



Mail Services for employees

Mailroom mission

The mailroom's mission is to serve the Marymount community by offering cost-efficient mail services.

How do I prepare mail for the mailroom?

Here's how to prepare mail for the mailroom:

1. use rubber bands and bundle your mail into these groups:
 - inter-office mail
 - resident student mail
 - outgoing mail
2. ensure that outgoing mail
 - envelope flaps are all either:
 - overlapped or sealed
 - is aligned identically
 - is separated into groups of equal weight
 - if being mailed internationally is separated from domestic
 - flaps are on the "long side" of the envelope; if flaps are on the "short side," please contact the mailroom

I need to send a lot of mail at once. What should I do?

Contact us one day prior to sending out a large mailing (250 pieces or more).

How can I send my large mailings by bulk mail?

University Communications can provide information about local mailhouses that offer such services. Call x5767 (703-284-5767).

Can I buy stamps from the mailroom?

You cannot buy stamps in bulk but you can buy a few individual stamps. The mailroom only accepts cash for stamps.

How do I buy stamps in bulk?

- Contact the Mail Services manager with your order.
- Give the mailroom a completed check made out to the "United States Postal Service."
- Allow a few days for delivery.
- The mailroom will notify you when the stamps arrive.

I need a specific carrier to deliver my package. What should I do?

Please tell the mailroom what carrier you need. If you don't, the mailroom sends packages through the least expensive carrier.

What carriers can I choose from?

- United States Postal Service (various classes, including Express Mail)
- UPS ground and air
- Federal Express ground and air

When do carriers pick up from the mailroom?

Please have all packages to the mailroom by 1 p.m. for same day shipment.

I folded my flyers in half or in thirds. What should I do to save money?

- Put the flyers into a no. 10 business envelope.
- Press flyer snugly into the bottom of the envelope.

Do you provide services for the Ballston Center?

Mail Service delivers and picks up departmental mail on a daily basis from most of the main offices at the Ballston Center, Monday-Friday. Please confirm with your office to learn more about any specific mail procedures they may have. In addition, you can access walk-in shipping services weekdays 9 a.m. – 1:30 p.m. in room #511.

For more information contact:

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