

## University of Wisconsin-Whitewater - UWW @ Rock County Interoffice Mail Service

Interoffice mail services will be provided between UWW and UW Rock County through Shuttle Bus Service daily Monday through Friday while classes are in session and shuttle service is operating.

Interoffice mail shall include use of typical interoffice manila interoffice envelopes addressed to receiving party, building and office location, and campus (UWW or UW-Rock County).

Daily interoffice mailings will only include flat pieces, parcels or packages that can fit within a standard mailing tub (12"W x 12"D x 18"L)

Daily interoffice delivery will be conducted on the 12:15PM scheduled shuttle service from UWW to UW Rock County and on the 1:15PM scheduled shuttle service from UW Rock County to UWW.

Typical interoffice mailings will be processed through General Services and Mail Center at UWW and reach destination in about two business days.

Mail and parcel/package sorting, campus delivery will be conducted as is typical for the respective campus.

Same-day inter-office mailings must be delivered by the sender to UWW General Services or UW Rock County Campus Administration Office 30 minutes in advance of the scheduled transport time, and recovered by receiver ( after 1:00 at Rock County campus, after 2:00 at the UWW campus).