

Princeton University - Mail Services

Customer Service Form

In an effort to improve mail service we are soliciting student input as both complaints and suggestions about service. It is important to be specific and whenever possible to include supporting details e.g. an envelope postmarked March 3 but received on March 15 is significant and having the envelope will facilitate the investigation.

Mail Services
Customer Service Form

Date _____

Name _____

Class Year _____

Campus Mailing Address _____

E-mail address _____

Telephone number _____

Issue:

_____ Suggestion _____ Notification of Address change
_____ Complaint _____ Request a Mailbox
_____ Box Repair Requested _____ Stamp Vending Machine
_____ Combination Lock _____ Other

Suggestion:

Complaint:

_____ Mis-directed Mail – please return the mail to Room 106 in Frist so it can be properly redirected.

_____ Old postmark – have been waiting for mail reportedly sent on _____. Date received _____
Postmark date _____

_____ Damaged envelopes or package

_____ Other