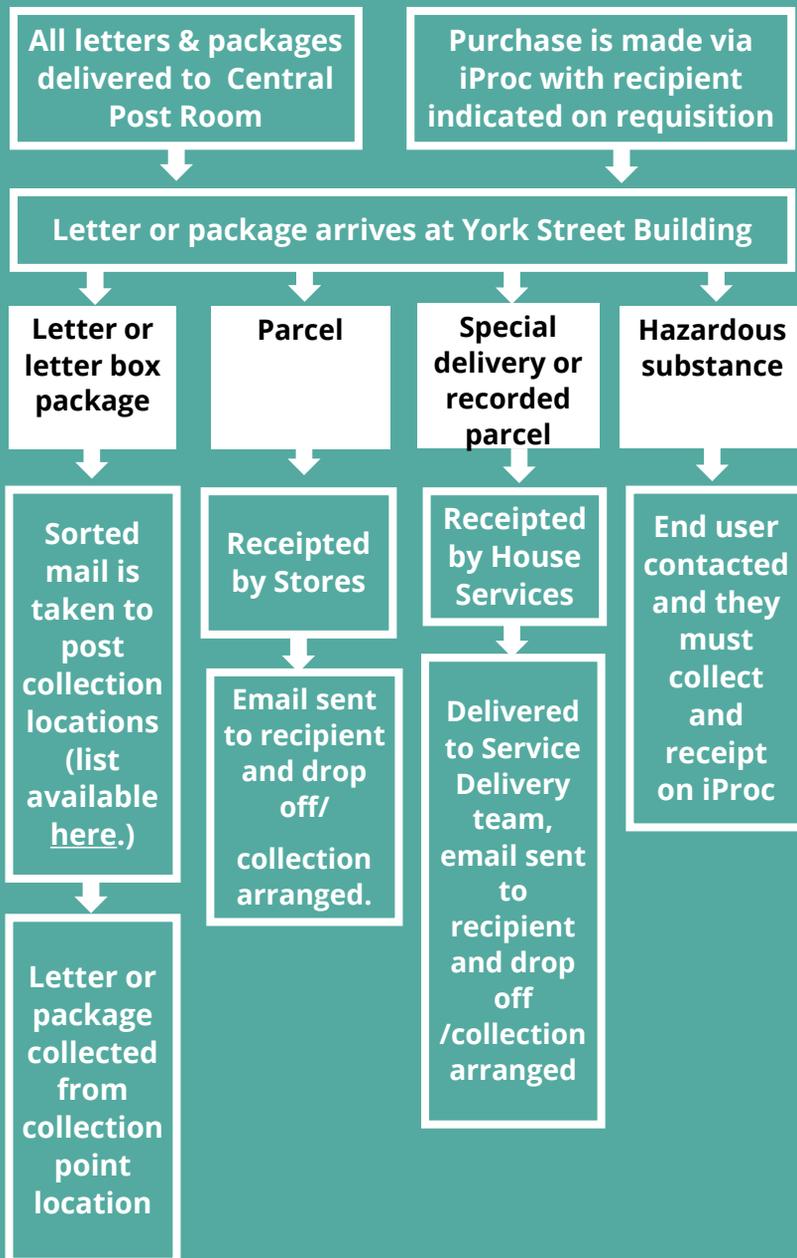


Engineering Buildings A and B: Postal Process

All post must be clearly labelled with the recipient's name and address.

- First line of address should include Engineering Building A/York Street Building/Odd Fellows Hall.
 - It must also include your Department, Floor and Core (if in Engineering Building A)
- If mail is not properly addressed it will be delayed and diverted as below:
 - If partial address given – post will be dropped with DSoM and email sent to recipient.
 - If no address detailed given – post will be dropped with Service Delivery Office & email sent to recipient.

POST IN



POST OUT

