

## **Mailing & Shipping Information**

Effective: July 7, 2023  
To: CA, IAN & HPL  
Re: New Physical Address

We are consolidating our addresses for the sake of efficiency. Effective immediately, the mailing & billing address as well as all mail and packages including USPS, UPS, FedEx, Etc. should be addressed to:

**2020 Horns Point Road  
Cambridge, MD 21613**

The only exception is for **Freight Shipments** (weighing over 150lbs):

Which should be addressed to:

**5745 Lovers Lane  
Cambridge, MD 21613**

*\*\*\*What's the difference between packages and freight? The simple difference is weight. If your shipment is 150 pounds or less, it's considered a small package. If your shipment is larger than 150 pounds, and up to 15,000 pounds, it's considered freight. If you're still not sure, consider this: if you just have a few parcels, traditional small-package transportation is probably just fine. But, if you have a large shipment with a large quantity of goods, we recommend freight transportation.\*\*\**

The P.O. Box 775 is being eliminated but it will be retained through December 31, 2023 until the transition is complete. The post office is now delivering our mail to the Coastal Receiving Room. At the same time, they will pick up our outgoing mail.

Nothing will change regarding the way the mail is sorted once it arrives. Packages will continue to be distributed to the various buildings daily (AREL, IAN, CA).

Please update your e-letterhead, individually created web pages, email and anything else that references our address. Here is a link to our updated logos and e-letterhead. <https://www.umces.edu/logos-e-letterhead>