



*SERVICE • SECURITY*

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*Giving us your file...*

Citymail can work with a great many file formats, however some formats are preferable because they do not need to be converted. Listed below, in order of preference is a listing of these formats and their common extensions:

|                       |                    |
|-----------------------|--------------------|
| ASCII Tab Delimited   | .asc / .tab / .txt |
| ASCII Comma Delimited | .asc / .csv / .txt |
| DBF3 or DBF4          | .dbf               |
| MS Excel              | .xls               |
| MS Access             | .mdb               |

In short, the program you use should set up your file like a spreadsheet where each row represents one address (or envelope to be printed) and each column represents a specific kind of information

| #1 | <u>Name</u> | <u>Title</u> | <u>Compny</u> | <u>Address 1</u>         | <u>Address 2</u> | <u>City</u> | <u>St</u> | <u>Zip</u> |
|----|-------------|--------------|---------------|--------------------------|------------------|-------------|-----------|------------|
| 1  | John Smith  | Director     | His Company   | 1 Main St                | Suite 99         | Boston      | MA        | 02101      |
| 2  | Joe Brown   | (blank)      | Joes Co       | 456 W 1 <sup>st</sup> St | (blank)          | Boston      | MA        | 02125      |

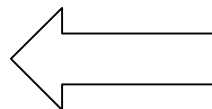
etc... If there is no information a "kind" of data, then a blank is left in the a column so all of the some kind of information falls in the same column.

Spreadsheet type files in one of the formats listed above are considered "*Mail Ready*"

Print image files (**.prn** - names are formatted for printing) are **not** preferred and take a great deal of time to reconvert for use!!!

|                  |            |
|------------------|------------|
| Mary B Johnson   | <b>NO!</b> |
| Vice President   |            |
| Her Company      |            |
| 789 Elm St       |            |
| Suite 1          |            |
| Boston, MA 02111 |            |

A printed image file looks like this



In order to achieve the best cost savings, domestic mail must have 2 address fields. Address 1 should contain **only** the actual street, PO Box address or Rural Route (with Box #) where the mail is to be delivered.

All the information should be placed in Address 2 (e.g. - suite, apartment, room, building, etc...)

Address 1 may contain:

- The street address (e.g. - 1 Main St [NOT - One Main St] or 456 W 1<sup>st</sup> St [NOT - 456 W First St])
- PO Box with a number or letter (e.g. – PO Box 2 or PO Box H) and should be Spelled PO Box (as opposed to POB or P.O. Box 150)
- Rural Route with a number (e.g. – RR 1 Box 10 or HC 63 Box 150)

Address 1 may **not** contain:

- Mail Stops (mail code)
- Both a PO Box and a Street address
- Company or College Department names
- Abbreviated street names
- College, University, or Campus mail box numbers
- Rural routes with a street (RR 1 Box 61 Main St)
- Any other extraneous information

Each time the Certification software encounters these non-standard items in the address field, it is considered an error and that record is ineligible for the bar-code discount.

If we must correct the format, a considerable amount of time will be spent cutting and pasting non-address information to conform to postal regulations. This can delay your mailing and could be at additional cost to you.

*Most importantly*

**We can provide the required Post Office certification only for those records, which the software approves.**