



MAIL SERVICES

Students Shipping Packages From Campus

Campus Mail Services provides students with several options when shipping items, such as UPS, FedEx and DHL.

Due to a limited number of boxes and packing material, it may be better to bring your packages ready to mail.

Payment for package delivery is due upon completion of shipping. We can only accept cash or personal checks. Students will be allowed to use his or her W&L University I.D. card to charge the postage to your account, but we cannot accept credit cards.

You can bring any pre-paid item to the University mailroom, and we will ensure that it is picked up by the appropriate carrier.

Please use your local P.O. box when shipping packages or letters through the United States Postal Service.

Example:

Your Name
P.O. Box #
Lexington, VA 24450

Please use the your campus address when shipping packages via UPS, FedEx, etc.

COPY SERVICES STAFF:

Amy Milliner

Copy Services Assistant
amilliner@wlu.edu

Michael Rhodes

Copy Services Technician
mrhodes@wlu.edu

Contact:

(540) 458-8448

Fax: (540) 458-8061

copycenter@wlu.edu

go.wlu.edu/copy

MAIL SERVICES STAFF:

Chris Adkins

Supervisor
cadkins@wlu.edu

Brandon Craney

Mail Clerk
bcraney@wlu.edu

Contact:

(540) 458-8573

Fax: (540) 458-8061

cadkins@wlu.edu

campusmail.wlu.edu

Berkeley Harner

Assistant Director of Copy/Mail Services
bharner@wlu.edu

COPY AND MAIL SERVICES

EARLY-FIELDING BUILDING

Copy Services Hours

Monday-Friday

8:00 a.m. to 4:30 p.m.

(540) 458-8448



Mail Services Hours

Monday-Friday

8:30 a.m. to 4:30 p.m.

(540) 458-8573

WASHINGTON AND LEE
UNIVERSITY

Lexington, Virginia 24450-2116



COPY SERVICES

Below is a list of a few of our products offered by Copy Services to the student body, faculty and staff:

- Black/White Copies (up to 13 x 19)
- Color Copies (up to 13 x 19)
- Large Format Posters
- Lamination
- Book Binding
- Numbering/Perforating
- Cutting
- Folding/Stapling
- Padding
- Hole Punching
- Postcards
- Posters
- Business Cards
- Tickets
- Booklets
- Invitations
- Brochures
- Programs
- Newsletters

How much time do we need to produce your product?

We cater to the customer's needs. Please contact us early in your project so that we can discuss timelines for production.

If you are working with the publications department, you will need to contact them about time needed to design your piece. Please contact Cindy Lawson at clawson@wlu.edu or call 458-8957.

What kind of electronic files can we use?

Although we can use a variety of file formats, we prefer pdf files.

Who can design your publication?

Copy Services works in conjunction with the publications department here at the University. The publications department has a team of designers who can create posters or brochures for your committee or organization. Once you approve a design, your project will be sent directly to Copy Services. Please contact Cindy Lawson at clawson@wlu.edu or call 458-8957 when you begin planning your publication. Their office is located at 7 Courthouse Square.

To learn more about the publications department, visit the Washington and Lee web site: www.wlu.edu/x29104.xml

Use of the Bizhubs on campus

The bizhubs on campus are for your convenience. If you send a job to a bizhub and it does not print, please make sure your job has cleared the print cue or you delete it from the cue before moving to another bizhub. If it is left in the print cue and prints sometime later, you will automatically be billed for copies.

Public Copier Locations

In order to use one of these machines you must enter your University Card number.

For your convenience, copiers are located in the following places:

- Commerce School – 2nd Floor Reading Room
- Early-Fielding building – 2nd Floor
- Leyburn Library – Lower Level 1
- Leyburn Library – Main Level
- Leyburn Library – Main Level Lab
- Leyburn Library – Main Level Lab 1
- Science building – 3rd Floor Science Library
- University Commons – 3rd Floor

Example:

Your Name
Dorm & Room #
204 West Washington Street
Lexington, VA 24450-2116

Receiving Packages

Campus Mail Services receive shipments from UPS, FedEx, FedEx Ground and DHL. Packages that are received are logged into our arrival tracking system, and an e-mail is sent to the student notifying him or her that a package is at our location. A signature will be required in order for the student to obtain the package. Students are reminded that they must abide by the W&L University Honor System when picking up items. Students are not allowed to pick up packages for others without prior approval.

