



Formatting your mailing list

Files Types that are compatible:

- XLS, XLSX – Excel
- CSV – Comma Separated
- ASC – ASCII Text File
- TXT – ASCII Text File
- DBF = Database File

Mailing lists should be set-up so that each field has its own column. This is an example of correctly formatted mailing list:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name	Address	City	State	Zip							
2												
3	John Smith	111 Main St	Fairfield	CA	94533							
4	Sue Jones	252 1st St	Suisun City	CA	94585							
5	Jack Johnson	963 Snow Dr	Vacaville	CA	95688							
6												
7												
8	First Name	Last Name	Business	Address	City	State	Zip					
9												
10	John	Smith	ABC Company	111 Main St	Fairfield	CA	94533					
11	Sue	Jones	XYZ Company	252 1st St	Suisun City	CA	94585					
12	Jack	Johnson	111 Company	963 Snow Dr	Vacaville	CA	95688					
13												
14												
15	First Name	Last Name	Business	Address1	Address 2	City	State	Zip				
16												
17	John	Smith	ABC Company	111 Main St	Ste 3	Fairfield	CA	94533				
18	Sue	Jones	XYZ Company	252 1st St	Unit 4	Suisun City	CA	94585				
19	Jack	Johnson	111 Company	963 Snow Dr	Apt 19	Vacaville	CA	95688				
20												
21												
22												