



Box numbers on UPS and FedEx packages

With an average of over 40,000 packages received each year at Messiah College, it is important that the labels on your packages have both your name and box number. The use of your box number will expedite the sorting of your packages.

Packages without the PO box number will be delayed.

The following address format should be used:

Your Name
Messiah College
Your PO Box number
One College Avenue
Grantham, PA 17027

This is true for all US Mail, UPS packages, and FedEx packages. Several people have questioned the use of a box number for UPS and FedEx packages. UPS and FedEx will not deliver to a box number alone, however they **will** deliver to a box number **and** a street address.

If a vendor refuses to use a box number, or if there is not enough space for the full address, then we suggest the following format:

Your Name/Box number
Messiah College
One College Avenue
Grantham, PA 17027

If you have any questions regarding this policy, please contact Bill Althoff at ext. 3904.