Delivery Instructions and Schedule

How to Order

- **Standard** and **Same Day** orders must be placed through FileBridge.

- **Rush** and **After Hours/Emergency** orders must be placed by calling Client Care at 770-921-9048.

Delivery Schedule

Standard service hours are Monday through Friday, 8am to 5pm.

- **Standard**: Orders placed by 3pm will be delivered by 5pm the next day.

- **Same Day**: Orders placed by 11am will be delivered by 5pm the same day.

- **Rush**: Orders placed before 3pm will be delivered within 3 hours. Orders placed after 3pm will be delivered by 10am the next day.

- **After Hours/Emergency**: Orders placed after business hours, weekends, or during holiday hours.

Refer to the Emory University Rate Schedule for delivery fees.