

## Service Times

### At Student Mail Center (Nicholson Center):

Last USPS Mail; UPS; FedEx and DHL Drop off (Monday-Friday) 2:00PM

### At Main Mailroom Center (Facilities Service Building—300 Grant Dr.):

Last USPS Postal Mail Drop off (Monday-Friday) 2:45PM

Last UPS Drop off (Monday-Friday) 3:30PM

Last FedEx & DHL Int'l Drop off (Monday-Friday) 3:30PM

Any letter or package dropped off after these times will be processed on the next business day.

## Specialty Print Jobs

If you have specialty print jobs, banners, posters, etc. contact the RMU Mail and Print Center for great quality at discounted prices.

Email: [printcenter@rmu.edu](mailto:printcenter@rmu.edu)

Phone: 412-397-6344

## Our Commitment to You

We are committed to delivering exceptional services to the Robert Morris University Community. Please let us know if there is anything we can do to help serve you better.



\*All pricing listed are estimates only. We reserve the right to adjust pricing at any time without notice.



# Student Mail Center

## *Information Guide*



Providing Mail and Shipping Services to  
the RMU Community.

## Contact and Mail Information

The RMU **Student Mail Center** is located in the Nicholson Center next to the Student Life Office on the 2nd Floor.

**Albert Chastulik - Student Mail Supervisor**

Email: [studentmail@rmu.edu](mailto:studentmail@rmu.edu)

Email: [printcenter01@rmu.edu](mailto:printcenter01@rmu.edu)

Student Mailroom: 412-397-5430

(Facilities Main Mailroom: 412-397-6345)



## Hours

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

## Your Address

To help us ensure that you receive your mail and packages in a timely manner, please provide the correct address to senders:

<p><b>Robert Morris University</b> <b>Your Name</b> <b>Box #</b> <b>6001 University Blvd</b> <b>Moon Township, PA 15108</b></p>
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**PLEASE NOTE:** Do NOT indicate 'PO' before your box number. This could cause confusion with the post office and delay the delivery of your mail.

## Mail and Package Availability

All mail and packages will be sorted into mailboxes the same day they are received. Please note that it may take up to one hour after delivery before it will be available in your mailbox for pickup.

If a package larger than your mailbox arrives, an email will be sent to your student email indicating a package is waiting. You must bring your Freedom Card to the Student Mail Center for pick up.

## Mailbox Keys

Mailbox keys can be picked up at the Student Mail Center upon your arrival by presenting your Freedom Card. All mailbox keys must be returned to the Student Mail Center at the end of the Spring semester or upon moving off-campus to avoid fees.

## Student Mailbox Locations

Mailboxes #1 to #1560 are located at the Student Mail Center. Mailboxes #1561 to #2280 are located on the 1st Floor rotunda area within Nicholson next to the stairwells in front of RMU Bookstore.

## Services Offered

- USPS Mailing and Shipping
- UPS Ground Shipping
- FedEx Domestic Overnight and DHL International Express Shipping's
- Envelopes/Stamps
- Packaging Supplies: Boxes, Bubble Wrap, Packing Peanuts, Tape, Labels

## Shipping Services

RMU offers discounted shipping rates through the RMU Mail Centers within Nicholson and Facilities Bldg. at 300 Grant Drive.

### UPS Ground Services

Ground Flats and Packages	Starting around \$5.00
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### Express / Overnight Services

FedEx (Domestic)	Starting around \$11.00
DHL International (Roughly 2 to 5 Days)	Prices Vary

### First Class USPS Forever Stamps

Singles/Book of 20

### Packaging Supplies

Extra Small Box (6"x6"x6")*	\$1.00
Small Box (12"x10"x6")*	\$2.00
Medium Box (12"x12"x12")*	\$3.00
Large Box (18"x14"x14")*	\$3.50
Packing Materials	\$2.00
#10 Regular Envelopes	\$0.05
6"x9" Regular Envelopes	\$0.09
10"x13" Regular Envelopes	\$0.23

\*Box includes: Box, packing materials (peanuts or bubble wrap), tape, and one shipping label. Shipping charges are not included.

### Payment Options:

- Cash
- Check
- Colonial Cash
- Credit Card

