

Direct mail specifications

File format preferred: xls

We can accept text (Tab Delimited), access files, as well as csv files

Database Columns:

Example of data file set up below.

Title	Firstname	Surname	Position	Company	Address1	Address2	Locality	State	Postcode
Mr	Tony	Waverton	Manager	Docmaster	Po Box 1133		BROOKVALE	NSW	2100

Country column will be required if mailing overseas.

Please, do not supply double lines on database files, as they may cause errors on programming. Docmaster will not be responsible for unaddressed envelopes caused by this.

Letter text:

Files should be supplied in PDF with fonts embedded.
If supplying a Word (doc) file, Post script fonts may be required.

Proofing:

PDF files will be used to proof with an email reply as sign off
Please check letter text, letter head and data before approving.

Reformatting data:

We can dedupe, cleanse and reformat data if required at a cost to be supplied.

Supplying files:

Email is standard with smaller files. We can accept up to 10mb.
Any larger and we accept CD or DVD.

We also have our own FTP site. If you want to upload files we will give you our address, a user name and a password. We delete all files from the FTP site once downloaded.

We also take standard USB sticks.

File archive:

We archive all files to our system as a matter of course. However we do not guarantee saving files unless specifically asked to do so. If you require us to delete data or files please specify as part of job brief.

Deliveries:

To: 20/9 Powells Rd Brookvale 2100.

Please specify client name, Job name and number, as well as qty of material supplied. Always supply overs for wastage.

Any data and letter text / setup questions do not hesitate to call and speak to Thiago. We are more than happy to help. Anything we can do to help make your work run smoothly is much appreciated.

Email Thiago on production@docmaster.com.au or call on 9939 3399.