

DOA MAIL SCHEDULE

INTEROFFICE

PNE	10:00 AM (Tuesdays and as needed)
International Plaza	11:00 AM
Center City	12:00 PM
Airport Interior	1:30 PM
A-East	2:00 PM

UNITED STATES POSTAL SERVICE (USPS)

Pick-Up from UPS Store (A/B Link)	9:30 AM
1st Drop-Off to Post Office	10:00 AM
2nd Drop-Off to Post Office	1:00 PM

FEDEX & UPS

Shipments 11:30 AM

Times are estimated. Departments will be notified in the event of any major changes to the schedule. Locations not listed must be specially requested. Shipments dropped off after 11:30 AM will have to be scheduled for the next day. Employees should notify ASU before placing security sensitive information (SSI) or mail with monetary value into the outbox. Contact administrativesupportunit@phl.org for further details.