UPS Canada has notified Queen’s University that they are starting a Drop Box Project to remove most of their drop boxes from use within the next two weeks. Queen's has been advised that this change in service will affect drop boxes currently located on campus.

The purpose of this notification is to inform the community that there will be less drop boxes available on campus. Additionally, UPS has provided the following FAQs to support a smooth transition for this change:

**FAQs**

Q: Where are the closest UPS drop off points once the boxes are removed?
A: Smith School of Business on Campus OR THE UPS STORE 191 | 427 PRINCESS ST, KINGSTON, ON, K7L 5S9 OR THE UPS STORE 7 | 829 NORWEST RD, KINGSTON, ON, K7P 2N3

Q: Why is UPS removing some of our Drop Boxes?
A: As we continue to add more staffed UPS Access Points the demand and use of our UPS Drop Boxes continue to diminish in use and demand.

Q: Does this mean that UPS has less UPS Access Points now?
A: UPS continues to expand our Access Points and we currently have over 1,200 locations across Canada (360 The UPS Stores + 900+ Independent Retailers)

Q: How does this impact me, as a customer, when shipping with UPS?
A: As the shipping world continues to transform, UPS continues to add more access options for our customers. This includes our expanding network of 1,200+ UPS Access Points across the country and several pickup options that can be tailored to your business needs. These include:

- **UPS Smart Pickup™** - Automatically arrange a pickup only when you have packages to ship.
- **Daily Pickup** - A UPS driver automatically stops at your location once each business day, as scheduled.
- **Day-Specific Pickup** - Pre-select from 1 to 4 specific business days each week you’d like a UPS driver to pick up your shipments.
- **Daily On-Route Pickup** - A UPS driver makes a pickup at your location once each business day while making deliveries in your area, even if there are no packages delivered to your location.
- **UPS On-Call Pickup® service**

Please be advised UPS is still the preferred courier of choice for the Queen's community.

If you have any questions or concerns about the above, please contact:

**Stephanie Holcombe**
Manager, Business Services and Logistics
Strategic Procurement Services | Queen's University
External: (613) 533-6000 x78156 | Internal: x78156 | E: sh260@queensu.ca

Thank you,
Strategic Procurement Services
Queen's University
Kingston, ON K7L 3N6