



Mailing List File Submission Requirements

Overview

It is very important that you thoroughly read the file submission requirements listed below and submit your files in accordance with these requirements. Files that are submitted incorrectly can delay your project and result in additional fees. If you have any questions regarding the file submission requirements – please do not hesitate to call us!

File Requirements

All file names must contain your company name.

Please submit your files at: <http://www.cactusmailing.com/send-us-files/>

File formats we accept:

- XLS, XLSX- Microsoft Excel
- CSV- Comma Delimited
- ASC- ASCII Text File
- TXT- Text File
- DBF- Database File
- Wk1, wk3, wks- Lotus 1-2-3

Delete all columns of data not required for the mailing

Do not submit Excel files with multiple worksheets (tabs) of data

Submit one mailing list with all the addresses – if you submit multiple lists we charge \$12 per additional list to merge the files

Each data field should be in its own column

The First and Last Name can be in separate columns or in a single column.

The ADDRESS LINE (s) should be in a separate field /column.

The CITY, STATE, and ZIP CODE should each be in a separate field / column. They should not be in the same column or field.

Here is an example of a CORRECTLY formatted list -

Name	Address	Address 2	City	State	Zip
Jim Johnson	1951 E Cactus Dr		Scottsdale	AZ	85255
Steve Stine	9021 E Paradise Ln	#304	Scottsdale	AZ	85255
Paul Jones	9021 N Greenway Rd	#1044	Scottsdale	AZ	85255

Note: The SECOND ADDRESS can be combined with the FIRST ADDRESS LINE as long as it is CONSISTENT throughout the file.

Standard Formatting and Data Processing

Complete and submit the form on page 3 ONLY if you want to request formatting that is different than our standard formatting below.

“Non Deliverable” Addresses

Addresses that do not pass CASS and DPV validation (meaning if they are deemed invalid or undeliverable) will be removed from your final mailing list. We can send you a list of the undeliverable addresses upon request. If the number of “undeliverable” records exceeds % of the mailing list total quantity we will contact you for further instruction. Also please note we don’t offer mailing services for international mail – all international records will be removed from the final mailing list.

NCOA Update

NCOA processing will update addresses of people/businesses that have moved and have submitted a change of address form to the Post Office within the past 18 months. Any contacts on your mailing list that have moved will be updated with the recipient’s new mailing address.

Duplicate Elimination

Our standard method for duplicate removal is to dedupe by name and address. This method requires both the name and address fields to match exactly to be considered a duplicate and then be removed from the list. If you do not want us to remove duplicate records from your list or would like us to dedupe by “Address Only” - please complete the Special Formatting Request form below and submit it with your mailing list.

Address Block Formatting

Listed below is our standard for address block formatting. If you would like the address block formatting to be different than what is shown below

Note: *Additional information/fields may be added (such as the endorsement line) as required by the Postal Service.*

For Mailings to Consumer /Residential Lists

Name
Or Current Resident
Address
City State ZIP

For Mailings to Business Lists

Company Name
Or Current Occupant
Individual’s Name (if supplied)
Title (if supplied)
Address
City State ZIP

Standard formatting for address blocks is all capital letters as this is how the Post Office prefers it.

“Or Current Resident”

In an effort to maximize deliverability of the mail pieces – we add “or current resident” to all mail pieces. If you do not want this added to your mail piece -please complete the Special Formatting Request form below and submit it with your mailing list.

Incorrect Files Submissions

Clients that submit mailing list files that are incorrectly formatted will receive notification of the discrepancy(s) and be requested to fix the issues and resubmit the files. Submitting incorrectly formatted mailing lists more than once could result in additional costs.

Resubmission of Mailing Lists after Processing

If after your mailing list has been processed, you decide that you need to update/change your list and resubmit it or request special formatting - you will be charged an additional \$19 fee to cover the cost the additional processing fees. Remember- **adding any seed piece names need to be done prior to processing a list that has been processed will result in the list having to be reprocessed.**

Special Formatting Request

Complete this form only if you want to request formatting that is different than our standard formatting. Submit this form with your mailing list.

Format Your Mailing List

File Types (Extensions) We Accept :

XLS, XLSX – Microsoft Excel File

CSV- Comma Delimited

DBF – Database File

ASC- ASCII Text File

TXT- ASCII text file

wk1, .wk3, wks. – Lotus 1-2-3

A file extension is the format a file is saved in. Many common software programs will export and save files in the formats listed above. A few of these programs are: ACT, Maximizer, Salesforce, Quickbooks, Microsoft Works, Microsoft Excel, Microsoft Access, Microsoft Outlook, Lotus, Dymo Labelwriter, Filemaker Pro, and Label Maker Pro.

Organizing Your Mailing List

Your mailing list files should be set-up so that each address has its own row and each column contains one element of the address. For example, all of the names should be in one column.

For examples of CORRECTLY formatted lists go to:

<http://www.cactusmailing.com/help/format-your-mailing-list/#sthash.1mcjh45L.dpuf>

Standard residential address formatting per USPS DMM

JOHN DOE
OR CURRENT RESIDENT
123 ANYSTREET
ANYWHERE ST 12345-6789

Standard business address formatting

ABC COMPANY
OR CURRENT OCCUPANT
JOHN DOE
TITLE
123 ANYSTREET
ANYWHERE ST 12345-6789

Duplicate Elimination

Do Not Remove Duplicates from My List

Dedupe My List by Address Only (multiple occupants at same address will not be mailed to)

NCOA Update (National Change of Address)

Do Not NCOA Update my mailing list. I understand by not NCOA updating my list I'm required by the post office to include the "Or Current Resident" line below the contact name in my address block.

"Or Current Resident"

I do not want "Or Current Resident" added to my mail pieces. I understand that this could result in more returned/undeliverable pieces and the post office requires NCOA updating on all mailings that do not contain "Or Current Resident".

Company Name

Job#

Name

Signature

Date