

Notice to Emory Students on planned Spring Move out support:

Emory Mail services will be staffing the Few Hall, SAAC and Oxford Mail centers daily to assist you in processing your shipments.

We will continue with our normal hours during the week but also adding a weekend schedule as shown below to facilitate increased shipping needs.

Hours of Operation (March 12, 2020 to March 22, 2020)

FEW	M-F	9am-6pm
	Sat/Sun	8am-4pm
SAAC	M-F	9am-6pm
	Sat/Sun	8am-4pm
Oxford	M-F	9am-6pm
	Sat/Sun	8am-4pm
Student Center	Mon-Sun	9am-6pm
	(3/16 – 3/22)	

Ricoh is setting up a temporary shipping only station at the Student Center on the main Emory campus. This will be operational on Monday March 16.

Contact info.

Jay Jordan, Enterprise Service Manager for Emory Mail
404-438-1019, Edward.jordan@ricoh-usa.com

Shane Garrett, Mail Operations Manager
404-831-5546, sgarre3@emory.edu

Larsharnda Gooden, Courier Supervisor
404-401-9725, lgoode2@emory.edu

Robert Walker, Student Centers Manager
404-831-5669, rewalk2@emory.edu

Instructions for shipping:

- Boxing and packing materials are available for purchase at all mail centers.
- We can assist you in boxing up and sealing your packages or;
- you take supplies back to your dorm to box up and bring back to ship

International packages:

International packages containing personal effects (any items you own which you do not intend to resell) require a Shippers Export Declaration (SED) form to be completed. We can assist you in processing the form but we need you to be ready to provide the following information:

- Full address- package will be returned if missing information.
- Your Contact information
- Do you want insure the contents against loss?
- Description of Package Contents.

Incoming packages to you:

- Please take time to cancel or redirect any reoccurring shipments you may have coming to you at Emory.
- Please re-direct any in transit deliveries that are scheduled to arrive after your intended departure date.
- Come and retrieve any mail and packages your have waiting for you in the Emory Mail Centers before you leave campus.

Please contact Emory Mail Services for forwarding of any packages that might arrive to the Emory Campus after March 22nd, 2020.