**Mission Hall 6th Floor
FedEx, UPS, Inter-Campus & U.S. Mail Guidelines**

* **FedEx, FedEx Ground, and UPS** do not have a specific delivery schedule or package pick up. Mission Hall 6th floor receives FedEx deliveries throughout the business day.

Contact FedEx or FedEx Ground to schedule a pickup

          Website: [fedex.com](file:///C%3A%5CUsers%5Cmlevi%5CDownloads%5Cfedex.com) Telephone: 1.800GoFedEx 1.800.463.3339

*FedEx and FedEx Ground are two separate companies*.
FedEx will not pickup packages for FedEx Ground and vice-versa.

* **UPS** – UPS delivers throughout the business day.
There is no set schedule for delivery or package pick up.

Website: <UPS.com> Telephone: 1.800.PICK.UPS 1.800.752.5877

* **Inter-campus mail** delivery is usually 2:00 – 3:00 p.m.  For outgoing mail, please ensure it is either affixed with U.S. postage or your department’s franking number.   The franking number should be in the upper left corner of your mailing.
* The **U.S. Postal Service** requires that all UCSF departments use **94143** as their zip code, regardless of your location.  For FedEx and UPS, use the zip code of Mission Hall’s physical location, **94158**
* Your personal mail or packages should be addressed as follows:

UCSF

Your Name

Department Name, Box XXXX

550 16th Street, 6th Floor

San Francisco, CA 94143 *(FedEx/UPS) - 94158*