

Who to Call

GENERAL SERVICES LUBBOCK

DOCUMENT SERVICES

Electronic imaging (Laserfiche).

Stop 9033 | BC351 | 743-4719 | DocumentServices@ttuhsc.edu | [Website](#)

GENERAL STORE

Retail sale of postage, lab coat patches, etc. Departmental sale of postage stamps and common use items such as clinical labels. Collection point for all outgoing items i.e. USPS, UPS, FedEx and other carriers.

Stop 9415 | BA350 | 743-2021 | MailService@ttuhsc.edu | [Website](#)

PAGERS

Pagers rented through TAS.

Stop 9415 | BA350 | 743-2021 | Pagers@ttuhsc.edu | [Website](#)

PRINTING CENTER

Stationery, brochures, booklets, posters, forms, and other types of printing. Graphic design and bulk mailing services. Retail sale of student notes and copies.

Stop 9003 | BC351 | 743-2016 | PrintingCenter@ttuhsc.edu | [Website](#) | [Online Orders](#)

PROMOTIONAL ITEMS

Promotional items, giveaways, and awards.

Stop 9003 | BC351 | 743-2016 | PromoPlace@ttuhsc.edu | [Website](#)

RECEIVING & MAIL

All departmental incoming items - i.e. USPS, FedEx, UPS, and other carriers.

Stop 9085 | BA085 | 743-2092 | Receiving@ttuhsc.edu | [Website](#)

SHRED SERVICE

Paper shredding and recycling service. Bin rental available.

Stop 9012 | BA350 | 743-4719 | DocumentServices@ttuhsc.edu | [Website](#)

SURPLUS

Pickup, redistribution and sale of surplus.

Stop 9019 | BB125 | 743-2099 | GeneralServices@ttuhsc.edu | [Website](#)

SWIFT PRINT

Placement and service of the rental copier fleet.

Stop 9010 | BC351 | 743-2094 | SwiftPrint@ttuhsc.edu | [Website](#)

VEHICLES

Voyager card transactions and vehicle certification. Lubbock rental of TTUHSC vehicles for official business use.

Stop 9085 | BA350 | 743-2093 | VehiclereRtals@ttuhsc.edu | [Website](#)

GENERAL SERVICES

Not sure who to call? Questions or an issue with one of the services listed above? Did one of our team members go beyond service?

Stop 9012 | BA350 | 743-2090 | GeneralServices@ttuhsc.edu | [Website](#)