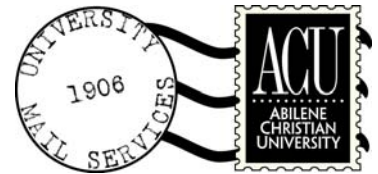


University Mail Services



Summer Schedule

May 9 - August 21, 2009, except as noted below

On Saturday, May 9, 2009, Mail Services will be open in the morning to help students with their Summer Mailbox Status Forms and to give out packages. U.S. Mail will not be received for boxing or outgoing mail processed.

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:30	Received by 3:30			
Mondays	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	5:00	10:00 & 2:30	3:30	2:20 & 4:50
Tuesdays through Fridays			10:00			10:00				
Saturdays	Closed									

Memorial Day Schedule

May 25 - 26, 2009

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:30	Received by 3:30			
Mon May 25	Closed									
Tue May 26	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	5:00	10:00 & 2:30	3:30	2:20 & 4:50

Independence Day Schedule

July 3 - 6, 2009

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 8:30	Received by 3:30			
Fri Jul 3 and Sat Jul 4	Closed									
Mon Jul 6	8:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	12:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	12:00	5:00	10:00 & 2:30	3:30	2:20 & 4:50

* Campus mail must meet the quantity and mail preparation guidelines to be processed by these times.

** This deadline is for single piece First-Class Mail, Package Services and international mail that meets the quantity and mail preparation guidelines. The deadline for Express Mail and Express Mail International is 4:35 p.m.