

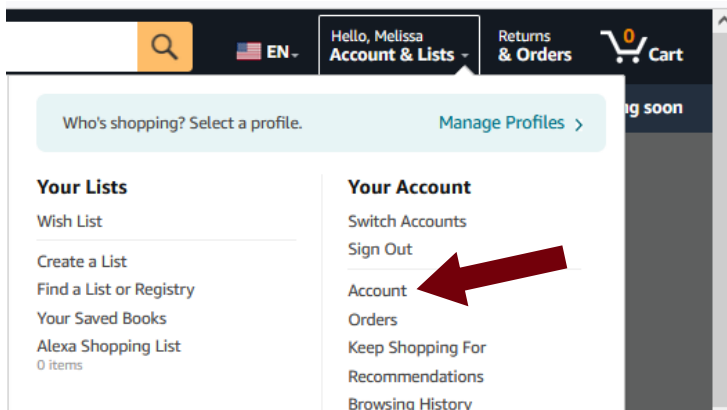


## ORDER DELIVERY INSTRUCTIONS

To ensure your package arrives safely to Mail Services, please make the following changes to your Amazon account prior to ordering.

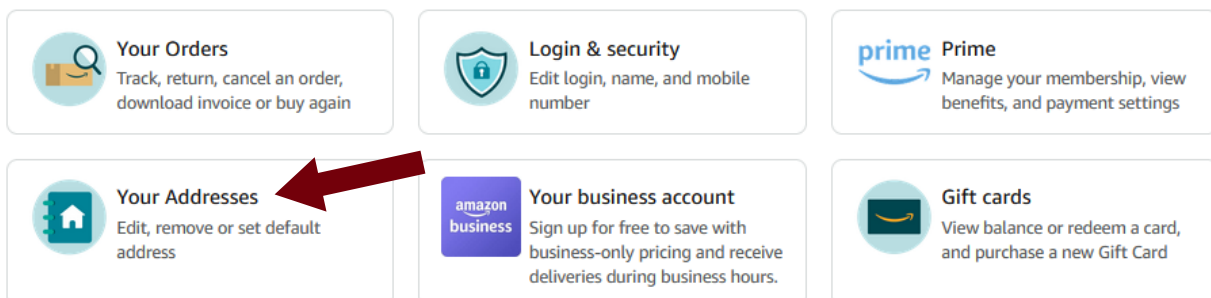
Remember, packages ***cannot be delivered to any residential buildings.***

### 1. CLICK ON ACCOUNT



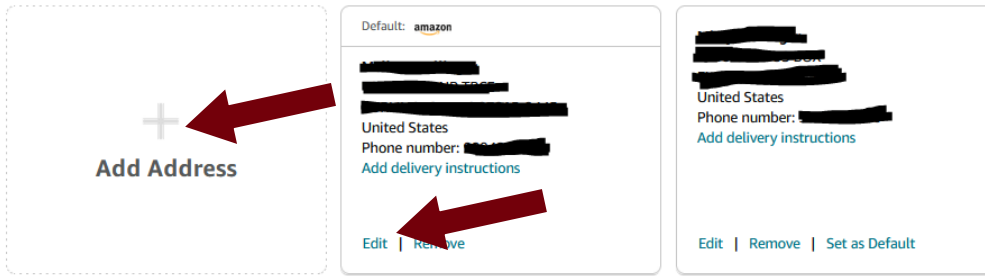
### 2. CLICK ON YOUR ADDRESSES

#### Your Account



3. CLICK ON EITHER **ADD ADDRESS** OR **EDIT** YOUR CURRENT CAMPUS ADDRESS.

### Your Addresses



4. IF ADDING, ENTER INFORMATION AS SEEN BELOW USING YOUR NAME, PHONE NUMBER, AND CAMPUS BOX ADDRESS. IF EDITING, MAKE SURE YOUR ADDRESS IS IN THE FOLLOWING FORMAT.

### Add a new address

 Or find an Amazon pickup location near you

Save time. Autofill your current location.

Autofill

#### Country/Region

United States

#### Full name (First and Last name)

First Last

#### Phone number

999-999-9999

May be used to assist delivery

#### Address

XXXXX Campus Box

Apt, suite, unit, building, floor, etc.

#### City

Elon

#### State

North Carolina

#### ZIP Code

27244

Make this my default address

5. CLICK TO ADD PREFERENCES FOR DELIVERY INSTRUCTIONS.

#### Delivery instructions (optional)

▼ Add preferences, notes, access codes and more

6. ENTER THE FOLLOWING CRITERIA:

- Property Type = **BUSINESS**
- Monday – Friday = **8am to 3pm**
- Saturday – Sunday = **Closed for deliveries**
- Deliveries on federal holidays = **No**
- Where to leave packages = **Mailroom**
- Additional instructions = **Deliver to staff member through the loading dock door.**

**Delivery instructions (optional)**

^ [Add preferences, notes, access codes and more](#)

Property type

House

Townhome

Apartment

**Business**

Other

Office, retail store, hotel, hospital etc.

**When is this address open for deliveries?**

**Monday - Friday**

[Ungroup weekdays](#)

8:00 AM

3:00 PM

Open 24 hours

**Saturday - Sunday**

[Ungroup weekends](#)

Open

Closed

Open 24 hours

**Closed for deliveries**

**Can this address receive deliveries on federal holidays?**

**No**

Yes

^ [Show holidays](#)

**Where should we leave your packages at this address?**

**Mailroom**

**Do we need a security code, call box number or key to access this building?**

**Do we need additional instructions to deliver to this address?**

**Deliver to staff member through the loading dock door.**

7. CLICK **ADD ADDRESS** OR **UPDATE ADDRESS**.

Add address

Update address