

## FAS Mail Center

### Policy/Procedure

The FAS Mail Center distributes and processes the **F**aculty, **A**dministration and **S**taff mail. We are located in the Holland Union Building (HUB) on the lower level at the north end of the building.

Members of the college community can buy stamps, send their outgoing mail, both domestic and international, utilize overnight services, UPS ground, and get their intra-office mail distributed.

All **domestic mail** should have a return address and a delivery address. This address should contain a PO Box or street address.

Since the USPS (United States Postal Service) reads your address from the bottom up, the last line of the address should only include the city, state and zip code.

All "attentions" should be on the first line of the address.

### **Addressing for Faculty, Admin and Staff**

We receive mail through the United States Postal Service (USPS), UPS (United Parcel Service), Federal Express, DHL, and from other freight carriers.

Each of these require slightly different information in the address. Using the correct address will expedite the delivery of your mail and / or packages.

Mail should not be sent to individual departments, offices, or student residences on campus. All mail should be sent to one of the addresses below; FAS must include department and students must include HUB box #.

#### All mail sent via USPS (All campus mail)

Name

Dickinson College / Department or HUB#

PO Box 1773

Carlisle, PA 17013-2896

#### All carriers (except USPS) for overnights and 2 & 3 day deliveries

Name

Dickinson College / Department or HUB#

28 N. College St.

Carlisle, PA 17013

## Printing and Mailing Services: FAS Mail Center

### All carriers (except USPS) for ground and freight deliveries

Name

Dickinson College / Department or HUB#

5 North Orange Street

Carlisle, PA 17013

### *Military Overseas Addressing*

Overseas military addresses must contain APO or FPO designation along with a two-character "state" abbreviation of AE, AP or AA and the zip code. All packages must include a detailed customs form (2976-A).

AE (zip codes 090-098) is used for Armed Forces Europe, the Middle East, Africa, and Canada.

AP (zip 962-966) is for the Pacific and AA (zip 340) is for the Americas excluding Canada.

### **FAS Distribution**

The FAS Mail Center has three types of distribution:

1. Faculty and administration
2. Regular (Dining Services and Facility Management included **by request only**)
3. Departmental (one per department)

Memos regarding distributions should specify one of the above options. For example:

To: Faculty and Administration

This indicates to the Mail Center that this is the distribution that should be used. It also allows secretaries and administrative assistants to direct the mail after it arrives at its destination. When you want the Dining Services staff or the Facilities Management staff to receive a memo, simply ask for a distribution that includes either or both of those departments.

If your memo is intended for faculty only merely address it to Faculty.

Any memo addressed to The Dickinson College Community will be handled as a regular distribution including Dining Services and Physical Plant.

For distribution by name, **labels are required**. Library and Information Services supplies labels for mail distribution on campus. Please request that these labels be printed in alphabetical order *by department*.

### **Incoming Mail**

Mail is picked up at the Post Office three times a day:

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7:30 a.m. majority of incoming mail

11:15 a.m. Residual Mail

3:15 p.m. Special Mail

Other carriers (UPS, FedEx, Airborne, etc.) deliver mail at various times, usually in the morning hours. You will be notified of their arrival by phone or the mail will be delivered to you. All UPS ground packages are delivered to Receiving and are distributed daily.

### *Campus Mail Delivery*

Mail is delivered on campus once a day. Exceptions to this rule could occur during the summer, over a postal holiday, inclement weather, campus activity, etc.

### **International Mail**

- International mail must be kept separate from domestic mail.
- It should be rubber banded or clipped.
- All packages must have the correct customs form attached. Be very specific on customs forms.
- The proper form must accompany all international packages. USPS forms are available by request.
- All international mail should have the country name on the last line.
- Cost: Visit [www.dickinson.edu/operations/mailinmotion/usps.html](http://www.dickinson.edu/operations/mailinmotion/usps.html).

### **Intra-office Mail**

- Please PRINT the recipient's name clearly.
- All intraoffice mail should be addressed with a name and a department.
- Please cross off all previous names and use the spaces on the front of the intraoffice envelopes before using the back.

### **Mail Forwarding**

- If a faculty or staff member leaves Dickinson College, their former department is responsible for forwarding their mail.
- You may forward all first class mail *free of charge*. Standard and non-profit mail are not first class.
- You cannot forward standard mail, but an address correction can be used if requested.

*When forwarding*

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- Block out the barcode with permanent black marker. Black barcode on front and orange barcode on back.
- The new address should cover the old address, let name show.
- Block out fluorescent bar code on back of the envelope.
- Bind the above mail together so we can hand carry it to the PO window.

### *Mail returns*

Endorse with "RETURN TO SENDER." If you want to cancel a subscription with the return, write "CANCEL" under the "RETURN TO SENDER."

You may return any unopened mail at no cost, but you must pay the postage fee if opened.

### **Mail Supplies**

Any available used boxes and packaging peanuts we have are free, but are not always available. USPS Priority Mail, Global Mail and Express Mail boxes are free.

UPS and Federal Express 2-day and Overnight envelopes are free.

Envelopes are available at a minimal cost.

- Regular white envelopes
- Limited brown flat envelopes
- Limited bubble envelopes
- Mailing Tubes

Stamps of most denominations are available at face value.

