

Standard (Bulk) Mail File Specifications/Checklist

Acceptable File Formats:

- Comma Separated Values (Text)
- Tab Delimited (Text)
- Microsoft Access
- Microsoft Excel

Media Specifications:

- Flash drive or CD-ROM
- E-mail it to: mailcenter@uncw.edu

Standard File Structure:

[TITLE/PREFIX] [FIRST NAME] [MIDDLE] [LAST NAME] [SUFFIX]
 [COMPANY]
 [ADDRESS I]
 [ADDRESS2]
 [CITY], [STATE] [ZIP]

The [STATE] field must be the two-letter postal code, do NOT spell out the state name.

Standard Label Layout:

The preferred label has 4 lines of text (maximum of 10), in addition to the barcode and package line, as follows:

(Barcode here)
 ***** PKG LINE
 [NAME]
 [COMPANY/ADDRESS]
 [ADDRESS]
 [CITY], [STATE] [ZIP]

Your file Information:

(Please include filename on the Seahawk Mail Center Work Request Form)

Format:

- | | |
|---|--|
| <input type="checkbox"/> Comma Separated Values (Text)
<input type="checkbox"/> Microsoft Access | <input type="checkbox"/> Tab Delimited (Text)
<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Other: _____ |
|---|--|

Include the following fields on the label:

Standard Fields	Field Name <i>(If different than the standard)</i>	Standard Fields	Field Name <i>(If different than the standard)</i>
<input type="checkbox"/> [PREFIX]	_____	<input type="checkbox"/> [ADDRESS1]	_____
<input type="checkbox"/> [FIRST NAME]	_____	<input type="checkbox"/> [ADDRESS2]	_____
<input type="checkbox"/> [MIDDLE]	_____	<input type="checkbox"/> [CITY]	_____
<input type="checkbox"/> [LAST NAME]	_____	<input type="checkbox"/> [STATE]	_____
<input type="checkbox"/> [SUFFIX]	_____	<input type="checkbox"/> [ZIP]	_____
<input type="checkbox"/> [COMPANY]	_____	<input type="checkbox"/> Other/additional	_____
		<input type="checkbox"/> Other/additional	_____