

How the Office Mail System Works

NOTES – If you turn in mail for USPS (so it's stamped in our mail room) by 4:30pm it WILL go out THAT DAY.

We ask for it to be turned in by 4:30pm because to turn it in later (especially large piles of mail) takes time and there have been several times where I stay later to stamp mail and there for more time to close the office.

If you do drop off a large pile of mail, it would be greatly appreciated if you could let me know so I can stamp it right away so our mailroom counter doesn't become cluttered.

I wanted to also give a quick breakdown on how mail works in the office so assure everyone when their items will be mailed out or when to expect things to arrive.

ARRIVALS

Arrival of USPS Mail

Truth is, *we can't predict it.* It normally comes in between 2pm-4:30pm but it can sometimes come in earlier or as late as 5pm.

Arrival of UPS Mail

Normally comes in the afternoon around 1pm

Arrival of FedEx

They don't regularly come in everyday so I would suggest looking at your tracking number online

Arrival of Amazon

Packages are delivered by Independent Contractors so these items arrive periodically throughout the day without a predictable pattern

Arrival of OPNW

They have Next Business Day Delivery and normally deliver before 10:30am

SHIPPING

USPS

ALL MAIL will be sent out at the end of the day

- If you want it to be stamped please place it in the mailroom in the PINK labeled slot that best represents who to bill for the item for postage. If you leave it on the counter (like a package that doesn't fit) please place a sticky note that has the department sending the mail out.

UPS

This is our preferred method for overnighting mail

- This is not a daily occurrence so please notify myself or Maria as early as possible if you have more than 5 items needing to be shipped UPS
- The cut-off time is 4pm

FEDEX

This is not our regular Overnight mailing (UPS is) so please give us prior notification if you have a large order of things needing to be sent out.

- If you want it to be picked up that day to arrive at its destination the next *the cut-off time for that request is 2pm.* If it's not in the FedEx system by that time it will not be picked up until the next day.
- Let us know if you have the client's 9-digit code in order to bill them for the expense
- This is the most expensive option for overnighting mail

AMAZON & OPNW

This is used for supplies, ONE order is preferred and will be sent out on Wednesdays.

- If you have a supplies request please email me before 1pm on Wednesday, otherwise it will be held until the following week's order