

[COMPANY LOGO]

Job: dbf01
Date: 04/15/2010
Client: ANCHOR COMPUTER

APPENDIX

Record Layout - DBF File

* CASS™ * NCOALink® * LACSLink® * DPV® *

We have added 159 columns to your original input.

The 'Final Address' appendage represents the result of the last process that updated or standardized your address. If we were unable to ZIP+4® code the input address, the 'Final Address' will contain our best effort at standardizing the original address. However, if the ZIP+4® code is blank, always use your original address fields. In these cases, the address standardization process may be unable to recognize all the address elements, and therefore may not return a complete standardized address.

When a change has occurred, the new address information will also be found in the 'New' fields. (If no change, these fields are blank). In the 'Standard' address fields is address information that met the standardization criteria or was standardized. If the original address information could not be standardized, the original address will be in the standardized address field. However, if the ZIP+4® code is blank, always use your original address fields. In these cases the address standardization process may be unable to recognize all the address elements, and therefore may not return a complete standardized address.

Data contained in and information returned by NCOALink® is determined by the name and move type (Business, Individual or Family) provided by the postal customer to the United States Postal Service. If you have more recent Change of Address information than the NCOALink® move effective date provided, you may, and should elect to keep your original address information in this situation.

Please take extreme caution in comparing and matching your job number, file description, as well as the enclosed layout and your original dump and layout. We have checked the work, but recommend that you check it as well.

LIABILITY NOTICE

Anchor shall not be liable to client for the complete accuracy of all data examined and/or altered, nor from any loss or injury arising out of or caused, in whole or in part, by Anchor's negligent acts or omissions in procuring, compiling, collecting, processing, communicating, or delivering the data mentioned herein, directly or indirectly to client. Anchor's sole liability and client's sole remedy, regardless of the form of legal action taken by client, whether in tort or contract, shall not exceed the refund of the amounts, if any, paid by client. Client agrees Anchor shall not be liable for lost profits or any indirect, incidental, special, or consequential damages, even if advised of the possibility of such damages.

The aforementioned paragraph is extracted from the terms and conditions in the 'Processing Acknowledgement Form' that must be signed by all clients prior to the commencement of services. By signing that form the client acknowledges and accepts all the terms and conditions stated therein. Anchor may modify any or all terms and conditions of service by posting any such changes on its web site at www.anchorcomputer.com.

Thank you for your business
If you have any questions, please contact our client services department:
631-293-6100
888-728-6262
E@anchorcomputer.com

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<u>FIELD DESCRIPTION</u>	<u>COLUMN NAME</u>	<u>LENGTH</u>
Original input record	ORIG_REC	
Anchor Job Number	ACI_JOBNUM	3
Anchor Sequence Number	ACI_SEQ	9
Reserved	STD_LOTNUM	4
Reserved	STD_LOTCODE	1
City (Confirmed / Corrected)	STD_CITY	15
State (Confirmed / Corrected)	STD_STATE	2
ZIP Code™ (Confirmed / Corrected)	STD_ZIP	5
ZIP + 4® Code	STD_ZIP4	4
Delivery Point Barcode	STD_DPBC	3
Car-rt Code	STD_CARRT	4
Zip Correction Action Code	STD_ZCAC	1

CodeKey: A - The ZIP Code™ was altered
B - No match was available and original ZIP Code™ was invalid
C - The original ZIP Code™ was confirmed
O - The original ZIP Code™ was kept because no address match was found

Anchor COA Index	NCO_COAIND	1
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CodeKey: 1 - Moved, New Address Provided, Action code Equal to I, or M, or O
2 - Did Not Match NCOA^{Link} Database, Action code Equal to C
3 - Probably Not Moved, Action code Equal to B and Return Code Equal to 4, 6, 7, 8, 9, 10, 12, 13, 17, 18, or 20
4 - Probably Moved, Action code Equal to B and Return Code Equal to 11, 15, or 16
5 - Moved, No Forwarding Address Provided, Action code Equal to F, or G, or K, or P

The use of these Anchor generated fields is described in detail in Anchor's NCOA^{Link} user manual.

