

Shipping and Receiving Packages

Address:

PI NAME

UF Microbiology & Cell Science

1355 Museum Drive Bldg 981

PO Box 110700

Gainesville, FL. 32611-0700



PI's name should be on EVERY outgoing & incoming package



Include the room number of your lab for easy delivery

Fed Ex Procedure:

What?: **ALL** Fed Ex deliveries and **SCHEDULED** Fed Ex pickups.

Where?: Fiscal Office (room 1052). Let someone in the office know you have FedEx picking up your package

How?: There is no more automatic daily pickup. **You must call to schedule a pickup.** Call 1-800-463-3339 and talk to a representative to receive a confirmation code.

UPS Procedure:

What?: All outgoing UPS packages **MUST** be marked as **expressed service**.

Where?: In front of DeCrecy Lab (Room #1260)

When?: Pick ups are scheduled Mon-Thurs by **4PM** and Fri by **3PM**

Mailing USPS:

For **business purposes** or business postage, please see Mary Jane in the front office.

For **personal use**, you may visit the USPS office (715 Radio Road)—they sell postage and assist with passport applications.

Just received a package?

Please **sign, print name, date** and include **PI name/room number** for easy tracking and accountability. Turn packing slips into the front office.