

MAILROOM TIP SHEET

To help ensure that internal and external mail is delivered promptly and efficiently:

- Include the recipient's first and last name.
- Include the recipient's department and/or room number and campus (i.e. Business School, E201, North).
- Ensure that the address is legible. Print if possible.
- Avoid the use of abbreviations or acronyms.

SAMPLE ADDRESS FOR INTERNAL MAIL:

John Smith, Business School, E201, North

SAMPLE ADDRESS FOR EXTERNAL MAIL:

John Smith
The Business School, E201
Humber College Institute of Technology & Advanced Learning
205 Humber College Boulevard
Toronto, ON M9W 5L7

MAIL PICKUP AND DELIVERY SCHEDULES:

- Incoming mail from Canada Post normally arrives between 9:30 am – 11:30 am.
- Incoming mail (incl. campus mail) is delivered internally, usually by 12:30 pm.
- Outgoing mail (incl. campus mail) is picked up at the same time as internal delivery.
- **North Campus:** Outgoing mail is sorted, metered and sent to Canada Post on the same day it is picked up from the department.
- **Lakeshore Campus:** Outgoing mail is picked up by Canada Post the following morning, at the same time as incoming mail is delivered (there is no pickup in the afternoon).
- Outgoing campus mail is sorted for Canada Post delivery the next day, unless it is received by the Mailroom before 9:30 am.

INTERNATIONAL MAIL

- International mail is sent out via Canada Post with regular outgoing mail.
- **Exceptions:** International mail from the Office of the Registrar, University of Guelph-Humber and any international departments is sent out each Friday through a third party vendor.

COURIER PACKAGE PICKUP/DELIVERY SCHEDULES AND TRACKING

- Submit a [Courier Request Form](#) to request delivery of a package. Attach the form to your package.
- Small, outgoing courier packages are picked up by the Mailroom staff at the same time as outgoing mail. For larger packages, contact the Mailroom (Ext. 4443 North Campus/ Ext. 3245 Lakeshore Campus) to arrange for pickup. (Items considered 'large' are packages >24" x 24" x 24" and/or that weigh >50lbs.)
- **Regular delivery:** Outgoing packages received in the Mailroom by 2:00 pm will be picked up by the courier the same day. Packages received after that time may not be picked up until the following day.
- **Same day delivery:** Outgoing packages must be received in the Mailroom no later than 11:30 am for same day delivery.
- **To ensure timely delivery,** please consider bringing your package directly to your Mailroom or call (Ext. 4443 North Campus/ Ext. 3245 Lakeshore Campus) to have it picked up a 'large' package.
- **To track a package,** please contact your Mailroom to have us track it or to get a tracking number so that you can track it yourself online.
- **If you are expecting a time-sensitive package,** please let your Mailroom know in advance, with the appropriate tracking information, and prompt delivery will be arranged.

REDUCING BULK MAILING COSTS

- Postage discounts are available to reduce your bulk mailing costs. Call Ext. 4443 to learn more.



CONTACT US

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Toronto, Ontario M9W 5L7
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OFFICE BUSINESS HOURS

Monday to Friday: 8:00 AM to 4:30 PM
humber.ca/facilities/