**In-Person Drop-Off**

In-person will be accepted and delivered by front desk staff during the hours of operation listed below. This includes packages delivered by friends/family as well as food deliveries from local restaurants via GrubHub, DoorDash, InstaCart, etc. *Packages and food deliveries will not be accepted after desk hours.* Items should be consolidated in one bag or box and labeled with the following:

- Name of Relocation Student
- Relocation Building and Room Number

<table>
<thead>
<tr>
<th></th>
<th>Mon-Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hall West</td>
<td>11am-7pm</td>
<td>9am-7pm</td>
<td>11am-3pm</td>
<td>New Hall West Main Lobby</td>
<td>540-739-0200</td>
</tr>
<tr>
<td>East Eggleston</td>
<td>11am-7pm</td>
<td>9am-3pm</td>
<td>11am-3pm</td>
<td>East Eggleston 219</td>
<td>540-739-0207</td>
</tr>
</tbody>
</table>

*Note: Individuals dropping off items should contact desk staff via phone upon arrival. Staff will meet them under the Eggleston East Archway.*

In New Hall West, deliveries will be dropped off in front of student rooms. In East Eggleston, students can pick up their deliveries from East Eggleston Room 219.

**USPS/UPS/FedEx**

Packages for students who have been relocated to either New Hall West or East Eggleston should be addressed in the following manner:

Student Name  
190 West Campus Drive  
C/O Housing and Residence Life Suite 144  
Blacksburg, VA 24061

*NOTE:* Students with packages that are delivered to campus prior to the student being relocated should email mailservices@vt.edu and ask that their package be rerouted to the Housing and Residence Life main office in New Hall West for delivery to their relocation space.