

# **Bloomington Campus Personal Mail Services**

Corporate Headquarters, Corporate South and Illinois Operations Center personal mail services continue to be offered to employees and retirees.

Effective **January 14, 2019** any retiree who wishes to use the personal mail services must be escorted by a current employee at all times when inside the Bloomington campus buildings.

**Mailroom employees may not be your escort.**

## Reminders:

- Hours of operation 7 a.m. to 1 p.m.
- Personal outbound packages must:
  - Weigh less than 50 pounds
  - Be pre-packaged in a shipping box and ready to ship
- Payment must be made at the time of service by cash or debit/credit card (no checks permitted)
- Outbound personal business packages (e.g. eBay, Etsy) will not be accepted
- Personal certified or registered mail cannot be sent from the PMSCs
- USPS Stamps will continue to be sold

Questions? Contact Corporate Mail Operations at 309-766-2276.