

The Student Guide to the Mail and Copy Center



Hours:

Monday – Friday: 9:00am to 4:30pm

Closed Weekends and Holidays

**Located at Rothwell Center adjacent to
the Tea Shop**

All residential students are assigned a private mailbox (PMB) at the Mail and Copy Center during their attendance at Mills.

The Mills College Mail and Copy Center is not a United States Post Office, but rather a Commercial Mail Receiving Agency (CMRA). This means:

- **We do not sell money orders.**
- **Mailbox renters will NOT be able to file a change of address form for 6 months after closing your PMB with the United States Postal Service.**

Services:

The Mail and Copy Center receives mail from the United States Postal Service, UPS, FedEx and other carrier.

Stamped mail and packages with prepaid USPS, UPS, and FedEx labels can be dropped off for pickup at the Mail and Copy Center.

We only sell forever stamps by the booklet: 20 stamps for \$10.35. However, we are more than happy to meter individual letters.

Daily Pickup Times:

UPS – 9:00am
FedEx Ground – 12:00pm
FedEx Priority– 2:30pm
USPS – 2:00pm & 4:00pm

Please note that these times are approximate.

The Mail and Copy Center has shipping services with both USPS and FedEx. *Please note that a 15% surcharge applies to all mail metered on site.*

Since the Mail and Copy Center is a Commercial Mail Receiving Agency, and therefore, you will not be able to file a change of address form with the United States Postal Service, you will need to contact each of your vendors with your new address. The Mail and Copy Center agrees to hold any first class mail it receives for three months after the termination of your PMB. Your presorted standard mail, including magazines, will be discarded. You are welcome to stop by at any point during the three months following the termination of your mailbox to pick up any first class mail you may have received. After the three months, your mail that was held will be discarded and any future mail received will be marked as undeliverable and returned to sender.

But what if I am expecting urgent mail during an absence or after the termination of my mailbox?

The Mail and Copy Center offers a temporary Re-Mail Service for a maximum of 6 months. Mail will be re-mailed on a bi-monthly basis for the student rate of \$40 discounted to \$25 per month. To elect the Re-Mail Service, you will need to come by the Mail and Copy Center to complete the necessary paperwork.

For more information refer to your Mailbox Service Agreement or the Mills College website:
http://www.mills.edu/student_services/mail_and_copy_center/index.php

The Mail and Copy center can also assist you in your faxing, copying, and printing needs:

Self Service Copying in Lobby:

Black and White Copies: 15 ¢/page

Color Copies: 35 ¢/page

Scan to PDF: 10 ¢/page

Faxing:

Incoming fax: \$0.75/page

Outgoing:

Within California: \$1.00/page

Domestic long distance: \$1.50/page

International: \$3.50/page

We also have binding and laminating services available. For price quote on print jobs, please stop by and speak with Raymond Chow.

Contact Information:

P: 510-430-2149

F: 510-430-3314

mail_copy@mills.edu

Vern McKenzie

Mail and Copy Center Office Manager

510.430.2388, vmckenzi@mills.edu

Raymond Chow

Mail and Copy Specialist

510.430.3254, rchow@mills.edu

Beatriz Perez-Stable

Mail Sorter

510.430.2149, bperezstable@mills.edu

Frequently Asked Questions:

How do I set up my PMB?

In order to set up your PMB, you will need to complete the Mailbox Service Agreement and the PS Form 1583 at the Mail and Copy Center and show two forms of identification (one must have a photograph).

How does my combination lock on my PMB open?

1. Clear dial by turning three times RIGHT and stop on first letter or letter combination.
2. Turn LEFT and stop the second time around on letter or letter combination
3. Turn RIGHT and stop on third letter or letter combination
4. Turn knob LEFT to open.

How should my mail be addressed?

Susan Mills
PMB #9XXX
5000 MacArthur Blvd.
Oakland, CA 94613

Only mail addressed to your name will be placed in your PMB. Please notify the Mail and Copy Center if you expect to receive mail that does not match the name on your PS Form 1583.

How can I pick up my packages?

You will receive an e-mail notification from the Mail and Copy Center when you have a package that is ready to be picked up.

Your Mills student ID is required to receive your packages. For each package, you will need to sign your name and print your banner ID.

What happens to my mail during winter and summer break?

During winter and summer break, the Mail and Copy Center continues to operate and will hold your mail free of charge during your absence. If you remain on campus during breaks, you are welcome to continue using the Mail and Copy Center's services as usual.

What happens if I study abroad?

Prior to studying abroad, you will need to stop by the Mail and Copy Center to complete a Hold Mail Service Form. Your mail will then be held during your absence free of charge. Please stop by the Mail and Copy Center as soon as possible on returning to Mills to pick up your mail.

What happens when I graduate or when I am no longer a residential student?

When you graduate or move off campus, you can either terminate your mailbox or continue your mailbox rental as a non-resident for a fee of \$46 per six months. Regardless of which you choose you will need to come by the Mail and Copy Center to complete the necessary paperwork.