

# Central Receiving Courier Service Terms and Conditions

## Central Receiving's Core Functions

The Receiving Department at The Ohio State University receives, processes, receipts and re-distributes incoming products for University departments and affiliates. Incoming deliveries include all major carriers.

Utilizing Central Receiving as the primary location for your delivery needs increases asset accountability, eliminates unnecessary congestion on roads and docks, supports a pedestrian climate, and enhances the overall environment on main campus. Receiving's delivery performance standard is one business day from time of receipt.

On occasion, customers require assistance in transporting boxes of printed material from one main campus location to another. Since the dismantling of Campus Movers there has been a large increase in this demand. In order to provide a new service to the campus community, Central Receiving now offers a courier service of boxed or palletized material between main campus locations.

## Location and Building

Receiving can provide said courier service Monday through Friday 8:00 AM – 3:00 PM. Contact Scott L. Millard at (614)688-3754 or email [millard.20@osu.edu](mailto:millard.20@osu.edu) for more information anytime Monday through Friday 8:00 AM – 3:00 PM.

## Service and Pricing

Courier Service consists of a pickup of boxed material, palletized or unpalletized, from one main campus location to another. There is a courier service fee of \$30.00 per destination (up to 8 pallets). A "loading" and "unloading" fee for material not pre-palletized may apply (see fee structure below).

## CURRENT RATES FOR COURIER SERVICE ARE:

SHIPMENT OF PALLETIZED BOXES  
PER DESTINATION \$30.00

### "LOADING" OF BOXES FROM PICKUP DESTINATION TO PALLET

1-10 BOXES NO CHARGE  
11-200 BOXES \$1 PER BOX

### "UNLOADING" OF BOXES TO FINAL DESTINATION FROM PALLET

1-10 BOXES NO CHARGE  
11-200 BOXES \$1 PER BOX