



**One University. One World. Yours.**

**Name:** Courier Services – Outgoing Service - Local  
**Policy Number:** 2-6002  
**Origin:** Financial Services  
**Approved:** 1 March 1993  
**Issuing Authority:** Director, Financial Services  
**Responsibility:** Manager, Procurement Services  
**Effective Date** 1 December 2007  
**Revision Date(s):** 1 August 1994  
1 September 2007  
1 December 2007

---

Local courier service is provided by Medic Delivery Services Ltd - Allpoints Courier for the Halifax Regional Municipality. This includes deliveries to or from the following areas and other points in between:

- Bedford
- Burnside
- Cole Harbour
- Dartmouth
- Eastern Passage
- Fairview
- Halifax Core
- Halifax Peninsula
- Halifax International Airport
- Lakeside
- Preston
- Rockingham
- Sackville
- Shearwater
- Spryfield
- Timberlea
- Woodside

Departments requiring the above service must complete a waybill through one of the following methods:

- 1) On-line waybill available at [www.medicdelivery.com](http://www.medicdelivery.com). Once the request is submitted the system will provide users with a job number that can be used for on-line tracking. The system can also advise users when their shipment has been delivered.
- 2) Manual waybills.

Inquiries and requests for waybills should be directed to Postal Services.

**The department budget account number must appear in the "Charge To" section of the waybill (upper left hand corner) in order to ensure the negotiated rate is obtained.**

Pick-up is made from individual departments, or for convenience, parcels and completed waybills may be left at the main switchboard on McNally Main.