

Express Mail/Overnight Delivery

This special service provides delivery overnight per qualifying times of receipt to any location in the continental United States, and delivery within 3 to 5 days worldwide. Verification of the qualifying or cut-off times can be obtained from the Mail Services Department.

Express mail is picked up from the Mail Services Department by the Federal Postal Service at 3:30 p.m. In order to meet the deadline, express mail should be submitted at the Mail Center before 2:00 p.m.

Express mail labels (which must accompany the shipment) and/or large express envelopes can be obtained in advance by telephone request or personal pickup from any of the University Mail Centers including the Main Campus Bookstore location.

It is the responsibility of the sending department to complete the "ship to" and "from" address blocks located on the bottom portion of the express label. After completion, you may place in your department's outbound mailbox or take it to the Mail Center. A copy of the express label will be sent back to the originating department with assessment of all fees by the U.S. Post Office.

All incoming overnight "Express Mail" is delivered in bulk to the University's Mail Services Center at 2900 Reading Road. It is then rescheduled for internal delivery with all other mail. USPS does not deliver directly to the internal addressee. For the fastest service for inbound shipments, utilize other overnight delivery carriers. They are responsible to deliver directly to your department. A departmental signature is required at the time of delivery.