

**MAIL ADDRESS:**

Your new mailing address is:

**(Your Name)  
Mail Stop: (Your HMC/UW Mail Stop #)  
Harborview Medical Center  
325 Ninth Avenue  
Seattle, WA 98104**

**Where to pick up your mail: 1<sup>st</sup> Floor Delivery Dock Mail Room  
Your Badge will open this door**

**STATIONERY AND BUSINESS CARD ADDRESS:**

Please allow for both mailing and business location information on your business cards or stationary. Following is an example; please confirm your six digit mail stop number for your mailing address as well as your room number for your business location (e.g. 3NJ-333).

**Valerie K. Leadon**  
Assistant Manager, Procurement Services

Mailing address:

Mail Stop: 359795  
Harborview Medical Center  
325 Ninth Avenue  
Seattle, WA 98104

Business Location:

Room 3NJ-333  
Ninth and Jefferson Building  
908 Jefferson Street  
Seattle, WA 98104

**PACKAGE DELIVERY INFORMATION:**

Receiving Dock Personnel will deliver to the designated location on your floor.

This location must be manned during business hours for delivery receipt signatures.

All deliveries must be addressed following this structure:

**Jack Smith (Your Name)  
3NJ-333 (Your Room#)  
Receiving Dock  
908 Jefferson Street  
Seattle, WA 98104**