

## **Unit or suite numbers on UPS and FedEx packages**

With an average of over 50,000 packages received each year at Messiah University, it is important that the labels on your packages have both your name and your unit or suite number. The use of the unit number will expedite the sorting of your packages.

**Packages without names will be delayed.**

The following address format should be used for students

### **Your Name**

Messiah University  
One University Avenue **Your unit number**  
Mechanicsburg PA 17055

**DO NOT USE NICK NAMES, AS WE DO NOT KNOW YOU BY THAT NAME.**

The following address format should be used for employees

### **Your Name**

Messiah University  
One University Avenue **Your suite number**  
Mechanicsburg PA 17055

This is your address for all US Mail, UPS packages, and FedEx packages.

If you have any questions regarding this policy, please contact the Campus Post Office at ext. 6026.