

Service	Hours	Procedure
<p style="text-align: center;">MAILROOM Pick-up and Delivery of mail</p>	<p style="text-align: center;">Monday through Friday 10 am to 2 pm</p>	<p style="text-align: center;">Contact the Mailroom via email in advance of your visit to the campus to arrange for both pickup and delivery of mail. Exchanges outside of these hours may be arranged in advance.</p>
<p style="text-align: center;">RECEIVING Delivery of received goods throughout campus</p>	<p style="text-align: center;">Monday through Friday 10 am to 2 pm</p>	<p style="text-align: center;">Contact Operations via email in advance of your visit to the campus to arrange for delivery of goods. Received goods will be stored at the loading dock until arrangements are made for on campus delivery.</p>