



copy | print | mail

xerox™ Business Solutions Southwest

## Mail Services Request Form

Mail Stop / Department Name Change

- |   |  |
|---|--|
| <input type="checkbox"/> Request for Mail Stop      | <input type="checkbox"/> Relocation of Mail Stop       |
| <input type="checkbox"/> Department Name Change     | <input type="checkbox"/> Department Merge              |
| <input type="checkbox"/> Cancel Mail Stop Temporary | <input type="checkbox"/> Pick up Mail at Mail Services |

Department Name: \_\_\_\_\_

Old Department Name (If Applicable): \_\_\_\_\_

Department Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Miscellaneous Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please email this form to:**

**Jesus A. Martinez**

Assistant On-Site Manager for Print & Mail Services

Xerox – Business Solutions Southwest

Union East, Room 108

Phone: (915) 747-5677

Email: [mailservices@utep.edu](mailto:mailservices@utep.edu)

Website: <http://https://www.utep.edu/vpba/printing-copy-mail/>

SharePoint: <https://minersutep.sharepoint.com/sites/Postage>