

Dear Valued Partner,

We would like to inform you that **Auxiliary Services will be moving to the new Musketeer Mezzanine located on the south side of Fenwick Place as of Wednesday, December 21<sup>st</sup>**. Our entrance faces the Xavier Yard and Hoff Dining Commons. The best places to park in relation to our office would be the Smith Hall (Williams College of Business) lot or Husman Hall lot (across from Currito Burrito). Please see attached Xavier Campus Map.

All of the campus services that we currently provide to the Students, Faculty, Staff, and visitors of Xavier University will remain the same while allowing us to be more centrally located.

The following is our on-campus contact info, shipping, and mailing address:

**Billing Address**

*Auxiliary Services  
Xavier University  
3800 Victory Parkway  
Cincinnati, OH 45207-3341*

**Shipping Address**

*Auxiliary Services  
Xavier University  
1625 Herald Avenue  
Cincinnati, OH 45207*

**\*Please note:** Our phone and fax numbers have remained the same.

*Phone: (513) 745-4281*

*Fax: (513) 745-4288*

For more information, please visit our website at [www.xavier.edu/auxiliary-services](http://www.xavier.edu/auxiliary-services) or stop by in person, see our new location, and meet our staff.

Wishing you and your families a Happy and Safe Holiday Season!

The Auxiliary Services Team

*Tom Barlow*

*Jon Beres*

*Bill Moran*

*Donna Williams*

*Rita Winters*

