



University Services

University Services Business Operations

UNM Copier Management Program

UNM Copy Center

UNM Mailing Systems

UNM Records Management

UNM Surplus Property

HSC Shipping and Receiving

Inventory Control

CRLS/Chem Stores

May 1, 2011

UNM Mailing Systems to Begin Delivery of FedEx Overnight Packages

Beginning June 1, 2011, UNM Mailing Systems will begin delivery of FedEx Overnight packages to Main Campus delivery points as well as certain off-campus locations. Health Sciences Center FedEx deliveries will not be affected: those will continue to be delivered by the same efficient staff at HSC Shipping and Receiving. FedEx First Overnight will continue to be delivered before 8:00 AM by FedEx.

The primary benefit of this transition is the reduction of vendor traffic in highly congested areas of the campus. By incorporating FedEx deliveries into the mail routes, the need for most FedEx vehicles* to enter the campus will be eliminated. We are pleased to support the efforts of the UNM Sustainability Program, Planning & Campus Development and the Physical Plant Department to maintain a safer and more sustainable campus.

Another benefit is the improved timeliness of deliveries plus an extended pick up deadline for outbound packages. To add even greater convenience for the campus, we will be installing four FedEx drop boxes around campus which will have later afternoon pick up times. Tentatively, these will be located inside the Student Union Building, John & June Perovich Business Center, Dane Smith Hall, and Student Residence Center Commons.

To ensure a smooth transition from FedEx to UNM Mailing Systems, we ask that Mail Stop Codes be included in your “ship-to” address whenever your order is to be shipped via FedEx Overnight, as well as in any transaction that will result in a shipment to the campus.

Complete details will be provided on our website at: <http://mailingsystems.unm.edu/> by Monday, May 9. Details will include: FAQ’s, an updated “last-call” pick up time for outbound shipments, specific locations and installation dates of campus drop boxes, a list of departments and locations that will continue to receive direct FedEx delivery, and any other information pertinent to a successful transition. We look forward to providing you with the same great service for FedEx shipments that you have come to expect from both UNM Mailing Systems and FedEx.

*FedEx Ground will continue to deliver packages sent via the “Ground” method