



ACCEPTABLE FILE TYPES

THE FOLLOWING LISTS ARE GUIDELINES FOR READILY ACCEPTED FORMATS. WE MAY BE ABLE TO PROCESS OTHER FORMATS.

MAILING LIST FORMATS:

ASCII COMMA DELIMITED (*.TXT OR *.CSV)
ASCII FIXED LENGTH (*.TXT, *.DAT OR *.SDF)
ASCII TAB DELIMITED (*.TXT)
EXCEL (*.XLS)
ACCESS (*.MDB)
DBASE (*.DBF)

GRAPHICS FORMATS:

*.JPG
*.GIF
*.TIF

TYPICAL FORM LETTER (PERSONALIZED) FORMATS:

WORD (*.DOC)

OTHER PRINTED MATERIAL FORMATS: (GENERIC LETTERS OR INFORMATIONAL SHEETS W NO MERGE DATA)

WORD (*.DOC)
ACROBAT (*.PDF)

OTHER FORMATS:

COMPRESSED FILES (*.ZIP) – WITH FILE INSIDE ARCHIVE AS ANY OF ABOVE

MEDIA/FILE TRANSMISSION

REEL TO REEL TAPES – ASCII OR EBCDIC – 6250 OR 1600 BPI
IBM 3480 FAMILY CARTRIDGES
3.5 FLOPPY DISKS
EMAIL
FTP
CDR
ZIP DISKS (100 MB OR 250 MB)

TYPICAL FILE LAYOUT

FULL NAME
TITLE
COMPANY
ADDRESS 1
ADDRESS 2
CITY
STATE
ZIP