



## 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 Locations (2)

As of November 2016, two UPS Drop Boxes are available at the following convenient campus locations:

- A) Outside of the Library mailroom entrance door to the left of the service lane
- B) Outside of the Bookstore delivery door to the left of the service lane

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