

## ANNOUNCEMENT

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### Happy Holidays! ...

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#### *Holiday Schedule for Central Receiving & Shipping / Mail Services*

During the Christmas Holidays (December 24, 2015 through January 1, 2016) the Central Receiving Building (REC), including Mail Services, will be open for your convenience from 8:00 am to 12:00 noon on December 28th and December 31st.

Off-campus, incoming mail will be received and processed; however, no packages or mail will be delivered or collected. Central Receiving staff will receive all small parcel, express letter and freight deliveries for the scheduled times and days, with a reminder that campus deliveries will not be available. All University personnel are welcome to come by Central Receiving and pick up packages and mail and leave out-going mail (which will be taken to the Post Office the next working day). To allow time for mail to be processed, plan to come by after 10:00am on December 28th or 31st to pick up your mail and packages.

In addition, no industrial gases or laboratory alcohol will be delivered during the holidays. Orders for industrial gases or laboratory alcohol received after close of business on December 18th will not be processed until after the holidays. The surplus property area will be closed and no surplus pickups will be scheduled.

We will return to normal business operations on Monday, January 4, 2016.

If you have any questions or concerns, please call x6315 or [crb@uah.edu](mailto:crb@uah.edu) for Central Receiving or call x6116 for Mail Services.

#### *Bulk Shipping Holiday Deadline:*

All Bulk Mailings must be in Mail Services by 2:00pm on December 18, 2015.