All Education Center packages, excluding Bids, Proposals and Overnight Letters, are to be delivered to the Distribution Center.

The Warehouse staff will sign for the packages(s) and deliver the package(s) to the Education Center during the next scheduled mail delivery.

Packages will be delivered, by warehouse personnel, on the day of delivery, to the addressee. A signature will be required by the addressee or designee using the KISD Warehouse Delivery Receipt form. If a signature is not obtainable, the package will not be left. It will be delivered on the next mail run.
Packages, excluding Bids, Proposals and Overnight Letters, will not be accepted at the Education Center.

Packages are to be addressed to: Education Center / Department Name/Contact
c/o Keller ISD
10310 Alta Vista Road
Keller, TX 76248

Bids, Proposals and Overnight Letters will be delivered to the Education Center Receptionist. The Receptionist will call the department to pick up their delivery. The department is responsible to pick up their delivery, from the receptionist ASAP, preferably immediately.