

Using the Correct Address Format for Incoming Shipments

Mail Services handles business-related U.S. Mail only – letters and packages weighing less than 70 pounds and with a total length-plus-width measuring less than 108 inches. Larger and heavier packages must be handled by **Central Distribution**, UC Berkeley’s warehouse facility – your incoming freight will be delivered to Berkeley Law locations by Central Distribution free of charge.

Remember that few commercial trucks can safely maneuver the hairpin turns required to gain access to the loading area behind Boalt Hall.

Using the appropriate freight handler minimizes two significant risks:

1. Receiving freight shipments is outside the scope of Berkeley Law mailroom job descriptions – injuries sustained moving freight around Berkeley Law could cause a Workers Compensation claim to be denied for this reason.
2. Vendor vehicles may not be driven on University property unless a current Certificate of Insurance for the carrier is on file in central Procurement Services. This proof of insurance protects UC Berkeley from liability in the event of injury to individuals or damage to campus property caused by the vendor’s vehicle.

US Postal Service	Address Format	Additional Instructions
Boalt Hall Simon Hall	University of California, Berkeley Individual’s Name (optional) Department Name Room Number Building Name # 7200 Berkeley, CA 94720-7200 Examples: University of California, Berkeley Office of the Registrar 270 Simon Hall # 7200 Berkeley, CA 94720-7200 University of California, Berkeley Professor Jane Doe Henderson Center for Social Justice 897 Boalt Hall # 7200 Berkeley, CA 94720-7200	This format has been programmed into the sorting equipment at the Oakland mail processing facility. Mail with this address is routed to Mail Services at 2000 Carleton Street in Berkeley for subsequent delivery to campus offices. There are no active Bancroft Way street addresses for Boalt and Simon Halls. Some online shippers use third-party address verification software that will attempt to assign a street address. If you cannot place your shipping order with your campus address format, use instead the Central Distribution address shown below.
Telegraph Avenue	Name of recipient 2850 Telegraph Avenue Suite 500 # 7220 Berkeley, CA 94705-7220	All incoming shipments for Telegraph residents are received in Suite 500.
FedEx	Address Format	Additional Instructions
All Berkeley Law locations	Use the Mail Services address format.	Since FedEx has a contract with UC Berkeley, the campus address format has been programmed into their system.
Central Distribution	Address Format	BearBuy Instructions
All Berkeley Law locations	University of California, Berkeley Central Distribution 3200 Regatta Boulevard Suite E Richmond, CA 94804-6416 Phone: 510/642-5330	Use location code REGEA00000 3200-3300 Regatta Blvd, E as the shipping address for eligible purchases. Alert Central Distribution of your incoming freight by sending a brief message with your final-destination delivery instructions to Mike Gamble and/or Alan Harper: <i>mgamble@berkeley.edu</i> <i>adharper@berkeley.edu</i>