Helpful Hints:

- Print resident’s First Name, Middle Initial, and Last Name on all mail and parcels.
- Do not use “PO Box” in the address.
- Mail is sorted strictly by the assigned mailbox number for dispatch to resident mailboxes.
- Fragile items other than letters should be enclosed in bubble wrap or padded envelopes to prevent damage while in transit.
- Perishable items requiring refrigeration should be clearly labeled.

Helpful Websites:

- www.usps.com
- https://postalinspectors.uspis.gov/
- www.fedex.com
- www.ups.com

Tips on Preventing Mail Theft:

- Lock mailbox after each use.
- Report a lost or stolen key immediately.
- Safeguard and shred any unwanted mail, which may have confidential information.
- Report mailbox tampering to Mail Services staff or a Public Safety Officer.

Retail Services:  
- Purchase Stamps

Payment Method:  
- Cash

Contact Information:

Whit Allen, Manager  
334-844-9597  
allenwh@auburn.edu

Wayne Prickett, Assistant Manager  
334-844-4860  
prickbd@auburn.edu

Downloadable copies of this brochure may be found at:  www.auburn.edu/mailservices
Welcome to Auburn University
Campus Mail Services Center

Hours of Operations:

- Lobby
  Monday thru Friday
  7:45 am thru 4:45 pm
- Package Retrieval
  Monday thru Friday
  10:00 am thru 5:00 pm
- Closed for University Holidays

General Information:

- Effective Fall 2010, all packages will be scanned into an internal tracking system. An email notification will be sent to the resident’s campus email address.
- A valid picture ID must be presented when picking up a package.
- Mail Services cannot accommodate telephone requests to have mailboxes checked for mail or packages.
- United States Postal Service mail is available for pick-up at 10:00am at your area mailroom. Carriers such as UPS and FedEx have no set time for deliveries. Package pick-up is at your area mailroom.
- Mail Services is not a full-service postal facility, but they do offer stamps for sale.
- There is a twenty-five dollar ($25.00) replacement fee for lost or broken keys.
- Improperly addressed mail will be returned to sender or delayed.
- Letters and packages must have the physical street address. Please include the Residence Hall Name, Room Number, and Street Address. See example.
- Residents are encouraged to check and empty their mailboxes on a regular basis.

Example Residence Hall Address:

Jane Doe
Teague Hall
Room # 206
302 Quad Drive
Auburn University, Alabama 36849

Hill Residence Halls: (mailroom is in Burton Hall)
- Boyd 280 P.O. Davis Drive
- Dobbs 345 West Samford Avenue
- Dowell 320 P.O. Davis Drive
- Duncan 295 West Samford Avenue
- Dunn 435 Duncan Drive
- Graves 439 Duncan Drive
- Hall M 282 P.O. Davis Drive
- Hollifield 285 West Samford Avenue
- Knapp 302 P.O. Davis Drive
- Leischuck 501 Duncan Drive
- Sasnett 320 P.O. Davis Drive
- Toomer 437 Duncan Drive

Quad Residence Halls: (mailroom is in Quad Center)
- Brown 246 Mell Street
- Dowdell 266 Mell Street
- Glenn 262 Roosevelt Drive
- Harper 226 Mell Street
- Keller 329 Quad Drive
- Lane 301 Quad Drive
- Little 304 Quad Drive
- Lupton 300 Roosevelt Drive
- Owen 330 Roosevelt Drive
- Teague 302 Quad Drive

Village Residence Halls: (mailroom is in Campus Mail Services Center)
- Aubie (H) 201 Wire Road
- Eagle (G) 201 Wire Road
- Magnolia (E) 201 Wire Road
- Oak (F) 201 Wire Road
- Plainsman (B) 201 Wire Road
- Talon (A) 201 Wire Road
- Tiger (C) 201 Wire Road
- Willow (D) 201 Wire Road