PRODUCTION MAILROOM*BELFER HALL B-13*(646)592-4650 imail@yu.edu

MAILCODE

- 5 DIGIT NUMBER AUTO-ASSIGNED TO ALL UNDERGRADS. WILL BE GIVEN TO YOU ON YOUR FIRST VISIT TO MAILROOM.

- REMEMBER THIS NUMBER AS IT WILL BE NEEDED FOR PACKAGE PICKUP.

- MAILCODES WILL NOT BE GIVEN OVER THE PHONE.

EMAIL NOTIFICATION

- WHEN YOUR PACKAGE IS READY FOR PICKUP, YOU WILL RECEIVE EMAIL FROM iMAIL@YU.EDU

** DELIVERY CONFIRMATION FROM SENDER/SHIPPER IS NOT CONFIRMATION FOR PACKAGE PICKUP. PLEASE ALLOW 1HR TO 2 HR TURNAROUND**

PICKING UP YOUR PACKAGE

- ARRIVE AT PRODUCTION SERVICE WINDOW LOCATED IN BASEMENT LEVEL OF BELFER HALL.

- STATE YOUR MAILCODE

- PRESENT ID (YU OR STATE)

- PRINT NAME ON PAD, RECEIVE PACKAGE

- IF YOU WISH TO HAVE SOMEONE ELSE PICK UP YOUR PACKAGE, REPLY TO OUR EMAIL STATING SO

**PLEASE DO NOT SHIP GIFT REGISTRIES OF ANY KIND TO YESHIVA UNIVERSITY

**PACKAGES HAVE 3 WEEK SHELF LIFE. ALL UNDELIVERED PACKAGES WILL BE RETURNED TO SENDER

SHIPPING PACKAGES AND MAILING LETTERS

- IF YOU WISH TO SHIP A PACKAGE, YOU MUST OBTAIN A **PREPAID SHIPPING LABEL** FROM UPS, FEDEX, OR USPS BEFORE YOU DROP YOUR PACKAGE OFF AT THE MAILROOM FOR OUTGOING SHIPPING.

-IF YOU WISH TO MAIL A LETTER, PLEASE MAKE SURE TO HAVE THE CORRECT POSTAGE/STAMPS ON THE LETTER BEFORE LEAVING IT WITH US IN THE MAILROOM. IF THE ENVELOPE INDICATES 'NO POSTAGE NECESSARY' THEN YOU MAY DROP IT OFF IN THE MAILROOM.