

Service Levels for Stores & Receiving

Receiving is the centralized receiving site for orders placed by a department that are not delivered directly to the department by the vendor. These orders are generally redelivered to the department at **no charge**. Items ordered from Stores and iStores are also delivered at no charge.

Receiving offers a parcel pick-up/delivery service for the campus. The basic service covers orders ranging in size from a single box to a pallet. The cost of this service is **\$40**. Orders larger than one pallet or that have special time-sensitive delivery needs may incur additional charges.

Orders placed in the morning are delivered that afternoon.

Orders placed after 3:00 PM are delivered the following working day.