



**YOUR SAVVY PARTNER FOR
MAILING, PRINTING AND DATA**

STANDARD FILE FORMATS FOR MAILING PURPOSES

The following file formats are requested when submitting address files for mailings.

Preferred file formats:

- 1) Spreadsheet (Microsoft Excel, QuattroPro, Lotus, etc.)
- 2) DBF/Dbase (Microsoft Access, dBase III, dBase IV or FoxPro)
- 3) Delimited text (Tab or other delimiting character text file)
- 4) CSV (Comma separated, variable width text file)
- 5) Fixed field (Field width is consistent throughout file for each record with the beginning and ending positions for each field defined)

Note: Other formats can be used but may require more extensive data processing work which may incur extra charges. These include, but are not limited to **Microsoft Word documents** or **Formatted Label files**.

Other important requirements:

- Do not include formatting characters (non-printing ASCII codes)
- Do not include headers, footers, subtotals, page breaks, or page numbers
- The information in fields must be consistent. For example, “names” are always in the same field, “addresses” are always in the same field.
- Be sure to indicate all fields you want to retain in addition to address fields.
- Record layout must be provided for fixed field length data files.

Excel Format Example:

First	Last	Address	Address 2	City	State	Zipcode
Joe	Smith	1234 S. Main St.		Chicago	IL	60605
Mary	Jones	34 N. Michigan Ave.	Apt 22	Chicago	IL	60605
Ralph	Green	2543 NE Pine St.	Unit 3	Berwyn	IL	60651

Comma Delimited File (aka CSV) (ASCII File) Example:

“Joe”,“Smith”,“1234 Main Street”,“,“,“Chicago”,“IL”,“60605”
 “Mary”,“Jones”,“34 N. Michigan Ave.”,“Apt. 23”,“Chicago”,“IL”,“60607”
 “Ralph”,“Green”,“2543 NE Pine Street”,“ Unit 3”,“Berwyn St.”,“Berwyn”,“IL”,“60651”

Fixed field text File (ASCII File) Example:

Joe Smith	1234 S. Main St.	Chicago	IL 60605
Mary Jones	34 N. Michigan Ave. Apt 23	Chicago	IL 60607
Ralph Green	543 NE Pine St. Unit 3	Berwyn	IL 60651

MAKE A GREAT PARTNER TODAY!

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