Mail and Package Information

*WSB mail and packages are only handled weekdays Monday – Friday throughout Grainger Hall*

Interdepartmental and United States Postal Service (USPS) Mail:

- Mail can be dropped off at the mailbox banks on floors 2-5 anytime, or at the Grainger Loading Dock between 8am-4:00pm
- WSB Building Services delivers and picks up mail from the mailbox banks between 1:30pm-4:00pm
- Courier’s pick up mail from the Grainger Loading Dock between 12:00pm-3:30pm

NOTE: Label all Interdepartmental mail envelops as follows:
- Building Name
- Street Address (if bldg. name is not common)
- Department Name
- Room Number
- Addressee’s Name

Packages:

- Delivery and pickup of packages by FedEx, UPS, DHL or USPS couriers occurs between 8am-4pm from the Grainger Loading Dock.
- WSB Building Services delivers packages received on the Grainger Loading Dock throughout Grainger between 1:30pm-4:00pm.
- Packages that are sent from WSB staff/faculty will need to be scheduled for pickup by the sender via the courier service. Packages can be staged on the Grainger Loading Dock 8am - 4:00pm for courier pick-up. Contact information for each courier is listed below:
  - **USPS**
    - USPS Website
    - Customer Service: 1-800-275-8777
  - **UPS**
    - UPS Website
    - Customer Service: 1-800-742-5877
    - International Shipping: 1-800-782-7892
  - **FedEx**
    - FedEx Website
    - Customer Service: 1-800-463-3339
  - **DHL**
    - DHL Website
    - Customer Service: 1-800-225-5345
- There are scales available on the Grainger Loading Dock to weigh packages.

NOTE: A Campus Ship account through UPS can be created utilizing the following these steps:
- Email upsshippingsupport@ups.com with these details:
  - Department Name and Contact
  - Email Address
  - Phone Number
  - Funding String (Ex: 101 122020 6 or 122049 233 4 233FF75 3700)
- An account will then be created for you to login into at this web address:
- Discounts for shipping rates will be automatically applied
  - Any questions or concerns can be directed to: upsshippingsupport@ups.com