**CCC Logistics Inter-Campus Mail Delivery Standards: Metro Campus**

Mail is available for pick up at CCC Mail centers at times shown below. Otherwise, mail will be delivered on the next campus mail run.

| Mail enters mail system  
*Same Day boxes 9:15 am* | Arrives at DISTRICT | Arrives at UTC | Arrives at EAST | Arrives at WEST | Arrives at CCE | Arrives at CCW |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Picked up from</td>
<td>11:00 am</td>
<td>10:00 am</td>
<td>10:30 am</td>
<td>11:00 am</td>
<td>11:30 am</td>
<td>11:30 am</td>
</tr>
<tr>
<td>Same Day boxes 9:15 am</td>
<td>Same business day</td>
<td>Same business day</td>
<td>Same business day</td>
<td>Same business day</td>
<td>Same business day</td>
<td>Same business day</td>
</tr>
</tbody>
</table>

**Customer drop off at**

**Metro Mail Center before 1:30 pm**

<table>
<thead>
<tr>
<th>Arrives at UTC</th>
<th>Arrives at EAST</th>
<th>Arrives at WEST</th>
<th>Arrives at CCE</th>
<th>Arrives at CCW</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 pm</td>
<td>2:45 pm</td>
<td>3:00 pm</td>
<td>2:30 pm</td>
<td>4:00 pm</td>
</tr>
<tr>
<td>Same business day</td>
<td>Same business day</td>
<td>Same business day</td>
<td>Same business day</td>
<td>Same business day</td>
</tr>
</tbody>
</table>

*Last opportunity to have mail reach District same day via customer drop off is 2:30 pm.*

**Afternoon mail pick up 1:00 - 2:30 pm**

<table>
<thead>
<tr>
<th>Arrives at UTC</th>
<th>Arrives at EAST</th>
<th>Arrives at WEST</th>
<th>Arrives at CCE</th>
<th>Arrives at CCW</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 pm</td>
<td>2:45 pm</td>
<td>10:30 am</td>
<td>11:00 am</td>
<td>11:30 am</td>
</tr>
<tr>
<td>Same business day</td>
<td>Same business day</td>
<td>Next business day</td>
<td>Next business day</td>
<td>Next business day</td>
</tr>
</tbody>
</table>

**“Same Day” mail boxes are located in the:**

- Concourse at the Book Center entrance, next to the pay phone
- Student Center on the first level, north entrance, near Student Life and the elevator
- Business and Administration Building, at the top of the stairs near B&A 214, and the vending machines

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**CCC Logistics offers a proof of delivery system which provides a signed receipt to the sender.**

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**For more information regarding the CCC Logistics Proof of Delivery System visit us on the Infonet under Finance and Business Services at [http://infonet.tri-c.edu/fbs/logistics/](http://infonet.tri-c.edu/fbs/logistics/).**