

UDM Mail Services



UPS TRAINING 2009



UDM Mail Services
313.993.1240
mailservices@udmercy.edu
www.udmercy.edu/facilityoperations/mail



Domestic Shipping

- **UPS Ground**

- See map

- **UPS Next Day Air**

- Next business day, 10:30a, 12:00p, end of day

- **UPS Next Day Air Saver**

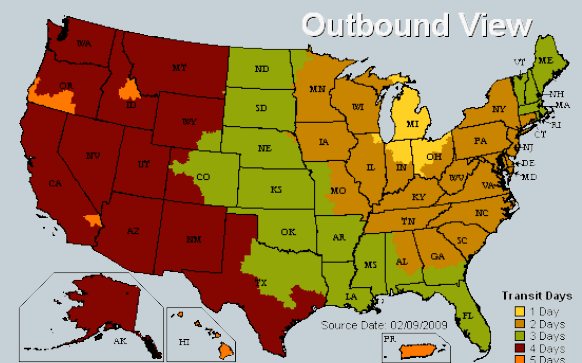
- Next business day, 3:00p, 4:30p

- **UPS 2nd Day**

- End of 2nd business day

- **UPS 3 Day Select**

- End of 3rd business day



International Shipping



- **UPS Express**

- Delivery by 10:30a or 12:00p
- Next business day to Canada and for documents to Mexico
- 2 business days to Europe and Latin America
- 2-3 business days to Asia

- **UPS Saver**

- Delivery by end of day
- Next business day to Canada and for documents to Mexico
- 2 business days to Europe and Latin America
- Typically within 2-3 business days to Asia

- **UPS Expedited**

- Delivery by end of day
- 2 business days to Canada
- 3 business days to Mexico
- 3-4 business days to Europe
- 4-5 business days to Asia and Latin America

- **UPS Standard to Canada**

- End of day delivery within 2-6 business days

Carrier Pick Up Times



- For all outgoing packages, please have packages processed and in Mail Services by:
 - 10:00AM
 - 3:00PM



McNichols Drop Box



- Behind the Gate House off the Livernois entrance
- Processed packages within 16" x 13" x 3"
- Daily pick up around 6:30pm for your after-hour packages



Supplies in Stock



- **Express Box**
 - Large (18" x 13" x 3") & Medium (15" x 11" x 3")
- **Express Envelope**
 - Legal (15" x 9.5 ") & Letter (12.5" x 9.5")
- **Express Pak**
 - 16" x 12.75"
- **Express Pad Pak**
 - 14.75" x 11"
- **Pouches**
- **Labels**



Additional Supplies



- **UPS Express Hard Pak**
 - 14.75" x 11.5"
- **UPS Tube**
 - 38" x 6" x 6"
- **UPS Express Boxes (Small)**
 - 13" x 11" x 2"
- **UPS 10 KG Box (22 lbs)**
 - 16.5" x 13.25" x 10.75"
- **UPS 25 KG Box (55 lbs)**
 - 19.375" x 17.375" x 14"

To order supplies, please contact

Mail Services @

313.993.1240 or

mailservices@udmercy.edu

Personal Shipping



- **Mail Services discourages personal shipping**
 - All pieces going in and out of Mail Services is considered Property of the University
- **Incoming Shipments**
 - Please have all personal mail shipped to your home or other personal address
- **Outgoing Shipments**
 - Can be processed similar to students
 - Get it weighed and quoted by Mail Services personnel, pay for it in Bursar, return receipt to Mail Services, and your package is mailed!

Additional Mail Services Information



- Procedure allows 48 hours for package processing of incoming packages
 - On average, it takes about 10 hours
- Email Notification
 - Once an incoming package is processed, recipient is immediately notified via email
- Tracking Numbers
 - If you are expecting a package, please have your Tracking Number ready!

Using the Online UPS System



- To use CampusShip, visit:

www.ups.com

