



The cooperative purchasing company
for independent residences at MIT

PHONE: +1.617.452.4053
FAX: +1.617.324.7048
EMAIL: crezek@fsilg.coop
WEB: <http://www.fsilg.coop>
MAIL: P.O. Box 397068
Cambridge, MA 02139
OFFICE: E32-133
28 Carleton Street
Cambridge, MA 02139

MAIL RETRIEVAL PROGRAM

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This program provides member houses with the retrieval and delivery of mail that the member house would not have the time to pick up and, in some circumstances, might not even know existed. Currently some house mail is being delivered to various offices in W20 and does not always make its way to the house addressed.

For example, the Cooperative has retrieved tens of thousands of dollars in insurance checks misplaced in interdepartmental mail for houses over the last year. The Cooperative will continue to offer this check-finding service free for all members, and members are also welcome to change the default mailing address for such checks to our PO BOX. This mail service is for routine mail.

PROCEDURE

Each Monday, the Cooperative will check for mail in W20-549, W20-450, and W20-401. If there is any mail for a participating house, the Cooperative will gather it together and send it to the appropriate house.

PRICING

The Cooperative will forward mail to the house's address for a fee of \$5.00, in addition to the cost of mailing supplies and postage. No fee is charged if no mail is found.

NEXT STEPS

If you are interested in exploring participation in this program, or if you would definitely like to participate, please contact Chris Rezek at crezek@fsilg.coop, or Charley Mills at cmills@fsilg.coop, or call 617.452.4053. They will be happy to meet with you to review the program and answer any questions you might have.