



*Stritch School of Medicine*

### Hours of Operation

Monday-Friday: 7:30 AM to 5:00 PM

Saturday: Closed

Sunday: Closed

### Holiday Closings:

New Year's Day

Martin Luther King

Good Friday

Memorial Day

Independence Day

Labor Day

Thursday: Thanksgiving Day

Friday: Thanksgiving Holiday

Christmas Eve/Christmas Day

New Year's Eve

## Who We Are

### About Us

Canon Business Process Services (CBPS) provides comprehensive shipping, and receiving services, as well as mail delivery services, to the Loyola University Health Science Campus in Maywood, IL.

### Contact Information

Arcadus Peeples, (Site Supervisor)

Lavelle Gross,

Phone: 708.216.5518 or 708.216.3814

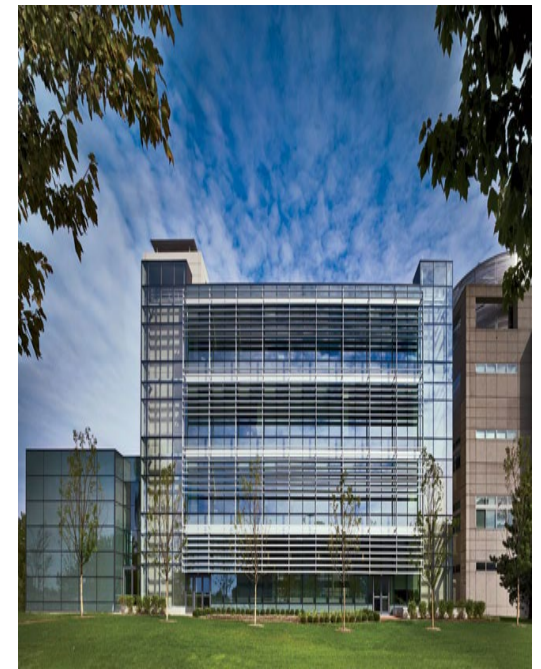
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**LOYOLA  
UNIVERSITY  
STRITCH  
SCHOOL OF  
MEDICINE**  
*Dock 8*



**LOYOLA UNIVERSITY  
STRITCH SCHOOL OF  
MEDICINE**

2160 S. First Avenue  
Maywood, IL 60153



Loyola University Mailrooms are operated by Canon Business Process Services, (CBPS). The University has an agreement with CBPS to maintain two University Mailrooms and process all resident student mail and packages as well as University business related mail and packages for faculty and staff. In addition, CBPS has taken on Stritch School of Medicine, receiving department for; Stritch School of Medicine, Marcella Niehoff School of Nursing, Center for Translational Research and Education (CTRE), and Cardinal Bernardin Cancer Center.



## LOCATION

Dock 8 can be found in the corridor between the Stritch School of Medicine and Marcella Niehoff School of Nursing buildings on the first floor, suite 143.

### HSC Address Labeling

Address labels on packages should read as below for direct deliveries to the Receiving Dock 8:

**Loyola University Chicago  
DOCK 8  
2160 S First Avenue  
Maywood, IL 60153  
Attention: Bldg #/Room #, Name,  
Extension**

### *Canon Business Process Services commits that all of its products and services will...*

- Consistently be delivered with the highest degree of professionalism and integrity
- Meet or exceed the expectations of all its clients, internal and external, based on agreed client requirements, sound business decisions and a program of continuous improvement
- Canon Business Process Services seeks client input to better meet your needs and exceed your expectations- Please let us know if there are other services we can provide for you.



- Packages arriving via FedEx, UPS, Airborne, DHL, and all other services will be received by the Loyola University receiving department.
- Express, Priority, and Standard shipments are dock-logged, fine-sorted, and promptly delivered, same day, to all University-related departments, faculty, and staff.
- Same-day mail service to Stritch School of Medicine, Marcella Niehoff School of Nursing, Center for Translational Research and Education (CTRE), and Cardinal Bernardin Cancer Center is provided, with mail drop-offs and pickups happening twice daily.
- Express shipments are a top concern, and will be delivered with the speed and efficiency with which Canon prides itself.
- If you have a Priority package that needs immediate attention you may also stop by the receiving dock to pick your package up.

Questions and Concerns may be directed to Arcadus Peebles (Site Supervisor) ext. 65518.