Address Type Code	STD_ADDTYP	1
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CodeKey: F - Firm Delivery S - Street Address
R - Rural Route or Hwy Contract P - PO Box
G - General Delivery Blank - No Match Determined
H - High Rise

Action Code	NCOA_ACTIO	1
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CodeKey: B - Possible Mover, See NCOA^{Link} Return Codes K - No Forwarding Address
C - No Match O - Business Move
I - Individual New Address G - P.O. Box Closed
F - Foreign Move P - Moved, Primary Address Unconfirmed
M - Family Move

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ADDRESS STANDARDIZATION:

<u>FIELD DESCRIPTION</u>	<u>COLUMN NAME</u>	<u>LENGTH</u>
ADDRESS FIELDS		
Street Address	STD_ADDR	50
Secondary Address	STD_SECNUM	8
Secondary Address Designator (see last pg)	STD_SECDES	4
Urbanization	STD_URB	28
Reserved	AEC_MATCH	2
Private Mailbox	STD_PMB	12
FOOTNOTE FIELDS		
City/State Corrected ('B' = Yes / blank otherwise)	STD_FTNT_B	1
Secondary Number Missing ('H' = Yes / blank otherwise)	STD_FTNT_H	1
Delivery Address Component, add/delete/change ('L' = Yes / blank otherwise)	STD_FTNT_L	1
Street Name Spelling Changed ('M' = Yes / blank otherwise)	STD_FTNT_M	1
Delivery Address Standardized ('N' = Yes / blank otherwise)	STD_FTNT_N	1
Invalid Secondary Number ('S' = Yes / blank otherwise)	STD_FTNT_S	1
LACS Indicator ('L' = Yes / blank otherwise)	LACS_IND	1
Reserved	RES_5	1

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Record Layout - DBF File (cont'd)

NCOA^{Link}:

<u>FIELD DESCRIPTION</u>	<u>COLUMN NAME</u>	<u>LENGTH</u>	
NEW NCOA ^{Link} ADDRESS			
Street Address	NCO_ADDR	50	
Secondary Address Number	NCO_SECNUM	8	
Secondary Address Designator (see last pg)	NCO_SECDES	4	
New Urbanization	NCO_URB	28	
Reserved	NCO_RESRV1	14	
Reserved	NCO_LOTNUM	4	
Reserved	NCO_LOTCOD	1	
Reserved	NCO_RESRV2	3	
New city name ^{**}	NCO_CITY	13	
Reserved	NCO_RESRV3	2	
New state (Abbreviated)	NCO_STATE	2	
New ZIP [®] code	NCO_ZIP	5	
New ZIP + 4 [®]	NCO_ZIP4	4	
New Delivery Point Barcode	NCO_DPBC	3	
New Corrected Carrier Route Code	NCO_CARRT	4	
Effective date of move (YYYYMM)	NCO_MOVEDT	6	
Type of Move	NCO_MVTYPE	1	
<table border="1"><tr><td>CodeKey: I - Individual Match Logic Used F - Family Match Logic Used B - Business Match Logic Used</td></tr></table>			CodeKey: I - Individual Match Logic Used F - Family Match Logic Used B - Business Match Logic Used
CodeKey: I - Individual Match Logic Used F - Family Match Logic Used B - Business Match Logic Used			
Match NCOA ^{Link} [®] Return Code (see next pg)	NCO_FOOTNT	2	
Name Used For Match (Business or individual, only present on match)	NCO_NAME	40	
Reserved	RES_6	10	

*** The Postal Service only provides a 13 character city field which may represent a standardized abbreviated version.*

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NCOALINK RETURN CODE DESCRIPTIONS

