

Mail Services

Campus Safety Sergeant & Mail Services Supervisor

Chris Spencer

cspencer@ltu.edu

Campus Safety Officer

Will Hughes

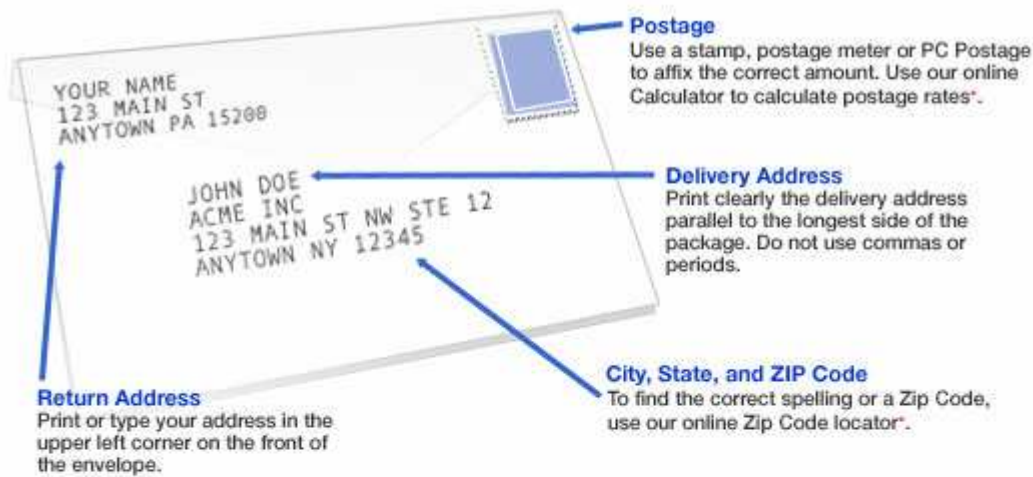
hughes@ltu.edu

Address Accuracy

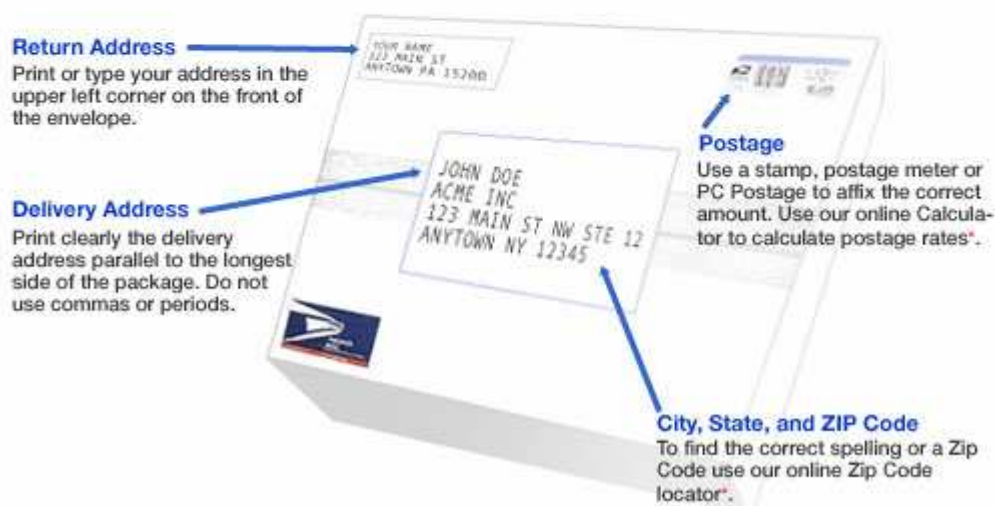
To insure timely and accurate delivery of mail and packages, the following information should be provided in this format on address labels.

Name	Lawrence Technological University
Department	C/O Jane Doe
Street	Admissions
City, State, Zip Code	21000 W. Ten Mile Road
	Southfield Michigan 48075

▶ Addressing your Mail



▶ Addressing your Package



* all online tools can be found in the **red navbar** at the top of the page.

UPS CampusShip

UPS CampusShip puts automated, online shipping directly in the hands of people who do the shipping, saving time and reducing cost. Once you complete your profile *through your department*, you can set your personal shipping preferences, ship and track packages, view your shipping history, print labels, use address

books, and more. You can also view frequently asked questions (FAQs).

www.campusship.ups.com