

## Shipping Guideline

The Creative Labs Center (CLC) will ship fabrication projects to students taking ENVD courses remotely, out-of-state, and/or not in the Boulder area. Shipping costs will be covered by ENVD, however, students will be responsible for the cost of materials used.

If you are in need of having a project shipped to your home address, please inform your instructor. When submitting your file in [PaperCut](#), be sure to include your shipping information in the “additional comments” section. After you have submitted your file via PaperCut, it is recommended that you also send an email requesting the shipment to [jefallen@colorado.edu](mailto:jefallen@colorado.edu). The cost of materials and how to submit payment information will be sent to you by email.

Projects will be shipped using US Postal Service Priority Mail. This option generally takes 2-3 business days for delivery. USPS does deliver on Saturday but does not typically deliver on Sunday or federal holidays. Packages dropped off at the local Boulder Post Office on a Monday are likely to be delivered on Wednesday or Thursday, depending on delivery location. Packages that are dropped off on Thursday may not be delivered until the following Monday or Tuesday. Please note that USPS does not guarantee delivery times and we have had delivery take up to four days.

Projects requiring shipment will be prioritized for processing at the CLC, however, lead times for fabrication must be taken into consideration when submitting files. The CLC is currently not open and operating on weekends. If your file is submitted on a Friday, it may not begin processing until Monday, with possible shipping on Tuesday.

When submitting your files, be sure to adhere to the file submissions standards to guarantee a smooth fabrication process. Your project will not be processed if it is not properly formatted. Lead times for processing may vary depending on the overall workload and demand for individual labs. Typically, the laser lab has the quickest turnaround and the CNC lab will have the longest, and usually requires additional consultation with CLC staff via Microsoft Teams. 3D prints can take up to two days depending on size, print quality and filament type.

As with projects picked up in person, shipped projects will still require time for post-processing, finishing and assembly. Be sure to factor in additional time based on the scope of your project.