

BAYLOR

U N I V E R S I T Y

MEMORANDUM

Date: March 13, 2008
To: Faculty and Staff
From: Campus Mail Services
RE: Package Delivery Reminder

This memo is a reminder of how packages are handled on campus. The Mail Center receives over 300 packages a day and must follow the direction of the address for delivery. The Mail Center does not have control over how packages are addressed. We need your help to ensure items are delivered in a timely manner.

Packages with a **One Bear Place box number** are accepted at the Mail Center. **This is the preferred method unless you need packages delivered to your location.** The Mail Center does not accept hazardous materials or any living organism.

Sample One Bear Place Address:

Name
Department
One Bear Place XXXXX (box number)
Waco, TX 76798-XXXX (last four digits of box number)

Packages with a **physical address** (building address) are delivered to the address on the package by the specific carrier (FedEx, UPS, DHL, etc.) and are **not** accepted at the Mail Center. If you chose to use the physical address, please provide specific information including name and room number. The United States Postal Service (USPS) will NOT deliver packages to your building. Please use the One Bear Place address for any USPS packages.

The One Bear Place box number system was established December 2003.