University of Missouri - St. Louis

Mail Services

STAFF
MAIL PREPARING TIPS
INCOMING MAIL
OUTGOING MAIL
PROCESSING SCHEDULE
CONTACT US

Welcome to Mail Services

Thank you for visiting the Mail Services website at the University of Missouri - St. Louis. Our website contains important information about preparing mailings, current rates for outgoing mail, campus delivery schedules and much more.

Mail Services is responsible for sorting and delivering 1500+ pieces of incoming USPS mail everyday. We also meter all of the university's outgoing mail and pick up/deliver all inter and intra-campus mail. We have four delivery routes for the campus and make two deliveries per day.

Mail Services employs 8 staff members (6 full-time and 2 part-time). We are open from 8 a.m. to 5 p.m. Monday through Friday and are located in 101 General Services Building. Our staff have chosen "where service is #1" as our office motto (it's even on the wall) and we strive to back this up everyday. Thanks again for visiting our site and please call or email us if you have any mailing needs or questions.