Under the auspices of Purchasing, Mail Services processes USPS, UPS, FedEx and interoffice mail to and from designated departmental offices on a daily basis. We also handle all other freight deliveries for the University.

Here is a general timeline of our letter/interoffice mail delivery schedule (in specific order):

- **9:45am – 1:30pm:**
  Café, Bookstore, Nutrition, PAR, CUS, Basic/Clinical/Natural Sciences, CETL, LRC, SAS/PASS, Registrar, Financial Aid, Student Accounting, Enrollment, IT, C-CHOP, LIFEforce, Exec Offices, Finance, OSRSA, Mods 4/5, and Public Safety. Physical Plant, Marketing, OIEPR, Human Resources, The Commons, Advancement, Athletics, Student Services, SHS Masters, Wellness, FNC, C-HOP, Post Grad, Chiro Science, Student Success Center & COC. If interoffice mail is going from Enrollment to Post Grad, it will arrive the same day, while mail from Athletics to Financial Aid will arrive the next day.

- **1:00pm – 4:00pm:**
  Package deliveries

Key points to remember:
- There is a self-serve postal kiosk located in the lobby of the CUS building. You can purchase postage for domestic or international letters, but only domestic packages. International packages will require a trip to the post office to handle the customs information. Stamp booklets are available from the Wells Fargo ATM as well.
- We’re located down the hallway between the Socrates Café cashier and Bookstore.
- There are UPS, FedEx and USPS collection boxes located on the plaza between the CUS & LRC buildings, adjacent to the parking lot.
- USPS picks up mail from our department promptly at 11:00am. The outdoor collection box is picked up at 12:30pm.
- The UPS drop box pickup is 6:30 pm and FedEx drop box pickup is 7pm.
- Identify your departmental budget code on all outgoing mail that doesn’t already specify your department or it may be delayed in processing.
- **Separate international mail from domestic to avoid insufficient postage returns.**

For all other package or mail related questions or concerns, please contact mailroom1@life.edu, or call 678-439-MAIL (6245).