



**BALL STATE
UNIVERSITY**

MAILING: HOW TO'S

Ball State University receives hundreds of packages and pieces of mail, everyday. Utilizing this mailing guide for addressing incoming and outgoing mail will aid in ensuring that packages get to their destination on time.

STEP 1: CHOOSE YOUR HALL ADDRESS

DEHORITY HALL - 1500 W RIVERSIDE

ELLIOTT HALL - 401 NORTH TALLEY

JOHNSON EAST - 1601 N MCKINLEY

JOHNSON WEST - 1621 N MCKINLEY

KINGHORN - 1400 WEST NEELY

NOYER HALL - 1601 WEST NEELY

BAKER- 1603 W NEELY
HOWICK - 1605 W NEELY
KLIPPLE- 1607 W NEELY
WILLIAMS - 1609 W NEELY

NORTH RESIDENCE HALL - 1635 N MCKINLEY

WOODWORTH - 1600 WEST RIVERSIDE

PARK HALL - 1550 WEST RIVERSIDE

STUDEBAKER EAST - 1301 WEST NEELY

STUDEBAKER WEST - 1401 WEST NEELY

DAVIDSON- 1403 W NEELY
PAINTER - 1405 W NEELY
PALMER- 1407 W NEELY
WHITCRAFT - 1409 W NEELY

HOUSING & RESIDENCE LIFE CENTRAL OFFICE - 1525 N MCKINLEY AVENUE

STEP 2: APPLY THE HALL ADDRESS

OUTGOING MAIL

Your Name
Hall Name, Room #
Ball State University
Hall Street Address
Muncie, IN 47306

Place
Stamp
Here

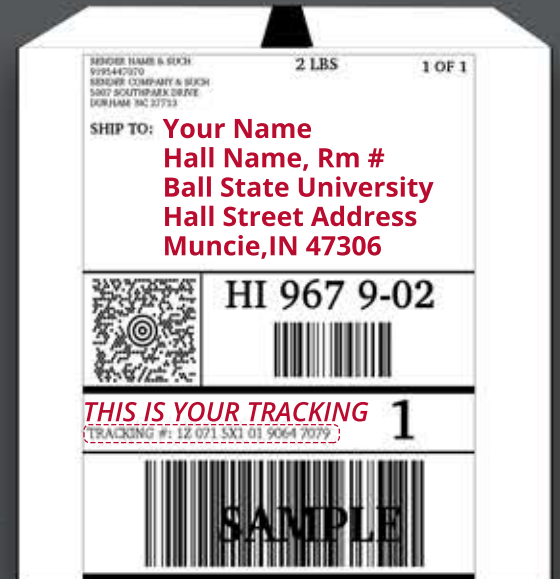
Recipients Name
Street Address
City, State, Zip

**DO NOT USE
BALL STATE'S
MAIN ADDRESS**

~~2000 W University Avenue
Muncie, IN 47306~~

**FOR YOUR
ADDRESS**

INCOMING MAIL



STEP 3: CAMPUS SHIPPING METHODS



FedEx Ship Center
M-F 9am-7:30pm
Sat. 9am-2:30pm P:281-8802
Tracking #'s start with 9...
www.fedex.com/apps/fedextrack



UPS Customer Center
M-F 10am-7:30pm - P:289-3797
Tracking #'s start with 1Z...
www.ups.com/tracking/tracking.html



Main Post Office
M-F 8am-6pm, SAT. 8am-Noon P:286-9623
Tracking #'s start with 9...
www.usps.com/shipping/trackandconfirm.htm

The companies listed in this section are the main parcel carriers for your packages. The contact information provided above may help if you have questions regarding shipping or delivery.

@BALL STATE POST OFFICE

STAMPS • ENVELOPES • FLAT RATE MAILERS • POST CARDS • BOXES • TAPE

***THE BALL STATE POST OFFICE DOES NOT RECEIVE PACKAGES
ADDRESSED FOR CAMPUS DELIVERY***

LOST PACKAGE?

- 1.) CHECK YOUR HALL'S FRONT DESK
- 2.) CHECK WITH ADJACENT HALLS
- 3.) SEARCH TRACKING INFORMATION ONLINE
- 4.) CALL HRL AT 285-8000 WITH YOUR TRACKING # AND INFORMATION



BALL STATE
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Purchasing Services
Central Mail & Receiving
3401 N Tillotson Avenue
Muncie, IN 47304
M-F 7:30am-4:30pm
765-285-1801