

# Department of Wildlife Ecology

## Shipping Options

If you are sending something out for official University Business, you MUST have an account number (get from your advisor) in which to charge the shipping expenses.

### **US Postal Service**

The mailroom now uses a barcode system for their billing system. Package up your shipment and give to Julie or Rena with the account number. A barcode label will be printed and applied to the package. The mailroom will apply the correct postage, mail out the package, and charge the account the amount of postage. If you want to insure it or track it, you would have to put a note on the package with instructions for the mailroom.

### **FedEx**

The University of Maine has a discount program with FedEx. FedEx picks up Express Packages at the University mailroom every afternoon, they are reasonably priced, they provide a tracking number, and you can see who signed for the package if there is a dispute. If the package is rather small (about the size of a paper box) you can put a FedEx shipping label on it and put the box with the outgoing mail. We have pre-printed supplies in Room 210 or Julie can go online and print you a label with a bar code and tracking number. Make sure you give Rena Carey a copy of the shipping label and the account number you want to use. If we miss the daily mail pickup at around 11:15, you can take it to the mailroom before 3:00 pm or we can call FedEx for a pickup. We must call before 3:00 pm and they will charge us a fee. Please note: If the package is to go FedEx ground, they will not come until the next day.

If you have a Next Day Air envelope, there is one drop box on campus outside of the Memorial Gymnasium that gets picked up at 4:45 Mon-Friday.

### **UPS**

The Department has a UPS account but no discounts are offered. They will also charge you \$10 to call them for a pickup. If you have a UPS Air Letter or Pak, there are two drop boxes on campus. One is located outside of the Memorial Gymnasium, and one is located in the basement of Winslow Hall, that get picked up at 4:30 pm Mon-Friday.