



HOW TO SHIP MULTIPLE PACKAGES FROM CAMPUS

Giving gifts to students, faculty, staff, and patients is fun; but writing tons of address labels and trying to manage multiple packages while standing in line at the post office is a drag.

Did you know that University Print & Mail Services can ship multiple packages for you from campus? We streamline the shipping process for you, so all you have to do is focus on the fun part—the gift-giving.

WE MAKE SHIPPING MULTIPLE PACKAGES EASY

Say your department wants to send 15 identical mugs to students that helped with a research project and 11 identical blankets to the supervising faculty. Here's what you do:



1. Create a mailing list using a .csv file.

Note: be sure to place the recipient's first name, last name, address, city, state, and zip in separate columns.



2. Call your Project Coordinator to schedule a time to have your packages picked up and to coordinate payment options.

Note: if you don't have boxes or envelopes for your gifts, your coordinator can help you find some to purchase that will be a perfect. We can also package your gifts for you!



3. Once we've received your packages, we'll print labels for them.

Note: our multiple package shipment service allows you to ship to P.O. boxes, residential, and business addresses!



4. We store your packages at our facility until the couriers pick them up to ship.

5. We'll provide you with a tracking number once your packages have shipped.



HOW TO GET STARTED:

If you're ready to ship or are still in the planning stage, your Project Coordinator is here to help. You can find their contact information on your My Account page if you have an active UPrint account. You can also call 801-581-6171 and we'll put you in touch with them.

Please note: not all gifts have to be the same, but must have multiples of each (ie: 15 mugs, and 11 blankets) that are identical in both size and weight to utilize this service. If a package is personalized, please mark the recipient's name on the box and our team will match the shipping label to the name.

NEED HELP? For questions about SendSuite, how to use the system, or for help with SendSuite FedEx packages, please contact us at 801-581-6171.