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STANDARD FILE FORMATS FOR MAILING PURPOSES

The following file formats are requested when submitting address files for mailings.

Preferred file formats:

- 1) Spreadsheet (Microsoft Excel, QuattroPro, Lotus, etc.)
- 2) DBF/Dbase (Microsoft Access, dBase III, dBase IV or FoxPro)
- 3) Delimited text (Tab or other delimiting character text file)
- 4) CSV (Comma separated, variable width text file)
- 5) Fixed field (Field width is consistent throughout file for each record with the beginning and ending positions for each field defined)

Note: Other formats can be used but may require more extensive data processing work which may incur extra charges. These include, but are not limited to **Microsoft Word documents** or **Formatted Label files**.

Other important requirements:

- Do not include formatting characters (non-printing ASCII codes)
- Do not include headers, footers, subtotals, page breaks, or page numbers
- The information in fields must be consistent. For example, “names” are always in the same field, “addresses” are always in the same field.
- Be sure to indicate all fields you want to retain in addition to address fields.

Excel Format Example:

First	Last	Address	Address2	City	State	Zipcode
Joe	Smith	1234 S. Main St.		Chicago	IL	60605
Mary	Jones	34 N. Michigan Ave.	Apt. 23	Chicago	IL	60607
Ralph	Green	2543 NE Pine St.	Unit 3	Berwyn	IL	60651

Comma Delimited File (aka CSV) (ASCII File) Example:

“Joe”,“Smith”,“1234 Main Street”,”,”,”,“Chicago”,“IL”,“60605”
 “Mary”,“Jones”,“34 N. Michigan Ave.”,“Apt. 23”,“Chicago”,“IL”,“60607”
 “Ralph”,“Green”,“2543 NE Pine Street”,“Unit 3”,“Berwyn St.”,“Berwyn”,“IL”,“60651”

Fixed field text File (ASCII File) Example:

Joe	Smith	1234 S. Main St.		Chicago	IL 60605
Mary	Jones	34 N. Michigan Ave.	Apt 23	Chicago	IL 60607
Ralph	Green	543 NE Pine St.	Unit 3	Berwyn	IL 60651