

Facilities Management Services - Shipping Instructions:

1. CampusShip is the most efficient and preferred method for outgoing shipments in order for the FMS Shipping & Receiving Department (S&R) to provide the best services to the Institute. Please contact us (x52110) for assistance in setting up a CampusShip account. CampusShip will allow you to print shipping labels and tickets from your own computer. It also stores information for future shipments.
 - a. If you know the weight of the package, CampusShip will print a shipping label with all of the necessary information. You can deposit your letters/packages in drop boxes behind buildings 1 and 5 or, if they are too large for the drop boxes, you can drop them off at building 99.
 - b. If you do not know the weight of the package, CampusShip will print a shipping ticket, but the package must then be handled by S&R. Contact us to pick it up. We will weigh the package, send this information back to you, and get it shipped out via the carrier that you have selected.
2. It is required that shipments are packaged by the sender prior to drop-off at building 99 or pick-up by FMS. An additional fee will apply if FMS needs to package or repackage your shipment. Certain FedEx and UPS packaging supplies are available at no cost; contact S&R to place a request for such supplies to be delivered to your office within 1-2 days.
3. The following chart identifies the two carriers with whom RIT has preferential pricing and shows the approximate costs and time in transit for the different service levels that are available using two domestic zones – NY State (zone 2) and California (zone 8) as examples. Costs for other domestic zones and foreign shipping can be obtained by calling S&R or by using CampusShip.
 - a. Costs are generally established in February of each year; however fuel cost adjustments etc. can occur throughout the year. The below chart is not updated to reflect these increases so the prices shown should be considered to be only approximations. To obtain exact pricing, call S&R or use CampusShip.
 - b. Costs increase based on the speed with which you need your letter or package delivered, and its weight.
 - c. The service levels (listed from slowest to fastest) are:
 - i. Ground (note that RIT's preferential rates do **not** apply to Ground and that there are different rates for Business vs. Residential)
 - ii. Express (note that RIT's preferential rates apply only to Express and that there are no rate differences between Business & Residential)
 1. 3 Day
 2. 2 Day
 3. 1 Day
 4. Next Day by 12:00PM*
 5. Next Day by 10:30AM*
 6. Next Day by 8:00AM*
 7. Same Day*
4. If you are unable to use the above procedure, S&R is able to provide training on the above processes or provide further support that is needed. You can contact S&R (x52110) or use the FMS website to initiate shipping requests (<http://facilities.rit.edu/forms/shippingrequest/>). Calls (or shipping requests) must be received by S&R before 3:00pm of the day you want your item(s) shipped. S&R is here to support your shipping needs. Please contact us with any shipping-related questions.

*Discount does not apply (total cost includes list price plus surcharge) – call S&R for specific costs for these service levels

GROUND						EXPRESS					
<u>Price and Time varies by zone</u>						<u>Flat Rate across US</u> No extra charge for residential delivery Based on RIT's Preferential Discount					
WEIGHT (pounds)	Ground TRANSIT TIME	UPS Ground (Commercial)	UPS Ground (Residential)	FEDEX Ground (Commercial)	FEDEX Home (Residential)	UPS 3 Days	UPS 2 Days	UPS 1 Day	FEDEX 3 Days	FEDEX 2 Days	FEDEX 1 Day
<u>ZONE 2</u>	<u>Letter</u> (1 to 2 days)	\$3.52	\$5.79	\$3.96	\$5.77	\$5.22	\$5.52	\$5.82	\$5.28	\$5.29	\$5.90
1 lb. package	New York State (1 to 2 days)	\$3.52	\$5.79	\$3.96	\$5.77	\$5.22	\$5.82	\$6.55	\$5.28	\$5.59	\$6.63
10 lb. package	New York State (1 to 2 days)	\$4.56	\$6.83	\$5.27	\$7.10	\$12.08	\$12.49	\$14.98	\$12.17	\$12.55	\$15.04
<u>ZONE 8</u>	<u>Letter</u> (5 to 6 days)	\$3.99	\$6.58	\$4.75	\$6.56	\$5.22	\$5.52	\$5.82	\$5.28	\$5.29	\$5.90
1 lb. package	California (5 to 6 days)	\$3.99	\$6.58	\$4.75	\$6.56	\$5.22	\$5.52	\$6.55	\$5.28	\$5.59	\$6.63
10 lb. package	California (5 to 6 days)	\$8.02	\$10.71	\$9.11	\$10.93	\$12.08	\$12.49	\$14.88	\$12.17	\$12.55	\$15.04