



Document Source Print and Mail

Print and Copy Services

The University provides copying, duplicating, and mail 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-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.

