# Accepting Ordered Items and Mail from Vendor

#### Vendor

1. A vendor/UPS/Mail worker will enter the building with items to be dropped off.
2. Vendors will give item/s to Member Services team members.

#### MS Team Member

1. Member Services members will put all mail into Rachel’s mailbox and all large items on the floor in front of the file cabinets below the mailboxes.
2. Please make sure that all items are on the floor in this area so they are not in the sight line of entering members.
3. If there are any large items, Member Services team members will email program directors to alert them of the delivery.

#### Admin

1. Administrative assistant will open all packages during shift and alert necessary staff of delivery