

How to modify your data file to meet the following USPS standards:

- Access the data file. Sort by Nation and Delete any non US addresses
(if you do not want to mail international)
- Separate City/State/Zip into separate columns
**see instructions*
- Verify the leading ZERO exists in the Zip column
- * **Change Header Record Field Names to read as follows and in this exact order from left to right:**
 - **Name** (can be sent as one field or divided out into the name columns as indicated below:)
 - **Fname** (First name)
 - **Mi** (middle initial) –optional
 - **Lname** (last name)
 - **Suffix** – optional
 - **Address** (primary address)
 - **Address2** (secondary address) – optional
 - **City**
 - **State**
 - **Zip** (Must be in format of either 5 digits or you can include ZIP +4)
- Any extraneous columns need to be deleted before you save your file;
exception – if you need to keep a column for any reason be sure to indicate this to your printer when you submit the data file
- Save your data file as Excel – versions 97 to Excel 2010.
- Note: there should be only 1 worksheet in an excel file or it will not process correctly.
Please merge multiple files into one if possible.
Vendor will not rework your files.

Additional information needed if vendor will be returning the piece to you for mailing from your location.

- Postal CRID #
- Postal ID #
- Zip Code
- Permit#
- Mailroom Contact: Name and Phone #

If vendor is mailing from their facility they will place their permit # and indica on the piece.

- How are you mailing –
Pre-Sort Bulk or 1st Class?
- Be sure to let the vendor know that your piece is important. (First Class!)