



DISTRIBUTION SERVICES

UNIVERSITY OF CENTRAL MISSOURI

MAILING, SHIPPING & RECEIVING QUICK REFERENCE GUIDE

FOR PACKAGE PICK UP:

www.ucmo.edu/offices/procurement-and-materials-management/distribution-services

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



ADDRESSES FOR MAILING AND SHIPPING TO CAMPUS:

US Mail shipping address:

Attn: [Your Name] [Your Department/Requested Delivery Location]

University of Central Missouri

PO Box 800

Warrensburg, MO 64093

All other carriers shipping address:

Attn: [Your Name] [Your Department/Requested Delivery Location]

University of Central Missouri

415 East Clark Street

Warrensburg, MO 64093

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

University of Central Missouri

[Department Name]

PO Box 800

[Building/Location]

Warrensburg, MO 64093-[XXXX] (assigned 4 digit mail billing code)

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:

- Address Pre-Sort
- Collating
- Folding
- Variable Data
- Inserting
- Sealing
- Bulk Mailing

CONTACT US AT:

Mail Room

660-543-4073

Receiving

660-543-4741

Email

distribution@ucmo.edu