

## **Shipping Freight**

Mail and Receiving Services will arrange for outbound private carrier of ground package shipments for a department wanting to send a package anywhere in the country. The freight charges will be added to the customer's departmental account, thus saving departments the need to make a trip to the private carrier's office with cash-in-hand. Packages for shipping can be picked up by the Mail and Receiving staff.

### **Helpful tips**

1. Departments will be responsible for having their packages properly packaged and wrapped, with a correct address label attached.
  - Departments can request Receiving package and wrap up merchandise to be returned.
2. Maximum weight per package: 150 lbs.
3. Maximum size per package:
  - 108" maximum length, with 130" maximum combined length and girth
  - Packages less than 30 lbs. but between 84 and 130" in combined length and girth are considered oversize and charged as a 30 lb. package.
4. Private Carriers do not deliver to P.O. Box addresses.
5. C.O.D. shipments cannot be arranged through Mail and Receiving Services.
6. Hazardous chemicals or radioactive materials cannot be shipped through Mail and Receiving Services.
7. Private Carriers recommend, and Mail and Receiving Services concurs, that packages be insured. The first \$100.00 of package value is automatically insured with the freight charge. Insurance costs are .90 cents per \$100. Insurance charges are also added to the customer's Stores account. Maximum insurance through most private carriers is \$50,000.00.
8. Departments must provide a complete description of items being shipped. Departments must be able to document the value of the item shipped should the need arise to file a damage or loss claim.
9. Mail and Receiving Services will wrap packages which weigh 70-150 lbs.
10. Mail and Receiving Services will not be responsible for damages or loss incurred during package shipment, but will assist the sender in filing a claim with the private carrier.