

	ON CAMPUS MAIL		OFF CAMPUS MAIL		
	Business Envelopes (any size/color)	Brown Intercampus Envelopes	USPS Domestic	USPS International	FEDEX/UPS
Recipient's Address	<p>Include full first name and last name, department name and office address:</p> <p>William Tell English 123 Bacon</p> <p>(NOTE: in this example, although the English Dept. office is located in Netzer, the employee's location is in a different building)</p> <p>*****</p> <p>If mail is going to a dorm, include full first and last name and dorm name.</p> <p>William Tell Curtis Hall</p> <p>*****</p> <p>In either case, do not write "Oneonta, NY" - otherwise it appears as if it should be mailed off campus</p>	<p>Same as Business Envelope</p>	<p>In addition to clearly writing/typing name, street, city, state and zip codes, note the following below:</p> <p>If using a PO Box, do NOT also include street address.</p> <p>If including an apartment number, list it BEFORE the street address. For example:</p> <p>Name Apt 1 89 Main Street City, State, Zip</p>	<p>Separate international mail from domestic mail so we can easily identify international mail and process accordingly.</p> <p>MUST INCLUDE THE NAME OF THE COUNTRY ON ENVELOPE!</p>	<p>Complete all information to help ensure successful delivery.</p> <p>Write CLEARLY!</p> <p>Include a phone number at which recipient can be reached in case driver needs to communicate with someone.</p>
Sender's Address	N/A	N/A	<p>Sender's department account number must be CLEARLY typed or written on the envelope. You can also put a post it note on the piece of mail with the account number.</p>	<p>Sender's department account number must be CLEARLY typed or written on the envelope. You can also put a post it note on the piece of mail with the account number.</p>	<p>Use pre-printed labels from Mail Services, which includes the general college address and billing code or print off from online.</p> <p>Write your name, department and account number CLEARLY.</p> <p>Include your phone number in case someone needs to communicate with you regarding item.</p> <p>Use custom forms for international mailings.</p>
Other	<p>Write a Large "X" where stamp would be placed so we know not to put postage on the envelope.</p> <p>Please do not mix with Off Campus Mail - keep separate.</p>	<p>Please make sure all other addresses are crossed off on the envelope. Only ONE applicable name/dept/office address should be clearly visible.</p>	<p>NOTE: the College's address is:</p> <p>108 Ravine Pkwy</p> <p>The College's PO Box is 4015.</p> <p>Admissions has their own PO Box 4016.</p>	<p>For all packages, please fill out a customs form. We recommend doing this online so you can't miss a step. Please make sure you SIGN the form! For more information please see our website.</p>	<p>Sign and date where needed.</p> <p>Send shipper's copy of the document to the mailroom so we can reconcile the bill when it is received.</p>