).
  ▪ For urgent mail, deliver directly to loading dock to bin “UW Extension Mail”.
  ▪ For everything else, you can leave your mail in the Extension bin at reception, collected once daily.
  
  Note: Bacteriology billing slips are in the bin at reception in a green folder; MMI slips are in the copy room.

Campus mail:
  ▪ Leave in bin at reception, collected once daily
  ▪ You can also take envelopes directly to loading dock bin “Campus Mail”

Approximate pick-up times at loading dock (no service on legal holidays or weekends):
  FedEx Air........................................................................................................3:00 PM
  FedEx Ground...........no scheduled pickup time (see instructions above)
  UPS.................................................................9:00 AM
  Stamped US Mail..............................................................1:00 PM
  Not yet stamped US Mail..................................................10:30 AM
  Campus Mail...............................................................Early AM and early PM