



Southern Utah University

Sherratt Library's

Copy & Post (435) 865-8440 CopyShop@suu.edu

Copy & Post Products

Butcher Paper

Index Cards

Notebooks

Packaging Supplies

Paper (Resume, Cardstock, Colored)

Pencils

Poster Boards

Scantrons

Stamps and Envelopes

Services

Comb or Spiral Binding

Copies & Prints (b&w or color)

Die Cutting

Document Numbering

Faxing

Free Shredding

Hole Punching

Industrial Cutting

Lamination

NCR Copy (carbonless forms)

Poster Printing

Pouch Laminating

(ex. Health Insurance Cards)

Post Office Services

PO Box Rental

Dept. Mail Drop off

USPS, FedEx & UPS Drop off

Mail Forwarding w/ restrictions

Domestic Money Orders

All classes of USPS mail including:

Insured Mail

Certified Mail

International Mail

USPS Priority

Priority Flat Rate Boxes/ Envelopes

Signature Confirmation

Delivery Confirmation

Return Receipt

Other Types of Mail Services

FedEx (with restrictions)

UPS (with restrictions)

Monday – Thursday 7am-10pm

Friday 7am-6:45

Saturday 3pm-6:45pm

Sunday 6pm-9:45pm

Hours differ during Holidays and Summers

Post Office hours differ from the main

Copy & Post Hours

Monday - Friday 8:00 AM-4:00 PM

Closed on all SUU and USPS holidays

Outgoing mail is picked up at 2pm

