

# COURIERS & SMALL DELIVERIES

## TRUE NORTH SQUARE

### **THINGS TO KNOW WHEN DELIVERING TO TRUE NORTH SQUARE**

- All mail deliveries and couriers are received via the Loading Dock during regular business hours which are 7:00am—5:00pm, Monday to Friday.
- Deliveries are not accepted during weekends.
- The Loading Dock Manager will ensure mail and courier deliveries are directed to the correct location within the building. If the Loading Dock Manager is unavailable to assist you, please see Security in the main lobby.
- Canada Post has a mailbox drop off point located off the Loading Dock in a secure space.
- The Loading Dock entrance is off Hargrave Street and exits onto Carlton Street.
- Please see a map on the reverse side of the page outlining the entrances and exits for the loading dock.

If assistance is required, please contact

Security located in the main lobby at

(204) 942-6587

or the Loading Dock manager at

(204) 942-7421.

