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

PROMOTIONAL ITEMS
Promotional items, giveaways, and awards.
Stop 9003 | BC351 | 743-2016 | PromoPlace@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

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