

DSF INPUT PREPARATION

Preparing your input data consistent with the following guidelines will expedite the processing of your files. If you would prefer other alternatives, we will, in most cases, be able to meet those requirements but need to be alerted in advance. In some cases, however, it may add some time or cost if additional processing is involved.

LAYOUT

- A)** We require an accurate and detailed record layout and file dump for each list. In the layout, any special formatting features should be clearly specified. Examples of special features include but are not limited to the following:
- Last name appearing first in the name field
 - Location of company name, if any
 - Records with dual addresses (both a PO Box and a street address)
 - Fields with multiple address elements (these should have appropriate keys to distinguish the address elements).

MEDIA

- B)** Our preferred media for the input files is in the following order
- 3490 Cartridge (compressed / non compressed)
 - 3480 Cartridge (compressed / non compressed)
 - 6250 BPI tape
 - 1600 BPI tape

These are prepared in IBM compatible EBCDIC format with standard labels and with data in upper case.

ZIP SEQUENCE

- C)** Files should be sequenced in ZIP code order with foreign and Canadian records excluded.

We would appreciate your clearly marking that tape with your company's name and the notation "For DSF Processing".