BU Events & Conferences

Mail Services Information for Conferences

Boston University Mail Services is pleased to offer shipping and receiving services for program materials. Boston University's Mail Services will receive packages, log them in and track them through a secure tracking system, store them, deliver them, and then if needed, provide return shipping after the program ends.

- Please let your Events Specialist know the sender, and the number and size of the boxes as far in advance as possible.

- Shipping deliveries must be scheduled to arrive to Mail Services between Monday-Friday 8:00 AM to 3:00 PM. Packages should arrive no earlier than 2 weeks before the conference and no later than 5 days prior to the conference.

- **A minimum charge of $5 per box + a $260 handling fee will apply.** If there are more than 8 boxes and/or heavy/large boxes, additional handling charges will apply. If return service is required, an additional $5 per box + $260 handling fee will apply.

- Any packages requiring return service must have a UPS or FedEx pre-paid shipping label.

- The maximum weight is 70 LBS Max and package dimensions are 108" of combined length and girth. Larger/heavier items **MUST BE ARRANGED IN ADVANCE WITH YOUR EVENTS SPECIALIST.** Additional handling charges will apply.

- Mail Services will need the following information:
  - Business names of vendors shipping items
  - Name of shipping carriers
  - Number of boxes, sizes, and weights
  - Tracking numbers

- **Boxes must be labeled with:**

  NAME OF CONFERENCE OR GROUP

  CONTACT'S NAME AND/OR COMPANY

  c/o Boston University Mail Services

  120 Ashford Street, Room 163

  Boston, Massachusetts 02215

- **Packages CANNOT be shipped directly to your event location or residence hall.**

Boston University is not responsible for lost or misplaced packages that do not follow the above instructions.

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Additional Mail/Shipping Information – Self-Service

FedEx Office

FedEx Office, conveniently located on the Boston University campus, offers a wide range of printing and shipping services. Please reference page 3 for more details. **FedEx will not receive or deliver packages to your conference**, but can be used for self-service return or additional shipping and printing services.

FedEx Office at Boston University
115 Cummington Mall
Boston, MA 02215
617-358-2679
usa5012@fedex.com

Amazon Hub Locker is conveniently located on the Boston University Campus. Amazon Hub Locker provides you with a self-service delivery location to collect and return your Amazon.com packages. For more information, visit Amazon.com.

Amazon Hub Locker – Brookline
870 Commonwealth Ave.
Boston, MA 02215
877-346-6244

24/7 On-Demand Print Services

Take advantage of the longstanding partnership between Boston University and FedEx Office and receive discounted pricing on all products and services.

Present this FedEx Office discount number – **0278588777** – when placing an order with any FedEx Office Print Center to ensure you receive the proper pricing on your materials. *Note: Program discounts apply to Full Service printing only and must be paid at the time of pick-up with a credit card or cash/check.*

How to place an order:

- Submit orders online at **www.fedex.com/us/office** and include the discount number above at checkout.
- Locate the nearest FedEx Office print center and call or email the print center team with your project details.
- Visit any FedEx Office print center and share your project details and files with the print center team.

Products & Services:

- **Discounts: $0.03 Black & White Printing / $0.25 Color Printing / 20% off other services**
- **B&W and Color Printing** on a wide range of paper stocks and paper sizes
- **Binding and Finishing**, including: coil-binding, stapling, folding, cutting, tabs, collation, binders, etc.
- **Large Format Printing** on a wide range of materials, cut to any size, including: posters, flyers, banners, signs, etc.
- **Same Day Service & 24-hour access** via our network of print centers
  Work directly with the print center team at Boston University - 115 Cummington Mall / usa5012@fedex.com
- **Shipping and Packing services** available at most print center locations

Flyers & Handouts

Full color flyers, variety of paper stocks, small run or high volume

Booklets & Reports

Saddle-stitch or coil-bound, printed tabs, small run or high volume

Signs & Posters

Full color posters, foam mounting and lamination, cut to any size

Contact Us:

BU On-Campus Print Center
115 Cummington Mall
T: 617.358.2679
E: usa5012@fedex.com
M–F 8am–9pm, Sat 10am–4pm

Robert Munstis
Customer Service
T: 339.832.8007
E: robert.munstis@fedex.com

David Kennedy
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T: 508.816.8151
E: david.kennedy@fedex.com