

We have changed the delivery protocol for all mail and packages coming to 595 Comm to minimize foot traffic from delivery personnel in the building. Secure cages have been set up in the loading dock for contactless delivery. Rich and Jared will collect the mail and packages from the security cage and continue to sort and deliver the mail throughout the building (e.g. faculty mail is delivered to the 5th and 6th floor mail rooms, and packages are available for pick-up in HAR 521). We strongly encourage that no personal packages are mailed to Questrom at this time. You can continue to have items ordered through BU delivered to your home address.

In order for this system to work, you will need to update the delivery address and instructions when ordering through W.B. Mason, Amazon and other vendors who ship via UPS and FedEx. BU Mail Services is aware of the change in delivery protocol, so mail coming through USPS will automatically be routed correctly.

When ordering items for delivery at 595 Comm, please include **Loading Dock** instead of your office number on all packages. You will also need to add a delivery instruction that includes the security cage lock code **0595**.

When ordering through Guided BUYing, please make the changes indicated below.

The screenshot shows the 'Guided Buying' interface for 'WB Mason Punchout' checkout. A 'Manage locations' dialog box is open, displaying shipping details for '595 Commonwealth Avenue Boston, MA 02215'. The dialog includes fields for 'ShipTo(Plant)', 'Need-by Date', and 'Purchase Group'. A red box highlights the 'Deliver To' field, which contains 'Loading Dock'. A red arrow points from a text box 'Update delivery location to loading dock' to this field. Another red box highlights the 'Share with supplier' checkbox, which is checked. A red arrow points from a text box 'Check "Share with Supplier"' to this checkbox. A third red box highlights the 'Comments' section, which contains the text 'Deliver packaged to blue security cage. Lock code is 0595'. A red arrow points from a text box 'Include delivery instructions with lock code 0595' to this comment. The dialog also shows a 'Total cost' of '\$3.19 USD' and a 'Done' button.

When ordering through Amazon Business, please include the following information:

Please update the shipping address.

When finished, click the "Ship to this address" button to proceed with your order.
Or you may return to your Address Book.

Full name:

Hannah Sutton

Update delivery
location to
loading dock

Address line 1:

595 COMMONWEALTH AVE Loading Dock

Address line 2:

Apartment, suite, unit, building, floor, etc.

City:

BOSTON

State/Province/Region:

MA

ZIP:

02215-1704

Country/Region:

United States

Phone number: ([Learn more](#))

617-358-0338

Include delivery
instructions with
lock code 0595

Add delivery instructions (optional)

Do we need additional instructions to find this address?

Deliver items to loading dock at rear of building. Place all items in blue security cage. Lock code is 0595.

Please let me know if you have any questions.

Best,
Hannah

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COVID-19 Information: [BU](#) | [Questrom](#)