



DATABASE PREPARATION FOR MAILING



*** Acceptable databases are Microsoft EXCEL or Microsoft Access.
We can also work with ACT databases or any Comma Delimited database.

The keys to ensuring any database you supply works flawlessly, are;

- 1) A separate entry or field for each part of the record. i.e. First Name is a separate field from Last Name.
- 2) No commas are allowed in the address. i.e "1234 Oak Street, Suite 201" needs to be re-formatted to "201 - 1234 Oak Street"
- 3) Provinces and states must be in newer 2 digit format. i.e. Ontario can only be represented as ON, unacceptable formats are; Ont, Ont., ON., On., ONT, or ONT.
- 4) Cities must be in a separate field of it's own, not part of the street address.
- 5) Do not put a salutation next to the First or Last Name. If you wish a salutation (Mr., Mrs., etc) these too must be in a separate field.
- 6) Incomplete addresses will result in delays or rejection by Canada Post
- 7) Postal Codes must be of the format 3 digits "space" 3 digits. ie. N8X 3M5, not N8X3M5

Example of Microsoft EXCEL Database

	A	B	C	D	F	G	H
1	COMPANY	FIRST	LAST	ADD1	CITY	PROV	P.C.
2	A Little Something	Cherie	Green	1470 Pope Street	Windsor	ON	N9J 3R8
3	A-Total Security Systems	Victor	Calleja	396 Centennial Drive	Tecumseh	ON	N8N 2P2
4	A. B.'s Watch & Clock Shop	Samuel	Cerven	321 Tecumseh Road East	Windsor	ON	N8X 2R5
5	A.R.S. Stereo Ltd.	Peter	Angelidis	405 Tecumseh Road West	Windsor	ON	N8X 1G6
6	A.T.I. Building Materials	Charles	Hotham	3873 Walker Road	Windsor	ON	N8W 3T1
7	A2Zee Design House	Kathleen	Derbyshire	6075 Disputed Road	LaSalle	ON	N9H 1X6
8	Aabco Propane Inc.	Andy	Burton	5475 D'Cocco Court	Oldcastle	ON	NDR 1L0

We can also place other data into your merged letter, but this too must be in a separate field inside the database. ie. A car dealer may want to place the make and model of the vehicle last purchased in the letter body. So this Product Field may read - 2007 Ford Mustang for customer "A", then customer "B" may have - 2006 Chevy Cavalier in the Product Field. When in doubt, please call. Thank you again for your consideration.

Sincerely,