

**Shipping & Receiving/Mailroom**

Medical Education Building

5001 El Paso Dr., Rm. 1175

El Paso, TX 79905-2700

MEB Office No.: (915) 783-1500

AEC Office No.: (915) 545-6539

**Information:**

In order to process mail in a timely manner:

- Outgoing U.S. mail must be in the mailroom by 3:00 p.m.
- Federal express and Lubbock mail must be in the mailroom no later than 4:00 p.m.

Any mail received after time given will be processed next business day.