



STEP 1: PREPARE YOUR PACKAGE

Prepare your package as you normally would for a UPS shipment.

STEP 2: ADDRESS THE PACKAGE

Be sure the following is on the package:

- Recipient Name & Address
- Your Return Address
- Speedtype Number
- Securely Affix a Sticky Note Stating the Package Contents and Your Contact Number
- Class of Service (I.e. Ground, 1 Day Air, 2 Day Air, etc.)

If an international package, email the following to mailings@admin.umass.edu:

- Description of Contents
- Recipient Phone Number in Receiving Country
- Recipient Email

STEP 3: PLACE WITH OUTBOUND MAIL

Place the prepared package in your regular outgoing mail location for pickup by Mail Services on the next scheduled rotation or [click this link to arrange for pickup](https://www.umass.edu/mail/campus-mail-pickup-request). (<https://www.umass.edu/mail/campus-mail-pickup-request>)

STEP 4: CHARGES SHOW IN NEXT REPORT **NEW**

No invoice or Procard is needed. Your shipping charges for the package will appear on your next PeopleSoft report.



NOTE: If Research Compliance review is required, someone from Mail Services will contact you with further instructions before the package is shipped.