### **Other Carriers**

- For safety reasons, the FAS Mail Center requests that your package weight not exceed 70 pounds.
- You must have a street address.
- Phone numbers are required for all overnights and 2-day deliveries.
- There is a \$5 (ground) or \$10 (overnights and 2-day) fee for address corrections. Personal packages with address corrections will be billed through the Cashier's Office.

### *United Parcel Service (UPS)*

UPS offers the following services:

- Ground - guaranteed day definite delivery to commercial addresses within the 48 contiguous states.

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- 3 Day Delivery - guaranteed delivery within 3 business days to every address within the 48 contiguous states.
- 2 Day Delivery - guaranteed delivery to every address throughout the United States (excluding Puerto Rico)
- Overnight - guaranteed delivery to every address in all 50 states and Puerto Rico 10:30 a.m., noon or end of next business day depending on destination. (Noon or 1:30 on Saturdays)
- Saturday Deliveries - \$12.50 extra fee
- Insurance/Declared Value - \$.00 - 100.00 -- No charge.  
\$100.00 - 300.00 -- \$1.50 minimum  
\$300 - \$50,000.00 -- \$.50 per hundred of declared value
- Dimensional Weight - applies to packages.

Use a form for UPS packages showing the name and address of the recipient. This form should not be used for an address label. A receipt will be attached to the back of your form and returned to the sender for his/her records. Receipts do not have the recipient's name and address, so using this form will help you acknowledge the correct receipt.

### *Federal Express (FedEx)*

FedEx offers the following services:

- FedEx Priority - Weekday delivery by 10:30 a.m. to most destinations by noon or 4:30 p.m. To other cities.
- Standard Overnight - Weekday delivery by 3 p.m. to most addresses (4:30 p.m. to other areas).
- 2 Day Service - Delivered by 4:30 p.m. In most areas (7 p.m. to other areas).
- Express Saver (3 Day) - Delivery within 3 days by 4:30 pm (7 p. m. to residences) (Noon or 1:30 on Saturdays)
- International Priority - Delivered in 1, 2 or 3 business days. Major European countries by 10:30 a.m. In 2 business days.
- Saturday Deliveries - additional \$12.50 fee.
- Insurance - \$100.00 included in initial cost of shipping. Additional insurance is \$.50 per \$100.00
- Dimensional Weight - applies to packages.

### **Outgoing Mail**

US outgoing mail leaves the FAS Mail Center at 11:30 am and 3:30 p.m.

All outgoing mail must have a departmental postage number displayed on each piece in the vicinity of the return address (unless rubber banded together or in a tray—top or front mail piece).

Mail without postage numbers will be returned.

## Printing and Mailing Services: FAS Mail Center

Envelope flaps must be down. When mailing flats or brown envelopes, the flaps must be on the long side at the top in order for the machine to seal it.

Thick envelopes do not seal properly on the postage machine. These envelopes are sealed by you.

Most invitation envelopes cannot be sealed on our postage meter.

International mail must be separated from domestic mail.

All domestic mail will be sent First Class unless otherwise specified.

No staples.

### *Overnight mail*

All packages should be sent through the FAS Mail Center to get the most economical means of delivery.

Dickinson College has specific discounts with UPS, Fedex and DHL.

Phone numbers are required for all overnight packages.

Overnight carriers: UPS and FedEx and DHL.

### *International Shipments*

- Most international documents take 2 days because of customs.
- Document only shipments to *major European* cities may have a 1 day delivery time.
- The correct customs form (USPS, UPS, or FedEx) must accompany your international shipment.
- Customs forms are required for all shipments unless the shipment is documents only.

## USPS

There are postage calculators for domestic and international rates on the USPS website at [www.usps.gov](http://www.usps.gov).

### *First Class Mail*

Letter Rate, First Ounce - \$0.42

Additional Ounce - \$0.17

Non Machineable Surcharge - \$0.20

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Card Rate (postcards) - \$0.27

*Priority Mail*

Up to 1 lb. - \$4.675

Flat Rate Box - \$9.30

Rates for Express Mail available up to 70 lbs.

*Express Mail*

Up to 1/2 LB - \$16.50

Certified Mail - \$2.70

Return Receipt Requested - \$2.20

*International Mail*

All packages must be accompanied with a customs form, which can be provided upon request.

1 ounce, Canada & Mexico - \$0.72

1 ounce, other countries - \$0.94

International Airmail

The structure for airmail has changed to the following:

<b>Global Express Guaranteed</b>	1-3 business day delivery Tracking available Money back delivery guarantee Insurance included
<b>Express Mail International</b>	3-5 average business day delivery Tracking available Service guarantee to Australia, China, Hong Kong, Republic of Korea (South Korea) and Japan Insurance included Flat rate envelope
<b>Priority Mail International</b>	6-10 average business day delivery Tracking to major destinations Limited insurance included Flat rate envelope and flat rate box options available
<b>First Class Mail International</b>	Mexico and Canada: not over 1 oz: \$.72

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	Available worldwide: not over 1 oz: \$.94 Registered Mail service available
<b>Postcards</b>	Mexico and Canada: \$.72 All other countries: \$.94

**Related Information**

**History/Revision Information**

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:** Mail Center Web Site  
([www.dickinson.edu/operations/mailinmotion/fasmailcenter.html](http://www.dickinson.edu/operations/mailinmotion/fasmailcenter.html))