FORWARDABLE MOVERS

A - COA MATCH

91 - COA MATCH - SECONDARY NUMBER DROPPED FROM COA

92 - COA MATCH - SECONDARY NUMBER DROPPED FROM INPUT

NON-FORWARDABLE MOVERS

01 - COA MATCH - FOREIGN MOVE

02 - COA MATCH - MOVE LEFT NO ADDRESS

03 - COA MATCH - PO BOX CLOSED NO FORWARDING ADDRESS

05 - COA MATCH - A NEW ADDRESS CAN NOT BE PROVIDED

14 - COA MATCH - NEW ADDRESS WOULD NOT CONVERT

19 - FOUND COA - NEW ADDRESS NOT ZIP+4 OR DPV CONFIRM

POSSIBLE MOVERS

04 - CANNOT MATCH COA - STREET ADDRESS WITH SECONDARY

06 - CANNOT MATCH COA - MIDDLE NAME CONFLICT

07 - CANNOT MATCH COA - GENDER CONFLICT

08 - CANNOT MATCH COA - CONFLICTING INSTRUCTIONS

09 - CANNOT MATCH COA - HIGHRISE DEFAULT

10 - CANNOT MATCH COA - RURAL DEFAULT

11 - CANNOT MATCH COA - INSUFFICIENT COA NAME

12 - CANNOT MATCH COA - MIDDLE NAME TEST FAILED

13 - CANNOT MATCH COA - GENDER TEST FAILED

15 - CANNOT MATCH COA - INDIVIDUAL NAME INSUFFICIENT

16 - CANNOT MATCH COA - SECONDARY NUMBER DISCREPANCY

17 - CANNOT MATCH COA - OTHER INSUFFICIENT NAME

18 - CANNOT MATCH COA - GENERAL DELIVERY

20 - CANNOT MATCH COA - CONFLICTING DIRECTIONS

MISCELLANEOUS

00 - NO COA MATCH

66 - DAILY DELETE

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LACSLink®:

<u>FIELD DESCRIPTION</u>	<u>COLUMN NAME</u>	<u>LENGTH</u>
Action Code	LAC_ACTION	01
<div style="border: 1px solid black; padding: 2px;">CodeKey: C - No Match W - New LACSLink® Address Provided</div>		
NEW LACSLink® ADDRESS		
Street Address	LAC_ADDR	50
Secondary Address Number	LAC_SECNUM	08
Secondary Address Designator (see last pg)	LAC_SECDES	04
Urbanization	LAC_URB	28
Reserved	RES_15	14
Reserved	LAC_LOTNUM	04
Reserved	LAC_LOTCOD	01
Reserved	RES_16	03
New city name*	LAC_CITY	13
Reserved	RES_17	02
New state (Abbreviated)	LAC_STATE	02
New ZIP® code	LAC_ZIP	05
New ZIP + 4®	LAC_ZIP4	04
New Delivery Point Barcode	LAC_DPBC	03
LACSLink® Corrected Carrier Route Code	LAC_CARRT	04
Reserved	LAC_CONVDT	06
LACSLink® Return Code	LAC_CONVCD	02

CodeKey: A - LACSLink® Record Match
00 - No Match
09 - No Match. Highrise Default
14 - Found LACSLink®: New Address would not convert at Run Time
92 - LACSLink® Record Found: Secondary Number Dropped from Input Address

Reserved	RES_18	21
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DPV®

<u>FIELD DESCRIPTION</u>	<u>CODE</u>	<u>COLUMN NAME</u>	<u>LENGTH</u>
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DPV:

Matched to ZIP + 4® Record	'AA'	DPV_AA	2
Non-match to ZIP + 4®	'A1'	DPV_A1	2
Alias Street Name Matched to Base Street Name	'A2'	DPV_A2	2
Matched to Alternate Record	'A3'	DPV_A3	2
Matched to Small Town Default	'A4'	DPV_A4	2
Matched to Unique Zip Default	'A5'	DPV_A5	2
Matched to an HDA Record	'A6'	DPV_A6	2
Address Rejected due to EWS	'A7'	DPV_A7	2
Reserved		DPV_BB	2
No DPV® Match on Any Components	'B1'	DPV_B1	2
Reserved		DPV_CC	2
Corrected City Name and/or State Info	'D'	DPV_D	1
Input City Name was Non-mailing, and was corrected	'D1'	DPV_D1	2
Corrected Primary Address	'E'	DPV_E	1
Corrected Primary Address Component	'E1'	DPV_E1	2
Corrected Primary Street Name	'E2'	DPV_E2	2
Primary Address Standardized	'E3'	DPV_E3	2
Corrected Secondary Address Data	'F'	DPV_F	1
Out of Range Alias Match	'G4'	DPV_G4	2
ZIP Code™ Changed	'H'	DPV_H	1
ZIP Code™ Added	'H1'	DPV_H1	2
Failed to Match Last Line of Address	'J'	DPV_J	1
Multiple-match in Primary Address Field	'K'	DPV_K	1
Multiple-match due to Missing or Incorrect Directionals	'K1'	DPV_K1	2
Multiple-match due to Missing or Incorrect Suffix	'K2'	DPV_K2	2
Multiple-match in Secondary Address Field	'L'	DPV_L	1
Missing Street Number	'M1'	DPV_M1	2
Address Not Found	'M2'	DPV_M1	2
No Such Primary Number	'M3'	DPV_M3	2
Firm Name Not Matched	'M4'	DPV_M4	2
Reserved		DPV_N1	2
Secondary Number Not Found	'N2'	DPV_N2	2

