

Mailing List Checklist



	Yes	No	Comments
	<input type="checkbox"/>	<input type="checkbox"/>	
All fields are separate.	<input type="checkbox"/>	<input type="checkbox"/>	City, State, and Zip fields are not combined.
No Comments are in the Name or Address Field	<input type="checkbox"/>	<input type="checkbox"/>	These comments will appear in your labels. Protect the integrity of your data.
Domestic mailing list is in a single file.	<input type="checkbox"/>	<input type="checkbox"/>	Multiple files require more time and extra charges.
Foreign addresses are in a separate file	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity indicated	<input type="checkbox"/>	<input type="checkbox"/>	Quantity is needed so that Panaprint can verify the files.
List of field names and lengths are included with file.	<input type="checkbox"/>	<input type="checkbox"/>	This tells Panaprint exactly what information I want printed on my labels.
Number of lines that will appear on mailing label has been decided upon.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 1" label has 3 lines with a barcode, and 4 lines with a barcode. • 1.5" label has 6 lines with a barcode, and 7 lines without a barcode.
Fields are within standard length.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Name, Company, and Address fields are 40 characters or less. • City fields are 22 or less. • State field contains only 2 characters • Zip Field is 5 or 10 characters Panaprint's mailing software will automatically add the +4 digits to the zip code.
File is in an acceptable format.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Excel • tab-delimited text • comma-delimited text • .dbf • fixed length
List sent to Panaprint at least one week prior to the postal entry date.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • email • Mailed on a disk to customer service representative If you would like your disk returned, a shipping and handling fee of \$60 will apply.