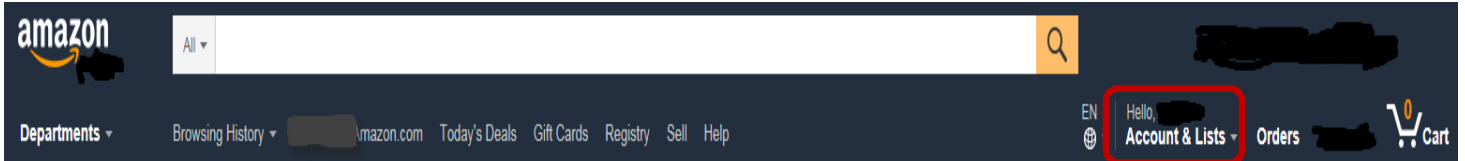


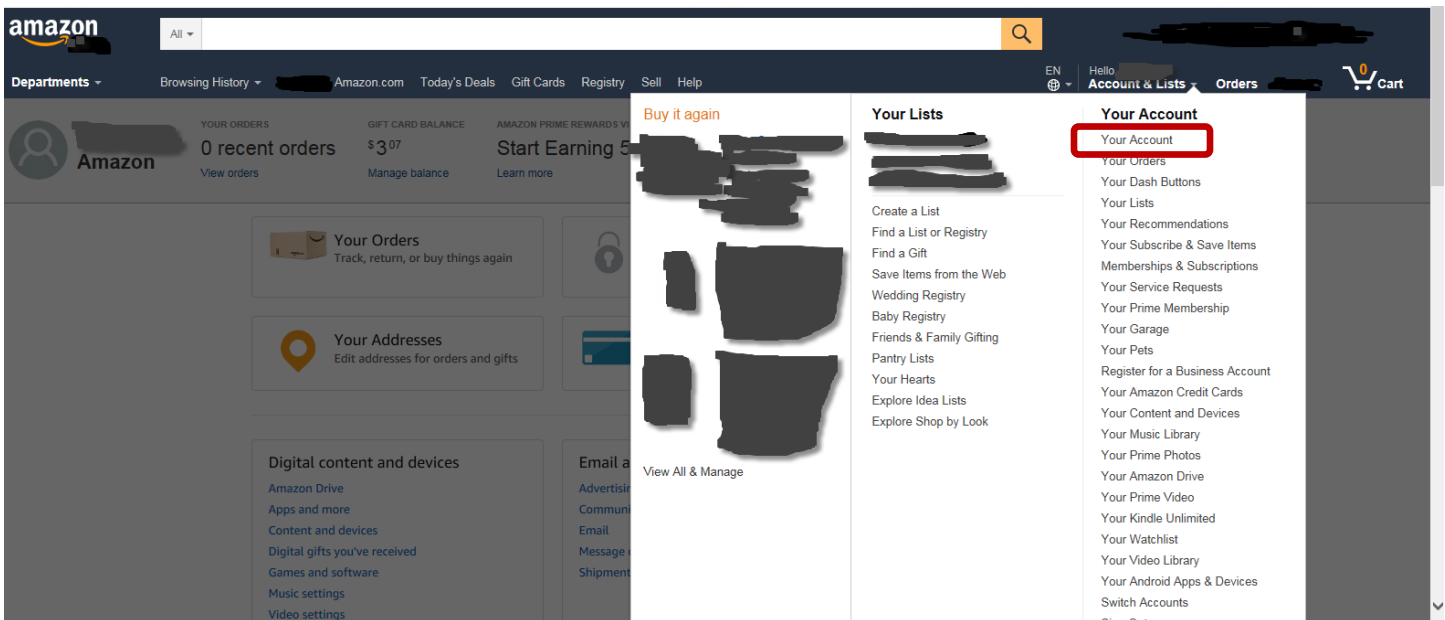
## Amazon – Delivery dates & times options

These instructions will help you to change the delivery dates to prevent weekend deliveries to campus. This will also limit the time frame to business hours (8:00 – 5:00)

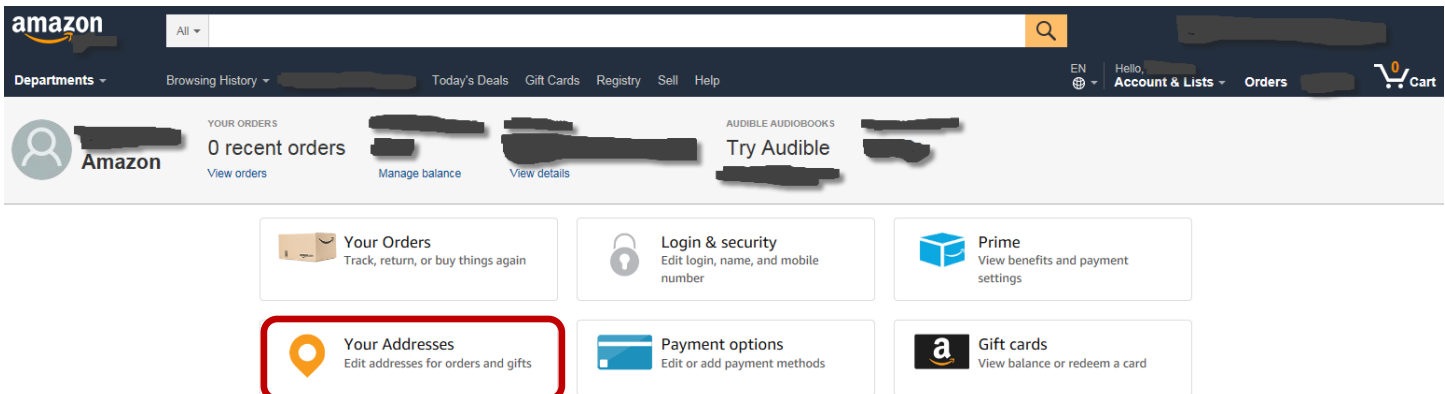
1. Go to Amazon and select Account & Lists



2. Click on Your Account



3. Click on Your Addresses



4. Select Edit on your TWU address

**Procurement Services**  
1200 FRAME Street  
DENTON, TX 76209  
United States  
Phone number: 940-898-3580

[Edit](#) | [Delete](#) | [Set as Default](#)

5. Click on “I can receive packages on Saturday and Sunday”

### Edit your address

**Country**  
United States

**Full name**  
Procurement Services

**Street address**  
1200 Frame Street  
Apartment, suite, unit, building, floor, etc.

**City**  
DENTON

**State / Province / Region**  
TX

**Zip code**  
76209

**Phone number**  
940-898-3580

May be used to assist delivery

**Security access code (Optional)** [Learn more](#)  
For buildings or gated communities

### Additional Address Details [\(What's this?\)](#)

Preferences are used to plan your delivery. However, shipments can sometimes arrive early or later than planned.

**Weekend delivery**  
▶ I can receive packages on Saturday and Sunday

Save changes

- Uncheck the Saturday & Sunday buttons

### Additional Address Details [\(What's this?\)](#) ▾

Preferences are used to plan your delivery. However, shipments can sometimes arrive early or later than planned.

#### Weekend delivery

▾ [I can receive packages on Saturday and Sunday](#)

I can receive packages on

Saturday       Sunday

*i* By unchecking both boxes, you are opting out of weekend deliveries



Save changes

- In the Security access code section type the delivery hours. The delivery truck driver can see these instructions.

### Security access code (Optional) [Learn more](#) ▾

Delivery hours: 8:00-5:00

- Save your changes