



ALUMNI MAILING SERVICES

FY 2008 – 2009

The Office of the Alumni Association can assist regional associations in processing mailings through the University Printing and Mailing Office. To ensure trouble-free processing of your mailing, please make note of the following information:

- **Authorization** – Mailings must be submitted by regional officers with the authorization of the regional president. To send a mailing for a joint event to members of another region, you must obtain approval from that regional association’s ranking officer and send it to us.
- **Required Information** – With each mailing job, please include all of the following:
 - A list of pieces to be included (i.e., envelope, letter, reply card)
 - Requested paper stock and dimensions (i.e., pre-printed association stationary, or “orange cardstock postcard measuring 4x6”)
 - Intended recipient list (i.e., alumni, parents (of current students or all), widows, etc.)
 - Any/all graphics to be included, such as a logo or scanned signature
- **Submission Tips:**
 - All pieces of the mailing must come from **one** source.
 - We will not begin to process your mailing until **all** pieces have been received.
 - Electronic documents should be attached as MS Word (.doc), rich text, or as text in an e-mail. You may submit hard copy letters and forms, as well, by fax or mail.
 - **Please be sure to proof text thoroughly.** Errors and revisions will delay the mailing.
 - For postcards, you may send the desired text and we will format the card, then send a proof.
- **Graphics and Design Tips:**
 - If you provide your own logo, it must be drawn in Adobe Illustrator, saved as an illustrator.ai or illustrator.eps file, and submitted along with other documentation.
 - If your logo uses trademarked images, you must secure permission for such use.
 - You may also hire Printing and Mailing to design your logo.
 - The official “Princeton Orange” color is Pantone 158.
 - All text must be converted to outline format to avoid any font issues.
 - You may purchase letterhead and envelopes with the University’s official orange and black shield for your mailing.
 - If you would like us to create a scan of your signature, please mail a sample in black ink.
 - The correct apostrophe for a Princeton class year is ’ – not ‘.
- **Turnaround Time** – We require a **two-to-three week** turnaround for mailings. Please allow ample time for proofing. Be sure to verify event dates and contact information.
- **Billing** – Printing and Mailing will bill you directly for their services. When your mailing is processed, you will receive a copy of the request that originally accompanied the job. The form contains the mailing job number, and will make it easier for you to match bills with individual projects.

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- **Submitting a Mailing** – Please follow the instructions above to avoid any potential processing delays. When ready to submit your request, email acmail@princeton.edu (using personal email addresses may delay processing time). For hardcopy and faxed pieces, use contact information below:

U.S. 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

Contact: Ruby Bragg h81
Tel: (609) 258-3243
Fax: (609) 258-2740
E-mail: rubyedoo@princeton.edu

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