CCC Logistics Inter-Campus Mail Delivery Standards:
West 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.

<table>
<thead>
<tr>
<th>Mail enters mail system 10:00 am</th>
<th>Arrives at DISTRICT</th>
<th>Arrives at UTC</th>
<th>Arrives at EAST</th>
<th>Arrives at METRO</th>
<th>Arrives at CCE</th>
<th>Arrives at CCW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picked up from Same Day boxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 pm Same business day</td>
<td>2:45 pm Same business day</td>
<td>3:00 pm Same business day</td>
<td>12:30 pm Same business day</td>
<td>4:00 pm Same business day</td>
<td>11:30 am Same business day</td>
<td></td>
</tr>
<tr>
<td>Customer drop off at West Mail Center before 10:30 am</td>
<td>3:00 pm* Same business day</td>
<td>2:45 pm Same business day</td>
<td>3:00 pm Same business day</td>
<td>12:30 pm Same business day</td>
<td>4:00 pm Same business day</td>
<td>11:30 am Same business day</td>
</tr>
<tr>
<td>Afternoon mail pick up 1:00 - 2:00 pm</td>
<td>10:00 am Next business day</td>
<td>11:00 am Next business day</td>
<td>3:00 pm Same business day</td>
<td>3:30 pm Same business day</td>
<td>4:00 pm Same business day</td>
<td>11:30 am Next business day</td>
</tr>
</tbody>
</table>

“Same Day” mail boxes are located in the:
- Inside entrance near A201 Health Careers, second floor A building
- Inside entrance near B242 Liberal Arts, second floor B building
- Near C251 Business, Math and Tech offices, north end of hallway second floor C building
- Near G115 Book Center, next to elevator

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

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/.