(DPV continued next page)

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<u>FIELD DESCRIPTION</u>	<u>CODE</u>	<u>COLUMN NAME</u>	<u>LENGTH</u>
DPV: <i>(continued)</i>			
Missing RR/HC Box Number	'P1'	DPV_P1	2
RR/HC Box Number Not Found	'P2'	DPV_P2	2
Missing PO Box Number	'Q1'	DPV_Q1	2
PO Box Number Not Found	'Q2'	DPV_Q2	2
DPV-CMRA Match	'RR'	DPV_RR	2
DPV-CMRA, No Secondary Match	'R1'	DPV_R1	2
ZIPMOVE Match	'Z0'	DPV_Z0	2
ZIPMOVE Non-match due to Component Change	'Z1'	DPV_Z1	2
ZIPMOVE Non-match due to Invalid New ZIP + 4®	'Z2'	DPV_Z2	2
DPV® Match Code (Y = DPV® Match)	'Y'	DPV_MCODE	1
Invalid RR/ HC/ PO BOX Number	'P3'	DPV_P3	2
Z4 Match Flag		DPV_Z4MF	1
Match Flag: 1 - Match Assisted by Input ZIP + 4®			
DPV® Match Footnote		DPV_MFNT	2
Footnote: BB - Match to DPV® on all components CC - Match to DPV® File. Secondary Addr present but not used N1 - Match to DPV® File. Address is missing Secondary Addr Component F1 - Match to DPV® File. Military Address G1 - Match to DPV® File. General Delivery U1 - Match to DPV® File. Unique ZIP Code™			
Suite ^{Link} ™		DPV_SUITE	2
Footnote: A - Match to Suite ^{Link} ™ 00 or Blank - No Match to Suite ^{Link} ™			
NCOA ^{Link} ® Confirmation Flag			
('T' = NCOA ^{Link} ® Record that did not DPV® Confirm)		NCOA_DPV_T	1
Reserved		DPV_RSRV1	1
DSF: <i>(option not selected, DSF²® positions will remain blank)</i>			
DSF ² ® Residential Flag	'Y'	DPV_RESFLG	1
DSF ² ® Business Flag	'Y'	DPV_BUSFLG	1
DSF ² ® Drop Flag	'Y'	DPV_DRPFLG	1
DSF ² ® Drop Count		DSF_DRPCNT	6
DSF ² ® Throwback Flag	'Y'	DSF_TBKCNT	1
DSF ² ® Seasonal Flag	'Y'	DSF_SEASON	1
DPV® Vacant Flag	'Y'	DSF_VACANT	1
<i>(DPV continued next page)</i>			

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<u>FIELD DESCRIPTION</u>	<u>CODE</u>	<u>COLUMN NAME</u>	<u>LENGTH</u>
DPV: <i>(continued)</i>			
DSF²® Delivery Type Code		DSF_DELTYP	1
CodeKey: 1 - Curb 2 - NDCBU 3 - Central 4 - Doorslot			
DSF²® LACS Flag	'Y'	DSF_LACS	1
DSF²® No-Stats-Available Flag	'Y'	DSF_NOSTAT	1
Anchor Deliverability Index Score		DPV_ADI	2
Index Score: 1 - Footnote 'BB', 'CC', 'N1', 'F1', 'G1', or 'U1' matched (as well as 'AA'). 1V - Footnote 'BB', 'CC', 'N1', 'F1', 'G1', or 'U1' matched (as well as 'AA'), but Vacant. 1S - Footnote 'BB', 'CC', 'N1', 'F1', 'G1', or 'U1' matched (as well as 'AA'), but Seasonal. For DSF ² ® only. 1R - Footnote 'BB', 'CC', 'N1', 'F1', 'G1', or 'U1' matched (as well as 'AA', 'RR', 'R1'). Address is CMRA. 2 - Footnote 'AA' matched (but ZIP + 4® Not Assigned). 3 - Footnote 'A1', and possibly footnotes not represented within criteria for scores '4' or '5'. 4 - Footnote 'A1', as well as one of footnotes 'K1', 'K2'. 5 - Footnote 'A1', as well as one of footnotes 'J', 'K', 'M1', 'M2', 'Q1', 'Q2', 'Z1', 'Z2'.			
DSF²® Delivery Type Summary Code		DSF_TYPSUM	2
Summary Code: A - Residential Delivery Curb AV - Residential Delivery Curb - Vacant B - Residential Delivery NDCBU BV - Residential Delivery NDCBU - Vacant C - Residential Delivery Central CV - Residential Delivery Central - Vacant D - Residential Delivery Doorslot DV - Residential Delivery Doorslot - Vacant I - Business Delivery Curb IV - Business Delivery Curb - Vacant J - Business Delivery NDCBU JV - Business Delivery NDCBU - Vacant K - Business Delivery Central KV - Business Delivery Central - Vacant L - Business Delivery Doorslot LV - Business Delivery Doorslot - Vacant M - Business Delivery Unknown Delivery Type MV - Business Delivery Unknown Delivery Type - Vacant Q - Educational Delivery Curb QV - Educational Delivery Curb - Vacant R - Educational Delivery NDCBU RV - Educational Delivery NDCBU - Vacant S - Educational Delivery Central SV - Educational Delivery Central - Vacant T - Educational Delivery Doorslot TV - Educational Delivery Doorslot - Vacant U - Educational Delivery Unknown Delivery Type UV - Educational Delivery Unknown Delivery Type - Vacant			
DSF²® Educational Flag	'Y'	DSF_EDUFLG	1
<i>(DPV continued next page)</i>			

