ALUMNI PRINT & MAIL SERVICES

acmail@princeton.edu

All class mailings and print requests must be processed through Alumni Engagement, who will then coordinate with the University's Print and Mail Services. Class mailings can be submitted by class officers but all mailings 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. *The University Print and Mail Services will bill you directly for their services; we do not charge for our services.* All invoices will be sent mailed to Class Treasurers unless we are otherwise notified.

We cannot begin the mailing process until all pieces have been received. All pieces of the mailing **must come from one source**. To expedite your mailings, be sure to **verify event dates, and contact information**. For reunion mailings you should **verify all logistics along with having your reunion logo approved by this office** before submitting the mailing. All mailing and printing requests **must be sent directly to ACMAIL@PRINCETON. EDU** for processing. (*Sending the request elsewhere will delay the process*). If an estimate is needed please be sure to send in all particulars of the mailing and to allow extra time to obtain a quote.

LOGOS & STATIONERY
Logos **must be submitted in Adobe Illustrator and saved as an .ai or .eps file**. 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. Please let us know if you would like our professional design staff to assist you in the design of your logo.

You are responsible for making sure we have ample class/reunion letterhead and envelopes in stock on campus to complete anticipated mailings. Officers/Reunion Committee names and logos should be submitted early to set up a special masthead.

MAILING & PRINTING

- Your request must include a list of the pieces to be included. Let us know who should receive the mailing (classmates, honorary members, *PAW* widows, regional selects, etc.)

- We require a 2-3 week turnaround for mailings (allows ample time for proofing.)

- Postcards are inexpensive and a quick turnaround. Just send the text and we will format the card and send you a proof for your approval.

- Electronic documents are preferred and should be attached to your email as MS Word (.doc). Please do not send PDF's as they cannot be manipulated.

- Reunion Meal Tickets (*recommended by Dining Services*)

    - Submit meal tickets information as early as possible using the form on our website. Go to http://alumni.princeton.edu/volunteer/resources and log in to TigerNet under Reunions Volunteers.

    - A standard ticket will be color-coded with the date, time, location, and your class reunion logo. Tickets will be held in our office for pick-up by a student crew member or a Reunion Chair.

- Signs/Posters - Submit special signs/posters request as early as possible. Provide text, type of stock, size and quantity.

When your mailing and/or printing order is processed, the treasurer will receive a copy of the request that is sent to Print and Mail Services. The form contains the mailing job number, which will enable you to match an invoice to a print or mail request. 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:

M. Ruby Bragg
Alumni Mailings Coordinator
Tel: (609) 258-3243

E-mail to use for mailings:

ACMAIL@PRINCETON.EDU

US Mail:

Alumni Mailing Services
Princeton University
P.O. Box 5256
Princeton, NJ 08543