

Packing up & shipping out?

Have you run out of room in your car? Would you like to ship items home so they'll be there when you arrive?

Now you can – right from the RMU campus!

Introducing RMU's new shipping and packaging service – right from the Wayne Center! UPS packages can be processed and shipped directly to your home or wherever you're heading to next.

Don't have a box or any packing supplies? You can purchase any of 3 different sizes of boxes – and packing material and tape is included! And, the discounted pricing will help save you \$\$\$!

How do I ship items home?

- 1** Take items to the Wayne Center – either boxed or loose.
- 2** The IKON staff will assist you in selecting the right size box for your items and help you determine the best way to ship your items.

Box Size	Price Per Box (packing supplies included)
12" x 12" x 12"	\$1.16
18" x 12" x 12"	\$1.49
24" x 16" x 16"	\$2.19

- 3** Shipping rates will vary based on size/weight of package, destination, and shipping service.
- 4** Pay for your box(es) and/or shipment(s) – **cash or check only**. You will receive a UPS tracking ID to keep track of your items on ups.com.

It's that easy!

Stop by or call the Wayne Center for more info!

IKON Mail Center

Hours: M-F 8am-5pm

Phone: (412) 397-4325

