



**Recess MAIL SERVICE NEEDS 2007**  
**For Central and Science areas ONLY**

In order to determine mail service needs for the University during our recess, information is required from your building. Please check with your building service coordinator to see if your building **WILL BE OPEN** during the recess. If it will be, please print this form, **check the dates that you will require mail service**, fill out the bottom portion of the form and **fax it to 4-9312** or return it via Campus Mail to Lynne at Yale Mail Service, 100 John Murphy Drive (please do not mail form if you fax it). If no reply is received from your building by **Friday, Dec. 14<sup>th</sup>**, no mail deliveries will be made during recess dates.

Normal mail delivery will resume on Wednesday, January 2, 2008.

<u>Date</u>	<u>Day</u>	✓ <u>if Mail Service Requested</u>
<b>Dec. 24</b>	<b>Monday</b>	_____
<b>Dec. 26</b>	<b>Wednesday</b>	_____
<b>Dec. 27</b>	<b>Thursday</b>	_____
<b>Dec. 28</b>	<b>Friday</b>	_____
<b>Dec. 31</b>	<b>Monday</b>	_____

**PLEASE NOTE:** If you are not the person responsible for making this decision, please forward this form to that person. We want to be able to deliver mail to all buildings that will be open and require mail service during the recess period. Thank you for your assistance!

DEPT or BUILDING: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

PERSON FILLING OUT FORM: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_