

## Photocopying and Printing

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The offices for each faculty or department have photocopying machines for you to use. When you arrive on campus, you will be given an **account number**. Enter that number when you make copies. In most offices, you can copy from a hard copy (paper) or a digital copy by sending the file to the photocopy machine. Check with your office administrative assistant for more information on your department's policies for photocopying.

**Print Services** offers duplicating and offset printing to University departments, students and on-campus clients. Many types and styles of documents and forms are available. Some of the services available are: Offset printing of letterheads and envelopes

- Exam booklet preparation
- Booklets and brochures
- Collating services
- Cerlox and hard cover binding
- Laminating
- Bulk paper sales

Color printing (electronic & Flash files only). In many cases, your department's administrative assistant can assist with print services. The Print Services office is open from Monday to Friday from 8:00am to Noon and 1:00pm to 4:00pm. Contact Mail & Print Services staff for specific pricing information at (204) 727-9730 or email at: [print@brandonu.ca](mailto:print@brandonu.ca).

## Mail Services

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Mail Services handles all of the incoming and outgoing mail of the University. Some specialty services are available:

- registered mail
- expedited post
- express post
- parcel post.

The Mail Services area acts as the central depot for incoming special deliveries such as Purolator, CanPar, UPS, and FedEx. Items are received by the Mail & Print Services staff and delivered to special locations on campus by Physical Plant staff.

If you are expecting a time or product sensitive delivery, please notify Mail & Print Services staff. Mail Services at (204) 727-9627 or by email at: [print@brandonu.ca](mailto:print@brandonu.ca)