

On May 1, 2011 McMaster University Mail Services began deliveries to the Henderson/JCC and the General Hospitals in addition to HSC and MDCL super mail boxes. Delivery to these locations is next day (assuming a complete address that includes the individual name, department name, building and room number). Mail Services also delivers mail to the main McMaster campus, MIP (UNU, MILO, Family Medicine, SLRU, Mircam), and the DTC.

Please note that next day delivery of items larger than an envelope may not be possible due to the space restrictions of the super mail boxes.

Mail for the Research Ethics Board can be sent via campus mail.

Chedoke, St Joes, and St Peters deliveries remain as they were before the transition. They are shipped via Carecor. All of these hospital locations are considered campus mail and do not require an account number. Please use an interoffice envelope for these locations and indicate the department name, building and room number in the destination address. A return address must be included if a plain envelope is used.

All other clinical locations are sent via Medcos. This is a one day service in the Hamilton area. Kitchener, Cambridge, Guelph, Waterdown, and other areas outside of Hamilton are two day service. Please use an outgoing envelope for these locations. A ten digit account number is required and will be charged at the same rate as Canada Post.

Please ensure that your outgoing mail has a return address. While a complete return address is preferable ensure that at least the building and room number are provided. A ten digit account number is required.

Grand & Toy Bags: Please return these to Shipping & Receiving at all sites. Please do not return via mail boxes.

Please **remember to change your mailing address**, email signature files, stationary and business cards **to 1280 Main Street W., Hamilton, ON L8S 4K1**. We recognize that it may take some areas several months to change over completely. Please do so as soon as possible, to avoid delays in service. Remember, for business cards, you can include both a mailing and physical address.

NEW services available through Central Mail Services

Inter-University Transit System - IUTS Mail outgoing to other Ontario Universities:

Free of Charge, 2x per week delivery. Use outgoing envelope and write "IUTS" in top right hand corner where stamp would go. Addressing as normal:

Name of Addressee
Department, Room number
University Name
City, Province Postal Code

Sun Life Claims :

Mail Services collects & mails them in bulk, bundled and sent 2x per week by Fed Ex courier, No charge. Normally bundles are couriered from Mail Services on Tuesdays and Fridays unless holidays involved. Please place your medical, dental, and eyeglass claims in an envelope address to:

Sun Life Claims
c/o Mail Services
DSB B109

Business Reply Mail(fees associated): Return postage paid through Canada Post

You only pay for what is sent back. This is good for fundraising events, surveys, etc. Please contact Mail Services for details.

Note: Anyone currently in FHS using Business Reply mail will need new artwork to include the new address

Other services offered (fees associated):

Folding Inserting

Poly-bagging

Addressing envelopes, postcards, labels, etc.

incentive rates i.e. admail (as low as .39 per letter call mail services for details)

Couriers:

Use of couriers DOES NOT change for all sites. Deliveries to MUMC (use 1200 Main Street address) will remain status quo. Preferred courier is Fed Ex - shipping using ONLINE forms is also preferred

Questions?

Please direct all questions to Mail Services ext. 24286.

http://ppims.services.mcmaster.ca/pplant/mail_services.html

Thank you for your cooperation