

Data File Specifications

Mail Source Inc.

Please coordinate file formats with your CSR.

Most common extensions for mailing files:
.txt -ASCII Text File **.asc**-ASCII Text File **.csv**-Comma-Delimited File **.dbf**-Database File



Image files should be sent in a pre-sized, 24 bit Bitmap (.bmp) format. Others that may apply are:

.jpg- Joint Photographic Experts Group **.psd**-Adobe Photoshop
.tiff-Tagged Image File Format **.gif** Graphics Interchange Format

Ink Jet File format:

- ASCII Fixed position format.
- Postnet Barcode includes zip + 4 +2
- Planet Code includes all information
- Barcode info needs to be in it's own stationary field
- Tray numbers and sort marks included at the end of the file.
- File layout report Required.

Raw Data Files:

- Fixed Length, Delimited, Database-FoxPro, Access, Excel. and JS2 files.
- Import layout
- Merge Purge Instructions (If Applicable)
- Return File Format

File Transfers:

- [ftp.mailsourceinc.com](ftp://ftp.mailsourceinc.com)
- Please request a username/password from your CSR.
- Please post file to the upload folder.

Mail Source Inc.

111 Boardwalk
Fall Creek WI 54742

Phone: 715-877-3711
Fax: 715-877-3715
Email: info@mailsourcemail.com

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DIRECT MAIL SERVICES