

UPS Shipping Services

UPS services are offered at discounted rates through the RMU Mail Center. All UPS service pricing is dependent on size, weight and delivery address. All prices listed below are estimates only. Please bring your package to the RMU Mail Center for a shipping quote.

UPS Overnight Services

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|---|---------------------|
| Next Day Air Early AM (Delivery by 8:00 AM next business day) | Starting at \$49.42 |
| Next Day Air (Delivery by 10:30 AM next business day) | Starting at \$21.02 |
| Next Day Air Saver (Delivery by 3:00 PM next business day) | Starting at \$17.95 |

UPS 2nd Day Air Services

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|---|---------------------|
| 2nd Day Air AM (Delivery by 10:30 AM on 2 nd business day) | Starting at \$16.34 |
| 2nd Day Air (Delivery by end of day on 2 nd business day) | Starting at \$14.07 |

UPS Ground Services

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|---|--------------------|
| Ground Letters and Packages (1 – 5 business days) | Starting at \$7.33 |
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Residential Delivery Surcharge may apply depending on destination.

If you are shipping on behalf of RMU for University business, please contact us at ext 4325 or mailroom@rmu.edu for rates and services.

UPS cannot deliver to a PO Box. Please use USPS shipping services for deliveries to a PO Box. Please inquire at the RMU Mail Center for service and price options.

USPS Shipping Services

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| First Class (Letters and Flats) | Starting at \$0.44 |
| Certified Mail Service (Delivery/Signature Confirmation) | \$2.85 |

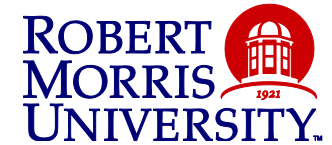
We can accept any USPS package up to 14 ounces. Packages over 14 ounces must be taken directly to your local Post Office.

Latest Times for Outgoing Shipments

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|---|----------------|
| Last USPS Mail Pick Up (Monday – Friday) | 3:00 PM |
| Last UPS Pick Up (Monday – Friday) | 3:00 PM |

Any letter/package dropped off *after* these times will be processed and shipped out on the next business day.

RMU Mail Center USER GUIDE



Providing Mail and Shipping Services
to the RMU Community.

How to Reach Us

The RMU Mail Center is located in the Nicholson Center, second floor, next to the Office of Student Life.

Email: studentmailroom@rmu.edu
Phone: 412-397-2550

Hours

The RMU Mail Center is open:

| | |
|-------------------|--------------------|
| Monday – Thursday | 9:00 AM – 6:00 PM |
| Friday | 9:00 AM – 5:00 PM |
| Saturday | 10:00 AM – 2:00 PM |

University Address

To help us ensure that you receive your mail and packages timely, please ensure you are using the right address:

Robert Morris University
Your Name
Box #
6001 University Blvd
Moon Twp, PA 15108

Please do not put 'PO' before your box number. This will cause confusion with the United States Post Service (USPS).

Mail and Package Availability

All mail and packages will be sorted into mail boxes the same day they are received. Please remember that when we receive your package/mail it takes approx. 1 hour before it will be available in your box for pick up. If you track your package on-line, it may show received in Mail Center, but it might still be in transit on campus to the Student Mail Center.

Services Offered

The RMU Mail Center Offers a variety of service to RMU Students, Faculty and Staff:

- Delivery of incoming mail/packages to campus mail boxes
- Shipping Services
- Shipping Supplies

We offer the service and supplies you need to mail or ship just about anything to any destination serviced by the USPS or United Parcel Service (UPS).

We will be happy to help you select the best service and carrier for your mail and packages to ensure it gets there safe and on time. Pricing for these services is located below and on the back of this brochure.

Shipping Materials

Packing materials are available for purchase in the RMU Mail Center. We have everything you need to package your material and ship it to its destination.

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|--------------------------------------|--------|
| Packing materials (for your own box) | \$2.00 |
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Boxes

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|-----------------------------|--------|
| Small Box (12x10x6)* | \$2.00 |
| Medium Box (12x12x12)* | \$3.00 |
| Large Box (18x14x14)* | \$3.50 |
| Extra Large Box (24x16x16)* | \$4.00 |

*Purchase of box includes, packing material (peanuts or bubble wrap), tape, one shipping label.. Shipping charges and tax are not included.

*Standard UPS box provided free of charge, just pay shipping charges.

Envelopes

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| Envelopes (#10 regular) | \$.05 |
| Envelopes (6x9 regular) | \$.10 |
| Envelopes (10x13 regular) | \$.25 |

Stamps

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|--|-------------|
| First Class USPS Forever Stamps | \$0.44 each |
| First Class USPS Forever Stamps – book of 20 | \$8.80/book |