

Fax and Mail Policy for College of Design All Faculty and Programs

Fax Policy

- All faxes will be handled by the business support staff.
- No Personal Faxes allowed.
- Fax Request Forms can be found in the work basket in room 156 Design.
- Copies are available in room 158.
- Complete the Fax Request Form and give the form and the materials to be faxed to business support staff. Please PRINT fax numbers to be readable.
- After your fax has been sent, it will be placed in your mailbox with the time and date that it was faxed, this will be your notification that the fax was transmitted properly.
- If there are difficulties with sending your fax, the support staff will contact you either by phone or email for further assistance from you.
- All receiving faxes will be placed in your mailbox. Multiple fax pages will be stapled together.
- The support staff will try to send your fax as soon as possible; but it may not be immediately. If your fax is a Rush, please indicate that to the staff member you give the fax request form to.

Mail Policy

- Mail (campus and postal) is delivered to the College of Design, ONCE A DAY – in the morning.
- Mail goes out at 9:30 a.m. and is usually received by 10:30 a.m.
- Mail will be distributed to your mailbox in the mornings except for boxes or packages that arrive from Fed Ex, UPS, and other carriers. Boxes will be placed in Room 158 and you will receive an email notification that you have boxes that have been delivered. Try to pick up your boxes/packages as soon as you can.
- **No Personal packages or mail is allowed.** Please make other arrangements outside the College of Design for personal packages and mail.
- For outgoing mail, there will be a drop off basket, marked MAIL, for your metered or campus mail in room 146 Design. If your mail needs special postage, please see Mona or Deb H. in room 146 Design.
- If you order a business package to be delivered by Fed Ex, UPS or another carrier, please list the address as 146 College of Design. The business office staff will sign for the package and instruct the carrier where to place the business box/package in room 158. ***(I am not sure this is how you all want this to work, but we need to at least have something in writing for the faculty who will be placing orders).***