



PRINTING SERVICES

Document Solutions and Distribution

IMPORTANT CHANGES TO CAMPUS MAIL SERVICES

Effective **early May 2009**, pick up and delivery of campus mail will occur **once a day**.

WHY IS THIS CHANGE BEING MADE?

There are cost and time-resource efficiencies in moving to once-a-day delivery. The volume of campus mail has decreased steadily since the introduction of fax and e-mail technologies, necessitating a new way to look at distribution. The change to delivery will result in a significant savings of financial and human resources.

Most other Canadian universities and colleges have once a day mail service.

HOW DOES THIS AFFECT MAIL DELIVERIES ON CAMPUS?

Your mail driver will come to your location once a day to pick up and drop off your mail. New delivery times will be assigned to each unit and the route will be fine tuned over the next couple of months to make the process as efficient as possible. We will communicate regularly with units to keep them updated on delivery schedules.

The goal is to make the transition with as little disruption as possible.

ARE THERE OTHER CHANGES?

The Distribution Centre is also looking at ways to protect the safety of University staff as well as streamlining the current service. As a result, changes will be made with regard to the handling of bulk and large mail-outs, and items that should be couriered rather than mailed. Details on these changes will be communicated with the units involved in these types of mailings.

More information can be found at the Distribution Centre website:
www.usask.ca/consumer_services/mailroom.

We welcome your feedback. Please don't hesitate to contact us by e-mailing distribution.mail@usask.ca, or phone Joan Tilk, Director of Printing Services Document Solutions and Distribution at 966-6639.

PRINTING SERVICES

Document Solutions and Distribution

FREQUENTLY ASKED QUESTIONS ABOUT CAMPUS MAIL DISTRIBUTION

1. When do the changes to mail service become effective?

Changes to campus mail distribution are effective early May 2009.

2. Why is the University moving to once-a-day delivery?

There are cost and time-resource efficiencies in moving to once-a-day delivery. The volume of campus mail has decreased steadily since the introduction of fax and e-mail technologies, necessitating a new way to look at distribution. The change to delivery will result in a significant savings of financial and human resources.

3. When will my mail be picked up/delivered?

A new route for mail pick-up and delivery will be established in early May. The route may be fine-tuned over the summer to best meet the needs of the campus community. Any route changes will be communicated to you in advance.

4. What if I have a bulk or oversize mailing?

Special postal containers will be provided to you for oversize or bulk mailings.

5. How will this change affect delivery timelines?

There will be some changes in delivery timelines; however, the intent is to make the impact on the campus community as minimal as possible.

6. Who do I talk to if I need more information?

Printing Services Document Solutions and Distribution (PSDS&D) is now responsible for mailroom operations. If you have a question or concern you are encouraged to contact Joan Tilk, Director of PSDS&D at 966-6639, or send an e-mail to distribution.mail@usask.ca.