

Mail Services

Holiday Break Notes

As you prepare for the Holiday break, please note these adjustments in the normal mail acceptance and deliveries on the New Brunswick campus between December 24, 2018 and December 31, 2018.

Departmental Mail- Rutgers New Brunswick

1. Large volume metered mailings must be sent to Mail Services no later than Monday, December 17. Any large volume metered mailings received after December 17 will not be processed until after January 3, 2019.
2. All bulk mailings and ink jet work must be sent to Mail Services no later than Friday, December 14. Any bulk mailings and ink jet work received after December 14 will not be processed until after January 4, 2019.
3. Departments should plan to have packages delivered to their offices no later than December 20, 2018.
4. From December 24, 2018 – January 1, 2019 Rutgers is closed, and there will be no regular mail services for departments on the New Brunswick/Piscataway campus. Mail Services will hold your mail during the break and deliver it on January 2, 2018. Alternately, departments may choose to pick up incoming mail or drop off outgoing mail at Mail Services from December 26 through December 31 between 10am - 11am only at ASB II (57 US Highway One, New Brunswick). Please notify Tom Stadthaus (848-932-4267) prior to December 14, if you select this option.
5. There will be no courier service between Newark and New Brunswick from December 24 to December 31.