

Mail Center Guidelines

The following guidelines are designed to assist you using Mail Center services at Bowdoin College. If you have any questions about these guidelines or have questions about how to use mail services at Bowdoin, please contact the Mail Center at x3302.

EXPRESS SHIPPING

Standard delivery is the service level of choice for next day express delivery. This is the least expensive option and recipient generally receives item after 12:00 p.m. Priority delivery may be used at the discretion of the department's budget manager. This option is more expensive and recipient generally receives item by 12:00 p.m.

PARCEL SHIPPING

All parcels weighing over three pounds that are mailed or shipped via the Mail Center and charged to a department budget will be sent in the most economical manner, unless clearly stated on the package to do otherwise.

MAILINGS OVER 200 PIECES

All mailings over 200 pieces should be coordinated through the Lettershop. Please call 725-3609 or email lettershop@bowdoin.edu for assistance with large mailings.

CHARGE BACK OF POSTAGE

The costs of all mailings processed through the Mail Center will be charged back to a department's primary FRS account number, or the FRS account number accompanying the mailing. All departments are now being charged back and held accountable for shipping and postage costs.

PERSONAL USE OF SERVICES

Departmental funds or account numbers may not be used for sending personal items through the Mail Center. Shipping and mailing of personal items are to be paid on a cash basis or can be charged through the Polar Plus program.

DELIVERY OF PERSONAL PACKAGES

When packages of a personal (not College business) nature are sent to you at Bowdoin, the correct and accurate College Station address should be used to ensure *direct* delivery to your location. If, either due to ambiguous address information or the item was received from the U.S. Post Office and the package arrives in the Mail Center, you may be contacted to pick up the item in person.

INCOMING STANDARD RATE MAIL (Junk Mail)

Catalogs, flyers, and other standard rate mail pieces that are *obviously* not related to the business of Bowdoin College will be discarded at the Mail Center or returned to sender.