

AWC POSTAGE POLICY

The AWC Mailroom is open to assist students with sending mail through the United States Postal Service system as well as packages through UPS or FedEx. The AWC Mailroom does NOT accept cash, credit card, or debit card payment for stamps or services. Proper postage should be affixed to packages and envelopes prior to placing the parcel in any outgoing mail receptacle. Proper procedure is outlined below.

Postage for USPS Mail

Postage stamps for USPS mail can be purchased from the AWC Bookstore located in the 3C building.

Postage for FedEx or UPS

Postage for outgoing FedEx or UPS packages must be calculated and printed online by the sender utilizing the appropriate web portal corresponding to the vendor you wish to utilize.

www.fedex.com

www.ups.com

www.usps.com

If any student needs support or assistance they can contact the Mailroom staff at 317-7511 to obtain assistance creating the appropriate label for their needs. Labels must be printed by the sender and affixed to the box or brought to the AWC Mailroom to affix to a box.