

TAMUG MAILROOM "Drop Box" Form
PLEASE Print Clearly and fill out ALL Info!!!!

Name: _____

Birth Date: _____

UIN: _____

Cell Phone #: (_____) _____

Other Phone #: (_____) _____

Email: _____

Box Preference : Top ____ Middle ____ Bottom ____

Signature: _____ Date: _____

Please complete form and send back to either:
trebilcl@tamug.edu or **mailroomtamug@gmail.com**

If you have any questions feel free to contact

Laura Trebilcock at 409.740.4489

General Mailroom Information

Once we receive/input your information into our system we will send you an email to the one given on the form.

If your school email is not set up yet then give one that you will check daily.

Please make sure your name is on anything that is sent to the school for you.

We only have/use "USPS" supplies/services on campus. The "USPS" mail is picked up and delivered daily. **Please remember everything is delivered to the post office first, then it will be delivered to the campus mailroom.**

We do accept and get packages from all other delivery services such as: FEDX, UPS, and DHL. But we do not send out using those services.

If you have any questions or concerns please contact the mailroom at 409-740-4489 or email at trebilcl@tamu.edu.



Please use the address below for items being sent through the **POST OFFICE**.

Your name and Drop # _____
P. O. Box 1981
Galveston, TX 77553

Your name and Drop # _____
1001 Texas Clipper Rd.
Galveston, TX 77554



Please use the address below if you will be using **UPS, FedEx or DHL** and any other carrier.

Your name and drop # _____
1001 Texas Clipper Rd
Galveston, TX 77554

Please note: The mailroom MUST RECEIVE and SCAN all packages before delivery. An EMAIL is sent to you after this process is complete from the mailroom@tamug.edu. You may receive a *confirmation of delivery by the various carriers*, but we must receive the items and process it thru our tracking system.

MAILROOM HOURS: 8:00 A.M. – 5:00 P.M. MONDAY – FRIDAY
(409) 740-4489