

# Box Numbers on UPS/FedEx Packages

With a record 10,296 incoming packages in September and October of 2002, it is important that the labels on your packages have both your name and box number. With over 800 faculty and staff, the students working in the post office are not familiar with where each person works or receives their mail. The use of your box number will expedite the sorting of your packages.

**Packages without the PO box number may be delayed.**

The following address format should be used:

Your Name  
Messiah College  
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. The campus post office requires the use of the box number for delivery. If a vendor absolutely 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.