



MAILING, SHIPPING & RECEIVING QUICK REFERENCE GUIDE

FOR PACKAGE PICK UP:

PACKAGES ARE DELIVERED & PICKED UP DAILY AT THE DISTRIBUTION CENTER BY:



ADDRESSES FOR MAILING AND SHIPPING TO CAMPUS:

US Mail shipping address:

All other carriers shipping address:

UCM STANDARD RETURN ADDRESS FORMAT FOR U.S. MAIL:

UCM DISTRIBUTION SERVICES CENTER INFORMATION:

- All University property and mail must be shipped out and received through the Distribution Services Center at 415 East Clark St.
- The Distribution Services Center team seeks to secure the best rate/best shipping method to pass savings directly on to your department.
- Our team handles deliveries of campus property and mail up to 50 lbs. per package. Contact us for information on oversized and freight items.
- All outgoing packages and mail are due to our location by 2:00 pm daily unless stated otherwise.
- Hours of operation are Monday-Friday, 7:30am-12:00pm & 1:00pm-4:30pm.

MAILING SERVICES OFFERED:

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CONTACT US AT:

Mail Room	660-543-4073
Receiving	660-543-4741
Email	distribution@ucmo.edu