



Document Source Print and Mail

Print and Copy Services

The University provides copying, duplicating, and mail services to the University's students, faculty, staff, and departments.

The Document Source is a full-service print and mail center located in the Student Union. The professional staff provides services such as collating, stapling, folding, cutting, various binding, presentation folders, Federal Express, and color copying. The Document Source can produce brochures, business cards, invitations, resumes, booklets, and flyers.

University Mail Guidelines

Postal and Faculty Boxes

All on-campus and off-campus mail is sent through the Department's campus mailbox. A list of departmental mailbox numbers and a list of employee box numbers may be obtained from the Human Resources Office web site at: http://www.southeastern.edu/admin/hr/general_information . Departmental boxes are used for University business only. Faculty and staff members can rent personal boxes if interested.

For more information on services provided by the University Mail Center, faculty and staff should contact the University Mail Center at 985-549-5565 or documentsource@southeastern.edu. The University Mail Center is located in the Student Union. Details about services can also be found at https://www.southeastern.edu/admin/doc_source.

Things to remember regarding metered mail:

- No staples – staples cannot run through the machine.
- Metered mail must have a budget number on the item (or on the top item of the bundle).
- A return address must be included on all metered mail.
- Outgoing metered mail must be at the University Mail Center by 2:30 pm in order for it to be included in the 3:00 pm pickup. Otherwise it will be mailed the following day.
- International mail must be separated from U.S. mail.

Using Correct Addresses

The following address format should be used:

NAME
SLU (box number)
HAMMOND, LA 70402

UPS/Receiving Station

When placing orders, please ask the vendor to clearly identify the office and person the package is to be delivered to, along with the correct physical address. An example of the information needed is:

SLU Receiving Station
Computer Equipment Resales
Mr. Ralph Schellenberger
P.O., R.O., or Req#
800 North Oak Street
Hammond, LA 70402