

Fedex Pickup Locations

- *You will need to ask Ada or Heather for a FedEx Airbill. Please plan in advance for this. We are here from 8am-5pm, Monday through Friday...
- *You are responsible for packing your own boxes and taking them to the appropriate drop box...Please note that the pickup time on the first floor of Gates is 3pm...
- *Supplies can be found in our copy room (Gates 377) in the cabinet marked FedEx, or downstairs in the shipping and receiving room (Gates 174).
- *The FedEx customer service number is 1.800.Go.FedEx (1.800.463.3339) if you need more information.

Gates Building – Shipping and Receiving

1st Floor Gates Building (place on shelf labeled FedEx in white cabinet outside room 174)
Last Pickup is at 3pm

Tressider Lobby

on the second floor (205 Tressider)
Last pickup is at 4pm

Terman Building

near Panama Street, next to Durand and facing Terman entrance
Last pickup is at 4pm

Encina Hall

Outside front entrance, at curb of parking inlet.
Last pickup is 4:30pm.

The Oval

Southeast corner, across from Main Quad (Bldg 120)
Last pickup is 4:45pm.

Medical Center Building

side-building entrance facing Fairchild building opposite side of Lane library entrance
Last pickup is at 5pm

University Avenue

525 University Ave
Last pickup is at 5:30pm

Palo Alto Square...This is an actual staffed location

3000 El Camino Real.....corner of El Camino and Pagemill Road.
Hours 9am-5:45pm....They reopen from 6:00pm-7:00pm for West Coast shipments. (This includes Colorado Springs!)