



ALUMNI MAILING SERVICES

FY2009-2010

The Office of the Alumni Association processes all class mailings through the University Printing and Mailing Office. Printing & Mailing will bill you directly for their services. Class mailings must be submitted by class officers with the authorization of the Class President. To send a mailing for a joint event to members of another class, you must obtain approval from that particular Class President and send it to us.

All pieces of the mailing must come from **one** source. We will not begin the process until **all** pieces have been received.

To ensure trouble-free processing of your mailing:

- Requests and inquiries should go directly to:
 - acmail@princeton.edu for e-mail
 - **Alumni Mailing Services** for hard copy and faxes (see information below)
 - Sending it elsewhere can delay the process.
- You are responsible for making sure we have ample letterhead and envelopes for your class 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.
- You must include instructions for the following:
 - a list of the pieces to be included
 - who should receive the mailing (classmates, honorary members, *PAW* widows, all widows, specials)
 - what kind of letterhead and envelopes should be used
- You may submit hard copy letters and forms. The first page left margin should be 2.5 inches so it will fit on your masthead (list of officers). Please be sure to proof letter thoroughly. Errors or revisions will delay the mailing.
- Electronic documents should be attached as MS Word (.doc), rich text, or as text in an e-mail.
- Postcards are inexpensive and 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.
- If you would like us to use your signature, e-mail a scanned copy or mail a sample using black ink.
- Logos must be drawn in adobe illustrator and saved as an illustrator.ai file or illustrator.eps file, then submitted to us. All text must be converted to outline format to avoid any font issues. Princeton Orange used by most classes is Pantone 158. You may hire Printing and Mailing to design your logo.
NOTE: If your logo uses trademarked images, you must secure permission for such use.

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We require a two-to-three week turnaround for mailings. Please allow yourself ample time for proofing. Be sure to verify event dates and contact information, and make sure the apostrophe next to a class year is correct (example: ' – not '.)

When your mailing is processed, you will receive a copy of the request that is sent to Printing and Mailing. 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.

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

Contact: Ruby Bragg h81
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
P. O. Box 291
Princeton, NJ 08542-0291

Overnight Mail: Alumni Mailing Services
73 Nassau Street, Maclean House
Princeton University
Princeton, NJ 08544