

**Professional Mailing Services
269 Commonwealth Drive
Carol Stream, IL 60188**

PHONE: (630) 510-1000

FAX: (630) 510-1003

When sending a list to Professional Mailing, please follow these guidelines:

1. All Fields Consistent

Example:

Name	Address 1	Address 2	City	St	Zip
Joe Doe	555 Smith Ave	PO Box 5	Lombard	IL	60148
Jane Doe	555 Smith Ave		Lombard	IL	60148

**** If the record does not have an address 2 skip that field.**

2. Type of file

A: Excel format with consistent fields

B: DBF with consistent fields

C: CVS with consistent fields

D: Comma-delimited ASCII Text with consistent fields

3. Please send a layout with your file. This ensures the fields that are important to your company are imported and included on you mailing piece.

Example:

Id, Name, Address, City, St, Zip

****If you do not want the ID to print you need to let us know that.**

If you have any questions, or need further assistance please contact us at (630) 510-1000. Please e-mail your files to jrawls@promailusa.com or send your files on a disk, zip disk or CD Rom.

Thank you for you business!