UHM Campus Mail Services mails out official, university-related materials for departments only. Mailings must list a UHM building address in the return address area and have a department’s mailing barcode attached to the exterior to utilize our services. Personal mail is not permitted.

You can also create a prepaid label at www.usps.com (account setup and credit/debit card required).

TIPS from the MAILROOM

1. MĀNOA MARKETPLACE*
   2754 Woodlawn Dr., Ste 7-101
   Honolulu, HI 96822-1896
   (808) 532-5689
   Monday - Friday  8:15am - 3:30pm
   Saturday        8:30am - 12pm
   Sunday          Closed
   *Limited service

2. MŌʻILIʻILI*
   2700 S King St., Ste B
   Honolulu, HI 96826-3398
   (808) 532-5689
   Monday - Friday  11:30am - 4pm
   Saturday - Sunday Closed
   *Full service

RATE COMPARISON

<table>
<thead>
<tr>
<th></th>
<th>FIRST CLASS</th>
<th>PRIORITY FLAT RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Letter</td>
<td>Flats</td>
</tr>
<tr>
<td>USPS RETAIL</td>
<td>$0.55</td>
<td>$1.00</td>
</tr>
<tr>
<td></td>
<td>Envelopes (12 ½” x 9 ½” or smaller)</td>
<td>Legal Size Envelope</td>
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<tr>
<td></td>
<td>$7.35</td>
<td>$7.65</td>
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<tr>
<td></td>
<td>Small Box</td>
<td>Medium Box</td>
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<td></td>
<td>$7.90</td>
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<td></td>
<td>APO/FPO/ DPO Large Flat Rate Box</td>
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<td>DEPT. PRICING THROUGH MAIL SERVICES</td>
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<td>$6.95</td>
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<td>$16.10</td>
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New USPS prices as of 01/27/19. Subject to change by USPS.
MAIL DROP-OFF POINTS ON UHM CAMPUS

Here's a list of mailbox locations and pickup times on UHM campus for postage paid, personal mail:

USPS BIN (except holidays)

1. **BURNS HALL**
   - Monday - Friday: 12pm
   - Saturday: 10am

2. **HAWAII’I IMIN INTERNATIONAL CONFERENCE CENTER**
   - Monday - Friday: 11am
   - Saturday: 10am

3. **SPALDING AND WEBSTER**
   - Monday - Friday: 10am
   - Saturday: 10am

4. **QUEEN LILI’UOKALANI CENTER**
   - Monday - Friday: 10am
   - Saturday: 10am

5. **ADMINISTRATIVE SERVICES BUILDING 2**
   - Monday - Friday: 12pm
   - Saturday: 10am

FEDEX BIN

6. **CAMPUS CENTER (next to Cafeteria entrance)**
   - Monday - Friday: 1:45pm

NEAR CAMPUS

**MĀNOA MARKETPLACE**

7. **USPS BIN (except holidays)**
   - Monday - Friday: 12pm
   - Saturday: 12pm

   **FEDEX BIN (except holidays)**
   - Monday - Friday: 1:45pm

**MĀNOA INNOVATION CENTER**

8. **UPS BIN (except holidays)**
   - Monday - Friday: 5pm

FOR MORE INFORMATION OR IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US:

(808) 956-8598
Monday - Friday
8:00am - 4:25pm

www.hawaii.edu/mailroom