conducted only on Thursdays.

Pick up and deliveries to the ResearchFoundation will be conducted only on

Any request not scheduled will be handled the next business day.

Office in 1210. She can be contacted at extension 744 or emailed at

The only outgoing messenger service for pick-ups and deliveries allowed would be

All incoming messenger deliveries must be delivered to the mail facility. The

Messenger Service

Mail that arrives after 5:00 pm is held by F&H on the main floor lobby until the

Accept delivered, a note, voice mail, or email message will be left

Incoming express mail is delivered the same day it arrives. If no one is available to

The air pallet on all mail should clearly identify the sending department.

DHL pick up is by request only

FedEx picks up at 4:00 pm Monday through Friday

Mail should be delivered to the Mailroom early enough so that it can be

DHL, Express and FedEx

Boxes

Express Mail Service is used for all overseas mail and for mail addressed to P.O.

Overseas mail can be sent via DHL Express or FedEx. The United States Postal

can be cleared

All express mail must be clearly identified as to sender so that the sending department

Fedex and Express Mail via the United States Postal Service.

The Graduate Center employs two overnight express service providers. They are

Express Mail and Messenger Services Guidelines