



## Description of Properly Formatted Mailing Database

### Acceptable File Formats

File must be in one of the following formats:

- Excel
- Comma Separated Values (CSV) text format
- Tab-Delimited text format
- Access Database

Word files or text files that do not contain delimited or comma-separated data are not acceptable. Excel files that do not contain field formatted data (as described below) are not acceptable.

### Data Format

Addresses must be formatted with one row or line per address and separated into at least the following fields.

- Salutation
- First Name
- Middle Initial
- Last Name
- (the above name fields may be combined if the entire name can be used as it appears in the file without requiring any sorting by individual name components)
- Company Name (if desired)
- Address Line1
- Address Line2
- City
- State
- Zipcode

### Note:

If database is not supplied in the above format, we will charge database setup fees at \$80/hour to restructure the files we are given into the above format.