

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 and Newark campuses between December 24, 2018 and December 31, 2018.

Departmental Mail- RBHS New Brunswick and RBHS Newark

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 18 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. From December 24 – 31 there will be optional mail delivery for RBHS departments on the New Brunswick/ Piscataway campus and Newark campus during the morning hours. There will be no mail deliveries or mail processing after noon on these dates. Mail will only be delivered to normal mail drop locations within existing Mail Services delivery locations. Departments requesting this service will be charged \$65 per day. (see details below) In lieu of delivery, RBHS Departments have two options. First, Mail Services will hold your mail during the break and deliver it on January 2, 2018 or secondly, departments may choose to pick up incoming mail or drop off outgoing mail at Mail Services on those dates between 10am - 11am only at ASB II (57 US Highway One, New Brunswick) or ADMC (30 Bergen St, Newark).
4. There will be no courier service between Newark and New Brunswick from December 24 to December 31.
5. There will be no mail delivery to the Cherry Hill, Trenton, Monroe, Blackwood or Trenton areas between December 24 and December 31.