Laboratory of Genetics Shipping Options

United States Parcel Service (USPS)
- General business mail—Covered by department, stamps available at front desk
- Packages and grant related mailings—Sender must provide fund
  - Order Stamps on appropriate fund via SOP
  - Work with Patty/Kathy to create shipping label online
- Pickup from mailbox on University or nook by Biotech 1220

FedEx—Sender must provide fund
- Express
  - Work with Patty/Kathy to create shipping label online
  - Pickup from table by Genetics front office on weekdays daily by around 5pm
- Ground
  - Work with Patty/Kathy to create shipping label online
  - FedEx Ground picks up, usually once per weekday between 9-11, from table by B1322 (Patty’s Office)

United Parcel Service (UPS)—Sender must provide fund
- Work with Patty/Kathy to create shipping label online
- UPS picks up, usually once per weekday between 9-11, from the table by B1322 (Patty’s office)
- UPS picks up once per day around 3pm from the Medical Science Center (MSC) opposite the Genetics loading dock.

On Campus/Interoffice Envelopes—No funding needed
- Pickup from nook by Biotech 1220 daily
- Pickup from basket in Genetics copy room taken to nook by Biotech 1220 daily
- Students will hand deliver envelopes placed on the vertical stand marked “Deliveries” in front office when they have time.

Notes
- FedEx Express and Ground are actually two separate entities and one will not pick up the other
  - Front Office table drop off is for outgoing FedEx express packages only.
  - All Ground and UPS packages drop off is via the Loading Dock.
- FEDEX generally seems to be the least expensive
- USPS charges a la carte for insurance, tracking and signature services
- If a package being sent out will be billed to another institution both UPS and FedEx provide the option for a 3rd party account number.