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 (ie. 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)

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.