

# Who to Call

## GENERAL SERVICES LUBBOCK

### DOCUMENT SERVICES

Electronic imaging (Laserfiche) and paper shredding.

**Stop 9033 | BAB103 | 743-4719 | [DocumentServices@ttuhsc.edu](mailto:DocumentServices@ttuhsc.edu) | [Website](#)**

### GENERAL STORE

Retail sale of postage, student notes, copies, lab coat patches, etc. Departmental sale of postage stamps and common use items such as clinical labels.

**Stop 9415 | BC351 | 743-2021 | [MailService@ttuhsc.edu](mailto:MailService@ttuhsc.edu) | [Website](#)**

### PAGERS

Pagers rented through Lubbock Radio Paging.

**Stop 9415 | BC351 | 743-2021 | [Pagers@ttuhsc.edu](mailto:Pagers@ttuhsc.edu) | [Website](#)**

### PRINTING CENTER

Stationery, brochures, booklets, posters, forms, and other types of printing. Graphic design and bulk mailing services.

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

### PROMOTIONAL ITEMS

Promotional items, giveaways, and awards.

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

### RECEIVING & MAIL

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

**Stop 9085 | BA085 | 743-2903 | [Receiving@ttuhsc.edu](mailto:Receiving@ttuhsc.edu) | [Website](#)**

### SURPLUS

Pickup, redistribution and sale of surplus.

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

### SWIFT PRINT

Placement and service of the rental copier fleet.

**Stop 9010 | BA112 | 743-2094 | [SwiftPrint@ttuhsc.edu](mailto:SwiftPrint@ttuhsc.edu) | [Website](#)**

### VEHICLE FLEET MANAGEMENT

Voyager card transactions and vehicle certification.

**Stop 9085 | BA085 | 743-2903 | [GeneralServices@ttuhsc.edu](mailto:GeneralServices@ttuhsc.edu) | [Website](#)**

### VEHICLE RENTAL

Rental of TTUHSC vehicles for official business use.

**Stop 9012 | BA112 | 743-2090 | [GeneralServices@ttuhsc.edu](mailto:GeneralServices@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 | BA112 | 743-2090 | [GeneralServices@ttuhsc.edu](mailto:GeneralServices@ttuhsc.edu) | [Website](#)**