

COMING SOON!

New Large/Overflow Package Pickup Location COMING IN EARLY SEPTEMBER

Package pickup is relocating to **the backside of the Facilities Building** (south side of the building). The Mailroom and Panther Lockers will be in the **same location** (front/north side of the building).

Key benefits of this relocation include:

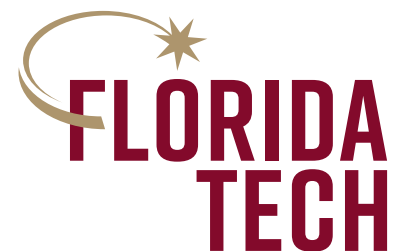
- Safety of students, faculty and staff (pickup will no longer be in a warehouse environment).
- Mailroom/shipping team will be in an air-conditioned space.
- Enhanced space allows staff to better assist with package pickup.

We are excited to serve you in this new space, and we look forward to another great semester at Florida Tech!



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**Contact the Mailing & Shipping office
for more information:**

mail-ship@fit.edu



FLORIDA'S **STEM** UNIVERSITY®

STUDENT MAILING & SHIPPING SERVICES

Labeling Your Mail: Your On-Campus Address

Sending your mail or packages to Florida Tech is easy! Format your packages as noted below to include your name, assigned mailbox number and the university's address. Mailbox numbers are given upon your housing assignment and remain with you for the remainder of your career while housed on campus. If you are a new student shipping packages to campus, please label all boxes with the header "New Student."

(Your Full Name)

(Your Mailbox Number)

150. W. University Blvd.

Melbourne, FL 32901



Your shipping label should look like the sample to the left for new students. Watch your Florida Tech email for your official mailbox number from Florida Tech Housing.

If you have not yet received your mailbox number please contact Adam Demers at ademers@fit.edu or Housing at housing@fit.edu.

Package Hold Times

We would like to hold your package for you forever, but due to limited storage space, we can only hold packages for the times outlined below. During which, we will make multiple attempts to contact you through your @my.fit.edu email account (or through SMS if you opted in).

Any packages that exceed their hold times will be returned to the sender.

1. Non-Perishable Packages and Mail are held for *14 Calendar Days*.
2. Perishable Packages and Mail are held for *3 Calendar Days*.
3. Improperly labeled packages may be "Returned to Sender."

Help us help you, by ensuring all mail or packages received to the university have your name and mailbox number.

Contact the Mailing & Shipping office
for more information:

mail-ship@fit.edu

Looking for your Package? Please have your tracking number and student ID number ready for us to look up any details with you while on the phone. Remember to wait for an alert from mail-ship@fit.edu to your my.fit.edu email on the arrival of your package.

Amazon Lockers at Florida Tech



Retrieving Amazon orders is easy! Available to you via Amazon at Florida Tech, Amazon™ Lockers called "Singularity," and "towncountry."

We encourage you to skip the lines! Send your Amazon Prime™ packages to "Singularity" or "towncountry" and pick up your order 24/7. All students are able to use the lockers to send back or receive from Amazon.

Both sets of lockers are located outside the Denius Student Center, next to the PNC Bank ATM.

Learn more with our Amazon Locker Guide or by visiting Amazon's Hub webpage.

**The lockers are entirely operated by Amazon. Florida Tech holds no liability or responsibility for packages.*