Mail/Package Procedures

Receiving packages:
- Package recipients are responsible for picking up their own packages.
- Make sure your packages have your department name or your name as well as CBC.
- Maintenance will no longer deliver packages effective August 2015. Hand trucks and carts are available through Gateway Printing.
- Please make sure you pick up your packages in a timely manner. We have limited space and are unable to store your shipments.
- You will be notified via email and a slip in your mailbox.
- Please do not have personal packages sent to CBC for delivery.
- When placing an order for a site (AL-KV-PL), please have those packages sent directly to those sites.

To send mail:
- When sending mail, please make sure your department name is listed under the CBC return address.
- If mail is unsealed, make sure the flaps are down.
- Please do not mix sealed mail with unsealed mail. This jams the postage machine!
- UPS & FEDEX shipments are to be packaged by sender and are sent via ground. Departments are charged to send overnight. Cut off time is noon.
- Cut off time for outgoing mail is 2:30.
- Inner-office mail to the off sites is mailed every Tuesday & Thursday.