

#2 SAMPLE UPS INTRODUCTION EMAIL

From: UPS Enterprise Director

Sent: Thursday, January 11, 2018

To: Babymaker Hospital Contact

Subject: UPS & STATE LAB: REPLY WITH SPECIMEN PICK UP TIMES & LOCATIONS BY 1/18

Importance: High

Babymaker Hospital - Welcome to UPS!

My name is Cassie Dyer and I am the UPS Enterprise Account Director responsible for the Great State New Born Screening program. As stated in a letter from Dr. Marci Incharge, Director of Great State Lab, UPS is reaching out to your facility to gather some pick up information prior to our web-based training sessions in the coming weeks. Please complete the areas **highlighted in blue** for your facility in an **email reply to [UPS Enterprise Director@UPS.com](mailto:UPS_Enterprise_Director@UPS.com) by end of day Thursday, January 18**. Remember, there is only **one reply** per facility, therefore a response from everyone copied on this email is not necessary.

Please be as specific as possible in describing your pick up location and provide a pick-up window of 1 – 2 hours. An example is below:

Monday – Friday Specimen Exact Pick Up Location:	Babymaker Hospital, Sarah Laboratory, 5 th Floor, Lab – Front Desk
Monday – Friday Specimen Pick Up Time:	4pm – 6PM
Saturday Specimen Pick Up Exact Location:	Babymaker Hospital, Joshua Laboratory, 6 th Floor, Lab Central Processing Window
Saturday Specimen Pick Up Time:	2pm - 4pm

Monday – Friday Specimen Exact Pick Up Location:	
Monday – Friday Specimen Pick Up Time:	
Saturday Specimen Pick Up Exact Location:	
Saturday Specimen Pick Up Time:	

UPS Express envelopes will be supplied for the movement of specimens. All UPS supplies will be shipped to the pickup location your facility provides in your email response.

Thank you in advance for participation with State Lab and UPS for your NBS specimens to be transported to expedite the screening process. If you should have questions about this process please contact Yvonne Knowlagableone (212-555-0000) at the State Lab. The date and time of the web-based training is forth coming.

Warmest regards,



Cassie Dyer

Director, Enterprise Accounts – State Government

Babymaker Hospital

UPS Account # XXX111