

# One East Main Handbook

## Mail Services

A Central Mail Facility is located in the service core across from the vending machines. Each tenant is assigned a mail box, and all mail is delivered by the U.S. Post Office to this location. If you receive a package that is too large to fit in your mail box or if you receive a registered or certified letter, the Post Office will deliver it directly to your office. There is one outgoing mail box located across the hallway from the Block 89 Central Mail Facility. This box is currently picked up at 3pm, Monday – Friday.

The Post Office Capitol Station is located at 2 East Mifflin Street, Suite 103. Currently, mail can be dropped off from 8:00 a.m. - 5:00 p.m. Monday - Friday.

FedEx and UPS drop boxes are located next to the vending machines in the service core. The pick-up times currently are:

- **FedEx** - Monday - Friday, 6:15 p.m.
- **UPS** - Monday - Friday, 6:30 p.m.