

**MAIL SERVICES GUIDE FOR STUDENTS  
864-294-2107**



**Window Service: Monday–Friday 8:30–4:30**

**Weekend & holiday service is unavailable. We observe Furman campus holidays.**

Each student will be assigned a personal mail box. The key can be picked up at the Mail Services Window located on the lower level of the University Center. Keep your key until you permanently leave Furman. Your key must then be returned **only** to the Furman post office.

**Address format** for **ALL** personal and business mail, publications and packages:

Your Name (Nicknames not acceptable)  
Furman PMB \_ \_ \_ \_ \_ (Your 5 digit mail box number)  
3300 Poinsett Highway  
Greenville SC 29613

After November 1<sup>st</sup>, business mail, publications and packages received without your Furman PMB number will be returned to the sender.

Unless arrangements have been made to forward your mail, please clean out your mail box often. Failure to do so will result in mail being returned to the sender. You must have your key to get your mail. Key replacement fee is \$15.00. Key breakage or damage is your responsibility and requires payment of a replacement fee.

**Services Include:**

- Assorted Envelopes for Purchase
- Stamps (Sold in 1's, 10's, 20's, 100's)
- USPS Priority
- International Mail
- Global Priority Mail
- UPS Ground
- Federal Express Overnight and Two-Day Service

- UPS and Federal Express can be shipped only to a street address. They cannot deliver to a post office box.
- UPS and Federal Express will not forward a package. It must be returned to the sender. Packages shipped via United States Postal Service can be forwarded to your home address.