

LACS INPUT PREPARATION

Preparing your input data consistent with the following guidelines will expedite the processing of your files. If you are unable to adhere to these or would prefer other alternatives, in most cases we will be able to meet those requirements, and would be glad to review these with you. In some cases, it may add some time or cost if additional processing is involved.

LAYOUT

A) We require an accurate and detailed record layout and 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 names, 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:

- **38K density cartridge**
- **6250 BPI round tape**
- **1600 BPI round tape**

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

We can handle other media for additional cost, (i.e. diskettes, 8MM tape, modem)

ZIP SEQUENCE

C) It is helpful, but not required to sequence the files in ZIP Code order. Foreign and Canadian records should be excluded.

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