

AMAZON - IMPORTANT TO DO

In order to ensure your package is safely delivered to Lewis University and yourself, please make the following changes to your Amazon account:

Address: (we do not accept any deliveries on campus from outside vendors)

1312 Enterprise Drive, Suite J, Romeoville IL 60446

Property Type: BUSINESS

Deliveries: Monday-Friday 7:30 am to 4:00 pm

Saturday-Sunday Closed

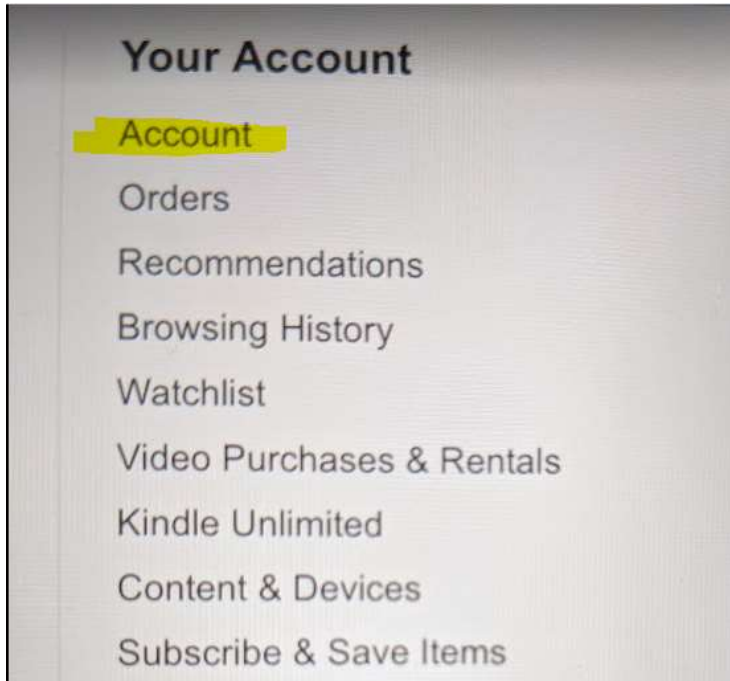
Holidays Closed

Thank you,

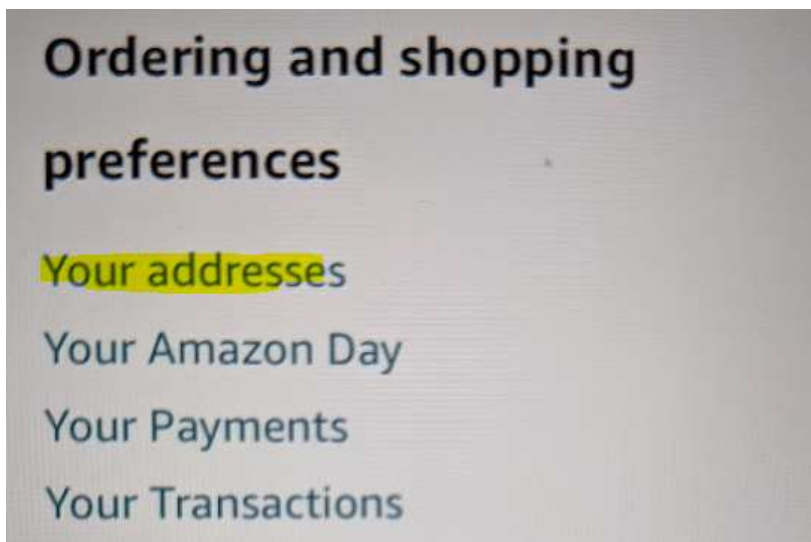
Mailroom and Shipping and Receiving

Amazon step by step instructions:

- 1) Log in to Amazon
- 2) Select your Account
- 3) Click “Account”:



- 4) Click “Your Addresses”:



- 5) Click “+ New Address” and enter information below: **Include your mailbox # after your name**

Add a new address
Or find an Amazon pickup location near you >

Country/Region
United States

Full name (First and Last name)
YOUR NAME C/O Lewis University

Phone number
YOUR PHONE NUMBER

Address
1312 Enterprise Dr
SUITE J

City
Romeoville

State
Illinois

ZIP Code
60446

- 6) Select “Add Preferences, note, access codes and more” under Delivery Instructions.

Delivery instructions (optional)
^ Add preferences, notes, access codes and more

- 7) Change the Property Type to “Business”

Delivery instructions (optional)
^ Add preferences, notes, access codes and more

1312 Enterprise Dr, SUITE J, Romeoville, IL, 60446

Property type

House Apartment **Business** Other

Office, retail store, hotel, hospital etc.

8) Enter the following in the Section “When is this address open for deliveries”

a. Monday-Friday: 7:30 am to 4:00 pm

b. Saturday-Sunday: CLOSED

When is this address open for deliveries? ^

Monday - Friday Ungroup weekdays

7:30 AM 4:00 PM

Open 24 hours

Saturday - Sunday Ungroup weekends

Start at Stop at

Open 24 hours

Closed for deliveries

c. Holidays: No

Can this address receive deliveries on federal holidays?

^ Hide holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

9) Save