



The courier can save lab members' time by saving them trips to other campuses. It provides easy and efficient transportation of samples to and from facilities such as the transgenic lab, flow cytometry core, or cell imaging facilities. The courier can save money by providing easier access to cores and facilities which provide goods and services to the Northwestern community at discounted prices.

The schedule and label are below. To use the courier, affix a label to each package, making sure to fill out both the sender and recipient name, phone number, and name of lab or facility. Take the package to one of the pick-up locations before the pick-up time, and let the recipient know that a package will be arriving so they know when to collect the materials from the drop-off site.

Day/Time	Location Served	Transaction	Contact
Tue - Fri 9:15 AM	ENH Research Institute 1001 University Drive, dock	Pick Up	Walter Griffith 224-364-7593
Mon-Fri 9:30 AM	Evanston NW Campus 2205 Tech Dr, Hogan 4-150	Pick Up	Barb Sutcliffe 847-491-3146
Mon-Fri 10:15 AM	CMRC Front Desk Security 2430 N. Halsted	Pick Up and/or Drop Off	Tom Digman 773-755-6384
Mon-Fri 11:30 AM	Chicago NW Campus 710 N. Fairbanks, Olson 8524	Pick Up and/or Drop Off	Diane Merrill 312-503-4625
Mon-Fri 1:00 PM	Evanston NW Campus 2205 Tech Dr, Hogan 4-150	Drop Off	Barb Sutcliffe 847-491-3146

Courier service labels and schedule can be downloaded from
<http://www.northwestern.edu/neurobiology/faculty/Woodruff2/Basic%20Science/index.html>

Questions and comments regarding the Courier service, can be directed to
 Cathy Poynton at 312-695-1407 or c-poynton@northwestern.edu

Arrow Courier Service Label

Robert H. Lurie Comprehensive Cancer Center
 of Northwestern University



Pick Up Location:

- ENH Research Institute
Mailroom (Tue -Fri)
- Evanston Campus
Hogan 4-160
- CMRC
Front Desk Security
- Chicago Campus
Olson 8524

Drop Off Location:

- ENH Research Institute
Mailroom (Tue - Fri)
- Evanston Campus
Hogan 4-160
- CMRC
Front Desk Security
- Chicago Campus
Olson 8524