Tri-C Mail Services
Mail • Shipping • Receiving • Distribution Services

- Sorting and delivering U.S. and inter-office mail to College departments
- Applying postage to outgoing U.S. mail
- Receiving and distribution of incoming freight and parcels
- Shipping of College materials including order returns
- Intercampus delivery truck routes
- “Let’s Make Tracks” accountable inter-campus mail delivery system
- Tracking of shipments

Mail Services also works closely with Print Services in the processing of mass mailings

Campus Pickups and Deliveries
Tri-C inter-campus delivery vans are based at Metro and visit College locations daily

Central Receiving: 9 am & 2 pm pickup and delivery of parcels for intercampus delivery, freight and parcels addressed to Metro, UTC, Tower City and District delivered between 11 am and 4 pm

Corporate College East: 3:30 pm M-F pickup and delivery of mail and parcels

Corporate College West: 11:30 am M-F pickup and delivery of mail and parcels

District: 10:45 am & 3:15 pm M-F delivery of mail and parcels

Eastern Campus: 10:30 am & 2 pm M-F pickup and delivery of mail. Parcels and packages delivered during the hours of 11 am and 4 pm. Also servicing the Truck Driving Academy

Metro Campus: 1 pm M-F pickup and delivery to campus buildings begins. Hallway “Same Day” inter-office mailboxes picked up at 9:15 am M-F. Also servicing SEMMA at Bridge Ave., & Hospitality Management Center at Public Square

Tower City: 11:30 am and 2:15 pm M-F pickup and delivery

Unified Technology Center (UTC): 9:30 am & 1:30 pm M-F pickup and delivery (UTC mailroom)

West Campus: 1 pm M-F pickup and delivery to campus buildings begins. Mail pick up occurs on campus at 10 am at designated locations and hallway “Same Day” mail boxes. Parcels delivered between the hours of 11am and 4pm

Westshore Campus: 11:30 am M-F pickup and delivery

Brunswick University Center: 11:00 am M/W/F pickup and delivery

Help Us Help You
- Include current org, program and fund number with your outgoing mailings
- Have flaps folded down on outgoing letters
- Whenever possible, seal the flaps on larger “flats” mailings. Avoid clasp type envelopes
- Let us assist you with your overnight/next day mail (UPS is our contracted courier)

Postage Savings
- Consider “second day” rather than “overnight”
- When possible use post cards for mailings. Minimum post card size is 3 ½” x 5” and maximum size 4 ¼” x 6”
- Mailings of 200 identical pieces qualify for discounted postal rates (Standard Mail)
- Contact Print Services to ensure your mail list meets postal addressing requirements

Delivery of Materials
- Goal is to deliver incoming materials the same day received
- Use “Let’s Make Tracks” when sending important items between College sites. (Forms available from the campus Mailrooms)
- Contact the Mailroom first with questions about your shipment. (Have the tracking number, date and order number available)

Find additional information on my Tri-C Space “Mail Services”