

**BAKER COLLEGE OF AUBURN HILLS  
COPY & MAIL DISTRIBUTION CENTER  
2013-2014**

Barbara Lawton  
Copy & Mail Center Coordinator

Phone Number: 248-276-6677  
Fax Number: 248-276-8297 (located in the Business Office)  
Email: [mailcenter-ah@baker.edu](mailto:mailcenter-ah@baker.edu) and [copycenter-ah@baker.edu](mailto:copycenter-ah@baker.edu)

DEPARTMENT HOURS – Fall/ Winter/ Spring/ Summer Quarters:  
Weeks 1-10: Monday through Friday from 8:00 a.m. to 6:00 p.m.  
Weeks 0, 1, 2, 5, 9 and 10 Saturday from 9:00 a.m. to 1:00 p.m.

These hours are subject to change during the quarter. Please refer to Baker College Website- Auburn Hills Campus for details.

Please direct any questions or concerns to the Business Office at (248) 276-6677.

**COPY SERVICES - Open daily Monday- Friday, 8:00A.M.to 6:00 P.M.**

As an option, copy requests or questions may be sent via email: [CopyCenter-AH@Baker.edu](mailto:CopyCenter-AH@Baker.edu)

1. Faculty and Staff Copy Requests:

\* Option 1: *“In by noon, out by 6:00 p.m. the next business day” (30 hour turnaround).*  
Limitations: Maximum of 5 requests per individual, per day; maximum of 35 copies of up to 25 pages per document.

\* Option 2: *“In by 6:00 p.m., out by 6:00 p.m. two business days later” (48 hour turnaround).*  
Limitations: Maximum of 5 requests per individual, per day; maximum of 35 copies of up to 50 pages per document

\* Option 3: “Self- Service”

2. Walk – In Requests:

\* Option: “First Come First Serve” Limitations–  
Contingent upon machine availability.

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Please adhere to all copyright laws. Please also be familiar with Baker College's copyright policy available on the website: [www.Baker.edu](http://www.Baker.edu)

**MAIL SERVICES- Open daily Monday- Friday, 8:00A.M. to 6:00 P.M.**

As an option, requests for assistance or questions may be sent via email: [MailCenter-AH@Baker.edu](mailto:MailCenter-AH@Baker.edu)

\* All mail to be metered should be brought down to the Copy & Mail Distribution Center (CMDC) by 11:00 a.m.; mail brought down after 11:00 a.m. will be metered the next business day.

\* However, mail can be brought down to the CMDC at any time during the day.

\* No personal mail is handled in the CMDC.

\* Please notify CMDC two (2) days in advance of all mail 100 pieces or more.

\* Certified Mail and Priority Mail can be metered; however the USPS recommends that Certified Mail be taken directly to the US Post Office to ensure accurate processing. However, if Certified Mail is elected to be placed in Campus mail box, then processing will occur the same as regular metered mail.

**REMINDER: Jeff Love's campus mail box is located in the Academic Office.**

**INTER- DEPARTMENT MAIL daily PICK UP SERVICE**

\* Inter-department mail will be picked up daily at 3:00 p.m.

\* All mail needs to be placed in an inter-department envelope for each Department. Please fill out envelope completely to insure correct delivery.

\* All mail not in an inter-department envelope will not be picked up.

**TECHNOLOGY BUILDING MAIL/ PACKAGES**

\* Mail is picked up from Room 209 between 3:00 p.m. and 4:00 p.m. daily, and delivered to the Tech Building.

\* Mail should be enclosed in an Inter-departmental envelope.

\* Career Service mail is also a part of this collection.

**CAMPUS TO CAMPUS MAIL**

\* Mail should be sealed and sorted in appropriate CMDC mail box when brought down to the CMDC.

\* Currently, there are CMDC boxes for Allen Park, Clinton Township and Flint.

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\* Mail will be sent out on Tuesday and Thursday of each week. If your mail is a priority and requires being mail ASAP, then please inform staff.

**UPS PACKAGES**

\* UPS packages need to be in the CMDC by 3:00pm for pick up. Each office is responsible for bringing package to the CMDC.

\* All packages need to have a UPS label affixed to the package, and placed in the designated pick up area. (Notify CMDC staff of leaving a package)

\*Contact the Business Office if you need a label made.

\* Information needed for a label:Company Name, Contact Person (if applicable), Telephone Number, Address, City, State and Zip Code.

**REMINDER: DELIVERY ROUTE IS REQUIRED**

\*Ground Delivery Commitment -Day-definite delivery typically in one to five days. Generally if destination is Michigan, the package gets there the next day. Cost is low.

\*Next Day Air Delivery Commitment- Next business day delivery by 10:30a.m., 12:00 noon, or end of day, depending on destination. Cost is generally 2 to 3 times more.

**FED EX PACKAGES**

\* A call to FedEx is now required for pickup service. FedEx will give a confirmation number when requesting a pick up. (Notify CMDC staff when leaving a package for pick up). 1.800.463.3339

**OTHER**

- \* Additional responsibilities, duties and items of importance:
  - Sort and distribute incoming and outgoing mail daily
  - Sort and distribute UPS and Fed Ex packages daily

**KONICA MINOLTA COPY MACHINES**

\* For service call 800-909-3117; for supplies call 800-909-3114; for all other matters call the Business Office at 248-276-8211.