

# MAILROOM GUIDELINES (revised 5/2013)

Mailroom will deliver mail one time per day to your department. Pick up of outgoing mail will be done two times per day (AM & PM). Outgoing mail should contain the following information:

- **Sender**            Department Name  
                          Sender's Name  
                          Edison State College  
                          Campus return address  
                          **Department Budget Index #** (*department will be charged for outgoing mail*)
- **Recipient**        Complete address

Department will have a designated location for mail to be received and picked up. To assist mail room with processing mail in a timely manner please do the following:

- Sealed envelopes should be kept separate from unsealed envelopes and all should be in stacks facing the same direction.
- ALL Business Reply and large envelopes must be pre-sealed.
- **Foreign mail** must be kept separate from regular mail; Foreign mail over 16oz requires a "Customs Form". Contact mailroom they will provide you with this form.
- **FedEx and UPS labels** are available, contact mailroom and they will provide you with these shipping labels. Notify mailroom when envelope/package is available for pick up.
- **Intercampus mail** – Recipient's **full name/department/campus** must be clearly labeled on envelope. Mailroom will not process if information is missing.

When placing an order with a vendor, you must indicate who/where delivery is to be made. Mailroom personnel will not be responsible for moving items to a secondary location.

Students are not to utilize Edison State College's address to receive mail unless they are an employee.

## Notify mailroom when the following occurs:

### New Hires/Moves/Terminations

- When a new employee joins your department.
- When you change departments or your location moves.
- When a staff or faculty member resigns, retires, etc. Department will be responsible for forwarding mail to the individual.

### Department special mailings/Large amounts mail/Large packages or bulk mail

- Large amounts of mail (incoming or outgoing)
- Large boxes shipping (incoming or outgoing)

Upon notification mailroom will make special arrangements with you to pick up or deliver these items to you separately from the normal mail pickup/delivery schedule

### Mailroom Contact Information

Lee Campus	X1275	Doug Martin	dmartin@edison.edu
Collier Campus	X3740	Jim Stewart	jstewart@edison.edu
Charlotte Campus	X5698	Frank Lewandowski	flewandowski@edison.edu
Hendry Glades Center	X6022	Bill Sowers	hsowers@edison.edu