

Cedarville University Central Receiving

Location

Cedarville University
346 Varsity Drive
Cedarville, OH 45314-2502

Delivery Hours

The loading dock is open Monday through Friday from 8:00am to 5pm and **accepts deliveries Monday through Friday from 8:00am to 4:30 pm**. Please note: The University is closed on many federal holidays and operates on an altered schedule during some breaks. The best practice is to call ahead.

Certificate of Liability Insurance

All delivery companies must provide a Certificate of Liability Insurance to Cedarville University prior to delivery. Certificates may be sent to postoff@cedarville.edu or to Tammy Slone, Cedarville University, 251 N. Main St. Cedarville, OH 45314.

Delivery Requirements

- All deliveries are **INSIDE** deliveries. Drivers should be prepared to unload their vehicle without assistance by University staff.
- All shipments must have a packing list with the following:
 - Complete Item Description
 - Quantity of items shipped
 - The delivery department name given at the time the order was placed
- All shipments require a signature by post office personnel. The post office is located right off the loading dock. There is a bell to request service on the left side of the door.

Loading Dock Specifications

- The loading dock is semi-truck height which is 72". There is one dock plate for unloading. There is a scissor lift for smaller vehicle deliveries with a maximum weight limit of 5000 pounds. Operation of the scissor lift is at the risk of the delivery company.
- The loading dock entry door is 82" high and 96" wide. Please make sure skids are less than 76" high and 90" wide to allow for safe unloading.

Contact Numbers

Paula Adkins
Shipping Receiving
937-766-7908
adkinsp@cedarville.edu

Tammy Slone
Director of Retail Services
937-766-7987 or 937-532-0627
slonet@cedarville.edu