

WANTED!

Correctly Addressed Mail

We want you to get your mail as fast as possible and the way it is addressed can make as much as a week's difference in how soon you receive it. The guide below shows how parents, friends and others should address mail to you here at Hope.

U.S.P.S. LETTER MAIL & PACKAGES

The Smiths
1234 Great Road
Princeton, NJ 08540

your address should appear in the same order as shown here

① Jane Smith
② Cook Hall #321
③ PO Box 9022
④ Holland, MI 49422-9022

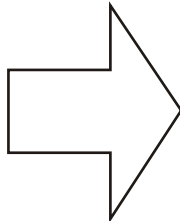
Hope's PO box for ALL student mail – EXCEPT COTTAGES* (see below)
The city state, zip+4 should always appear on the last two lines.
This is the only format that Post Office scanners can recognize.


always include your dorm room number since this is how mail is sorted on campus -- mail without is delayed

On any package, the "TO:" helps avoid confusion with the return address.



UPS, FedEx, DHL, etc. PACKAGES

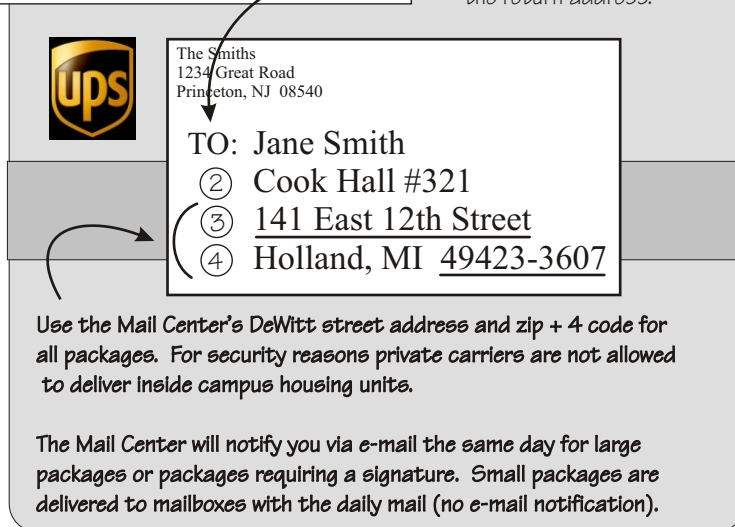


 The Smiths
1234 Great Road
Princeton, NJ 08540

TO: Jane Smith
② Cook Hall #321
③ 141 East 12th Street
④ Holland, MI 49423-3607

Use the Mail Center's DeWitt street address and zip + 4 code for all packages. For security reasons private carriers are not allowed to deliver inside campus housing units.

The Mail Center will notify you via e-mail the same day for large packages or packages requiring a signature. Small packages are delivered to mailboxes with the daily mail (no e-mail notification).



*Cottage Mail Only - Read This!

For cottages use the actual street address and the cottage's particular zip+4 number. (Remember to use 49423 zip code!)

John van Doe
Albers Cottage, #6
154 E. 13th St.
Holland, MI 49423-3623

Hope College Mail Services

The information above is provided by the Hope College Mail Services. They also operate the Mail Center which is located on the first floor of the DeWitt Center. You can purchase stamps, send and receive UPS packages, express mail, pre-paid FedEx and personal faxes. Mail Center hours are 8:30am - 4:00pm, Monday through Friday and Saturday mornings from 10:00am to Noon.

The supervisor of Hope's Mail Services is Andy Huisman.
The DeWitt Mail Center telephone number is 616-395-7185.
Andy's e-mail address is huisman@hope.edu.

