MAILING LIST INSTRUCTIONS

1. A Printing/Duplicating/Mail Center Request containing the account number, account title and a fiscal officer's signature. A Postage Service Request with the account number and fiscal officer's signature and a Bar Code Slip. If you do not have a bar code slip, contact Aaron at Campus Mail. All of these are required for each mailing.
2. The mailing list can be sent electronically, on a disk or a CD. The email address to send files is mailctr@pso.siu.edu If you send a disk or CD please label it with the title of the mailing, contact person, department and phone number.
3. The list can be in excel, CSV (comma separated), text or ASCII delimited. Do not send your files in Word. If you have questions please contact us at 453-2268.

Example of an ASCII delimited, text or CSV:
   "Sal","First","Last","Company","Address","City","State","Zip"

Example of an Excel file:

Column 1	Column2	Column3	Column4	Column5	Column6	Column7	Column 8
Sal	First	Last	Company	Address	City	State	Zip

   Each column must contain the same information. Choose one column as the primary mailing address and keep this consistent. If there is a Post Office Box, it should be the primary address. Our software will not validate correctly unless the address information is in the address field only.

4. All the default fields and lengths are as follows:

Field Names	Field Lengths
Sal (Salutation)	10
First Name	25
Middle Name	4
Last Name	30
Title	50
Department	50
Company	50
Address	50
Address2	50
City	30
State	2
Zip	10

   The Address field is the primary field for the Post Office. It is the field that is directly above the City, State, and Zip line on the label.

   The **maximum** number of lines for a label is **five**. If possible use only three or four lines. We will be adding a barcode line and an endorsement line for all automated mailings.

Example how your label will look:

Sal, First, Middle, Last,	Mr. John C. Doe
Title	President
Company	Doe Enterprises
Address	9999 S Main
City, State, Zip	Someplace, IL 00000

   When this label is printed on your piece and mailed as an automated mailing, the label will look like this:

```
llm.lllhll.lllm..lll.ll.ulll.l.l.lu
9*1******************3-DIGIT 629
MR JOHN C DOE
PRESIDENT
DOE ENTERPRISES
9999 S  MAIN
SOMEPLACE, IL 00000
```

If you have any questions please contact us at 453-2268