

Q&A:

Q: What types of files is acceptable for the mailing list?

A: Acceptable files can be formatted as:

1. .XLS – Excel (recommended)
2. .CSV – Comma delimited
3. .ASC – ASCII text file
4. .TXT – ACCII text file

Q: Does mailing list needs to be organized?

A: Mailing lists must be organized to fit the limit of 4 lines or less. Any extra lines will be an additional cost. (see sample 3)

1. Full Name: **(Required)**
 - a. Prefix **(Optional)** - (“Miss”, “Mr.”, “Mrs.”, etc...)
 - b. First Name
 - c. Middle Name **(Optional)**
 - d. Last Name
 - e. Suffix **(Optional)** (“Jr.”, “III”, “Ph.D”, etc...)
2. Title: **(Optional)**
 - a. Profession (“Owner”, “Manager”, etc...)
3. Company Name **(Optional)**
4. Department **(Optional)**
5. Address 1 **(Required)**
6. Address 2 **(Required If Any)**
 - a. Suite
 - b. P.O. Box
 - c. Apartment No.
7. City **(Required)**
8. State **(Required)**
9. Zip **(Required)**

	A	B	C	D	E	F	G	H
1	FULL_NAME	COMPANY	ADDRESS_1	SUITE/APT	CITY	STATE	ZIP	
2	JOHN DOE	4 OVER, INC.	5900 SAN FERNANDO RD.	# B	GLENDALE	CA	91202	
3	JOHN SMITH	PRINTERS	123 FAKE ST.	24	NEW YORK	NY	10007	
4	JANE DOE	MAILERS	321 ALVERA ST.	204	LOS ANGELS	CA	91202	
5								
6								

Correct File Setup

	A	B	C	D	E
1	FULL_NAME	JOHN DOE	JOHN SMITH	JANE DOE	
2	COMPANY	4 OVER, INC.	PRINTERS	MAILERS	
3	ADDRESS_1	5900 SAN FERNANDO RD.	123 FAKE ST.	321 ALVERA ST.	
4	SUITE/APT	# B	24		
5	CITY	GLENDALE	NEW YORK	LOS ANGELS	
6	STATE	CA	NY	CA	
7	ZIP	91202	10007	91202	
8					
9					

Incorrect File Set-up

3

*****ENDOURSMENT****

-----LIMIT LINE-----

5th - JOHN DOE
 4th - 4 OVER, INC.
 3rd - 5900 SAN FERNANDO RD.
 2nd - SUITE# B
 1st - GLENADELA CA 91202-2765