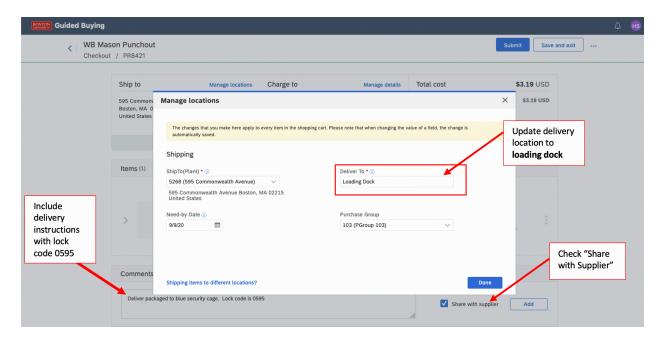
We have changed the delivery protocol for all mail and packages coming to 595 Comm to minimize foot traffic from delivery personnel in the building. Secure cages have been set up in the loading dock for contactless delivery. Rich and Jared will collect the mail and packages from the security cage and 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 <u>Loading Dock</u> 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.



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





GIFT OPTIONS

PLACE ORDER

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: Update delivery Hannah Sutton 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** Include delivery Phone number: (Learn more) instructions with lock code 0595 617-358-0338 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

Hannah Sutton

Associate Director of Operations & Space Planning Boston University | Questrom School of Business | Rafik B. Hariri Building 595 Commonwealth Avenue | Boston, MA 02215 | 617-358-0338

COVID-19 Information: BU | Questrom