

### Express Mail and Messenger Services Guidelines

#### Express Mail

- The Graduate Center employs two overnight express service providers. They are FedEx and Express Mail via the United States Postal Service.
- All express mail must be clearly identified as to sender so that the sending department can be charged.
- Overseas mail can be sent via DHL Express or FedEx. The United States Postal-Express Mail Service is used for all overseas mail and for mail addressed to P. O. boxes.
- DHL Express and FedEx
  - Mail should be delivered to the Mailroom early enough so that it can be processed before the courier arrives.
  - FedEx picks up at 4:00 p.m., Monday through Friday
  - DHL pick up is by request only
  - The air bill on all mail should clearly identify the sending department.
- Incoming express mail is delivered the same day it arrives. If no one is available to accept deliver, a note, voice mail, or email message will be left.
- Mail that arrives after 5:00 p.m. is held by guards on the main floor lobby until the following morning when Mail Facility personnel pick it up. The parcel is delivered that day.

#### Messenger Service

- All incoming messenger deliveries must be delivered to the mail facility. The addressee will be informed and arrangements may be made for delivery or pick-up of the parcel.
- The only outgoing messenger service for pick-ups and deliveries allowed would be those deemed absolutely necessary. They must go through Lorraine Lawrence's Office in 1210. She can be contacted at extension 7644 or email her at [llawrence@gc.cuny.edu](mailto:llawrence@gc.cuny.edu) between the hours of 8 a.m. and 3:30 p.m. with your request. Any request not scheduled will be handled the next business day.
- Pick up and deliveries to the **Research Foundation** will be conducted only on **Mondays** and pick up and deliveries to the **University Accounting Office** will be conducted only on **Thursdays**.