



UCSD CAMPUS NOTICE  
University of California, San Diego

SAN DIEGO: OFFICE OF THE MATERIEL MANAGER

March 1, 1993

KEY ADMINISTRATORS/KEY SUPPORT STAFF  
OFFICE MAIL DISTRIBUTION CONTACT-BULLETIN BOARDS

SUBJECT: Federal Express Notice

Effective March 1, 1993, Mail Services, in agreement with the Federal Express Corporation, will offer Federal Express domestic and international service on "outbound" letters and packages weighing 70 lbs. or less. This new service will eliminate the need to fill out Federal Express freight bills and UCSD Shipping Memos. It is designed to centralize the Federal Express traffic, reduce cost and decrease processing time on outgoing priority items.

Departments that presently use UCSD Shipping at 8655 Production Ave. for processing Federal Express packages should now utilize this new service through Mail Services. However, the following types of shipments are exceptions and must continue to be processed through UCSD Shipping and be accompanied by a UCSD Shipping Memo. The exceptions are:

- (1). Hazardous Goods Shipments
- (2). Dry Ice shipments
- (3). Dutiable shipments (International)
- (4). Packages weighing over 70 pounds

TYPE OF SERVICES:

"PRIORITY 1"- Packages are delivered by 10:30 AM the next business day. Cost is \$8.00 for packages up to 2 pounds.

"STANDARD"- Packages are delivered by 3:00 PM the next business day. Cost is \$6.00 for up to 1/2 pound.

"ECONOMY"- Packages are delivered by the end of the second business day up to 70 pounds.

Call Mail Services for pricing and zipcode verification for next day service.

HOW TO USE THE SERVICE:

- A. Place the following information in the upper right hand corner of envelope or box:

INDEX NUMBER

FEDERAL EXPRESS

Type of Service "PRIORITY" "STANDARD" or "ECONOMY"

B. Print or type the consignee's address clearly on the envelope/package. The return address should be in the upper left hand corner. Please include your phone number in the return address.

C. Place item in your outgoing intercampus mail for pickup by Mail Services personnel.

D. No Federal Express Drop boxes can be used with this new service.

E. No Federal Express supplies are required!

**BILLING:**

Charges for Federal Express outbound shipments using the new program through Mail Services will be reflected on the monthly Mail Services billing statement under "Mail Services - Metered Postage". You will not receive individual Federal Express bills.

**INCOMING FEDERAL EXPRESS PACKAGES:**

In addition to this new service, Federal Express has agreed to deliver your "PRIORITY 1" incoming Federal Express items directly to your office. These items will not go through Mail Services or the Receiving Department. This will save from 1/2 day to a day in delivery time. To make this possible the incoming address should contain the following information:

Addressee Name  
Department Name, Phone #, Mail code  
Room#, Building Name  
University of California, San Diego  
La Jolla, CA 92093

This information is crucial to expedite delivery to campus locations. (Mail codes and names are not sufficient to allow for direct delivery.)

Mail Services looks forward to serving the campus customers with your Federal Express needs. If you have any questions, please call x41164.

Pat Procopio  
Manager, Mail Services