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<u>FIELD DESCRIPTION</u>	<u>CODE</u>	<u>COLUMN NAME</u>	<u>LENGTH</u>
<u>DPV:</u> <i>(continued)</i>			
Reserved		DSF_RSRV1	7
DSF ² ® Pseudo Delivery Sequence Number		DSF_DEL_SQ	4
Reserved (Was Address Unit Type)		DSF_UN_TYP	1
<u>ZIP+4 Related:</u>			
Record Type Code		ZP4_RECTYP	1
CodeKey: S - Street F - Firm H - Highrise P - PO Box G - General Delivery R - Rural Route or Highway Contract			
County Code		ZP4_COUNTY	3
Congressional District Number		ZP4_CDN	2

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FINAL ADDRESS:

<u>FIELD DESCRIPTION</u>	<u>COLUMN NAME</u>	<u>LENGTH</u>
Full Address	FIN_ADDR	50
House Number	FIN_HSENUM	10
PreDirection	FIN_PREDIR	2
Street Name	FIN_STREET	28
Street Suffix	FIN_SUFFIX	4
PostDirection	FIN_PSTDIR	2
Secondary Address Designator (see last pg)	FIN_SECDES	4
Secondary Address Value	FIN_SECNUM	8
PO Box Description	FIN_PODES	6
PO Number	FIN_PONUM	10
RR/HC Number	FIN_RRNUM	10
RR/HC Box	FIN_RRBOX	10
City	FIN_CITY	13
State	FIN_STATE	2
ZIP Code™	FIN_ZIP	5
ZIP + 4® Code	FIN_ZIP4	4
Delivery Point Barcode	FIN_DPBC	3
Carrier Route	FIN_CRRT	4
Reserved	FIN_LOTNUM	4
Reserved	FIN_LOTCOD	1
Urbanization	FIN_URB	28
Private Mailbox Number	FIN_PMB	12
Reserved	FIN_RESRV1	1
Reserved	FIN_RESRV2	9
Secondary Address Indicator*	FIN_SCDIND	1

* If set to 'X', to avoid truncation of the Secondary Address, the Secondary Address has not been appended to the Full Address field. In this case, the Secondary Address can be obtained from the Secondary Address Designator, and Secondary Address Value fields. This flag will also be set to 'X' if both a Secondary Address and Private Mailbox Number could not be appended to the Full Address field. In cases where only the PMB could not be applied to the Full Address, this flag will be set to 'P'.

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SECONDARY ADDRESS DESIGNATOR DESCRIPTIONS

<u>Abbreviation</u>	<u>Descriptor</u>	<u>Abbreviation</u>	<u>Descriptor</u>
APT	Apartment	PIER	Pier
BSMT	Basement	REAR	Rear
BLDG	Building	RM	Room
DEPT	Department	SIDE	Side
FL	Floor	SLIP	Slip
FRNT	Front	STOP	Stop
HNGR	Hanger	STE	Suite
LBBY	Lobby	TRLR	Trailer
LOT	Lot	UNIT	Unit
LOWR	Lower	#	Unknown
OFC	Office	UPPR	Upper
PH	Penthouse		