



United Parcel Service (UPS) DROP BOXES

General Information

- UPS Drop Boxes allow you to drop off your shipment 24 hours a day, seven days a week at the nearest self-service UE campus location.
 - **Note:** Dimension, high value, and hazardous material shipment restrictions apply.
- Overall dimensions of an outside UPS drop box is 55”H x 25”W x 22”D.
- The “box” that holds shipment ready parcels is 20” x 20” x 18”.
- The drop box scheduled pick up time is likely to be 6:00 p.m. and the pick-up time will be posted by UPS on the exterior of each drop box.
- UE and UPS are not responsible for parcels left OUTSIDE of a drop box at any time.
- UPS will attempt to contact senders directly, if parcels are placed in the drop box that are not shipment ready.
- When opening the drop box to leave a parcel, senders (UE students, departments or employees) will be able to tell if the UPS pickup has been made for the day by viewing the inside of the “drop in” door.
 - Red – indicates that the pickup has taken place
 - Green – indicates that the pickup has NOT taken place
- Senders are responsible for preparing their parcels for shipment including appropriately taping, addressing parcels, attaching shipping labels and/or documentation, as appropriate.
- Pre-Paid Return Labeled Parcels too large for a campus drop box with “no return date/time sensitivity” may be taken to the UE Bookstore. UE Bookstore does not have daily UPS pickup.

Pre-Paid Return Labeled Parcels too large for a campus drop box that are “date/time sensitive”, the sender may call UPS **1-800-PICK-UPS** for a site pickup or take the parcel to an alternate local UPS drop-off site (Office Depot, The UPS Store, etc.) or directly to UPS.

UE Location

As of December 2019, there is one UPS Drop Box located outside of the UE Bookstore delivery door to the left of the service lane.

For questions, contact Administrative Services at 812-488-2940.