All class mailings must be processed through the Office of the Alumni Association who will coordinate with the University’s Office of Print and Mail Services. *That office will bill you directly for their services; we do not charge for our services.* Class mailings can be submitted by class officers but all must have the authorization of the Class President. For a joint event with members of another class, you must obtain approval from that class’ President and send it to us.

To expedite your mailings, all pieces of the mailing must come from one source. We cannot begin the mailing process until all pieces have been received.

**Requests and inquiries should go directly to:**

- **Email**
  acmail@princeton.edu
- **Fax**
  609-258-2740
- **US Mail**
  Alumni Mailing Services
  P. O. Box 291, Princeton, NJ 08542-0291
- **Overnight mail**
  Alumni Mailing Services
  73 Nassau Street, Maclean House
  Princeton University, Princeton, NJ 08544

Please note, sending your mailing elsewhere will delay the process.

**Logos and Stationery**

Logos must be drawn in Adobe Illustrator and saved as a .ai or .eps file, then submitted to us. All text must be converted to outline to avoid any font issues. If your logo uses trademarked images, you must secure permission for such use. Princeton Orange is Pantone 158.

The professional design staff in Print and Mail Services will be more than happy to assist you in the design of your logo for a modest fee.

You are responsible for making sure we have ample class letterhead and envelopes in stock on campus. You should plan to have enough to complete anticipated mailings for the year. Not having the stationery stock will delay your mailing. Please contact Alumni Mailing Services at acmail@princeton.edu for confirmation of your inventory.

**Mailings**

Your request must include the following:

- a list of the pieces to be included
- who should receive the mailing (classmates, honorary members, PAW widows, specials, regional selects, etc.)
- type of letterhead and envelopes to be used
If you would like us to use your signature, e-mail a scanned copy or mail a sample using black ink. Be sure to verify event dates and contact information, and make sure the apostrophe next to a class year is correct (example: ’95 – not ‘95.) Errors or revisions will delay the mailing and may raise your mailing costs.

We require a 2-3 week turnaround for mailings. Please allow yourself ample time for proofing.

Electronic documents are preferred and should be attached to your e-mail as MS Word (.doc), rich text (.rtf), or as text (.txt).

If you do not have access to email, you may submit paper copies of letters and forms by snail mail. The left margin on the first page should be 2.5 inches so it will fit on your masthead (list of officers). Please do not fax your letters, the copy is almost always unusable and causes a delay if we need to retype them.

Postcards are inexpensive and have a quick turnaround for short notes. Just send the text (e-mail, U.S. mail or fax) and we will format the card and send you a proof for your approval.

When your mailing is processed, you will receive a copy of the request that is sent to Print and Mail Services. The form contains the mailing job number, and will make it easier for you to match any bills that you receive with work that was done for your class. You should keep these for your files.

Alumni Mailing Services’ goal is to provide the highest level of service possible to meet the ever changing communications needs of our classes. Let us know how we can help you; we welcome your suggestions and questions.

Contact: Ruby Bragg h59, 81
Tel: (609) 258-3243
Fax: (609) 258-2740
E-mail: rubyedoo@princeton.edu

E-mail to use for mailings: acmail@princeton.edu

US Mail: Alumni Mailing Services
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Princeton, NJ 08542-0291

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