

Receiving/Temporary Storage Terms and Conditions

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 24-hour delivery from time of receipt.

On occasions, customers require assistance in re-directing items for temporary or longer term storage. In these instances, Receiving offers safe, secure and convenient temporary storage space and / or can move your items to longer term storage. See the Stores terms and conditions for storage at <http://osustores.osu.edu/generalware/index.asp>

Location and Building

Receiving can provide temporary storage arrangements for two (2) business days at 2650 Kenny Road. Contact Scott Millard at 8-3754 or email millard.20@osu.edu for more information anytime Monday through Friday 8:00 AM – 3:00 PM.

Service and Pricing

Every attempt will be made to contact the "owner" of any item that cannot be receipted in the University's Financials System or when efforts to deliver items are unsuccessful. When the driver's efforts are unsuccessful, items will remain secured on receiving dock for two (2) business days. After which time, items will be transferred to Stores for storage. Stores terms and conditions for storage (<http://osustores.osu.edu/generalware/index.asp>) will apply.

If Shipping is requested to deliver items that have been stored, the standard fee and hourly rate for this service will apply.

CURRENT RATES FOR PARCEL DELIVERY:

"DROP" SHIPMENT OF PALLETIZED BOXES
PER PALLET \$29.96

"DOWN STACKING" OF PALLETIZED BOXES
1-10 BOXES \$19.30
11-20 BOXES \$ 28.96
21-40 Boxes \$38.60
41-60 Boxes \$60.00