

List Submission and Formatting

Please send this to your software support person regarding the mailing list formats we can use.

You can send us a list of up to 1000 names of your most recent customers. Please include the names and addresses in the format shown below so we can analyze your best demographic target for mailers.

First Name	Last Name	Address	City	State	Zip Code

For QuickBooks Customers

Quickbooks Pro 2001

Select the following options:

- 1) File
- 2) Utilities
- 3) Export Addresses
- 4) All Customers, or All Jobs (A press to text files)

Save in your Desktop using the file name "**Addresses.txt**".

(Sometimes this automatically defaults to "*.txt". If the file name "Addresses*.txt" doesn't end up working, go back and re-save it, and get rid of the "**")

The first time you open it, the computer it will show this message:

This file is too large for notepad to open.
Would you like to use WordPad to read this File?
Yes No

Choose **Yes**. Note: You may also get a notification that the file is incomplete. Click **Yes** or **OK** to proceed anyway.

Add the File as an attachment to the email, and send to multimedia@stny.rr.com

We will also need another list in an excel file.

Select the following options:

- 1) Reports
- 2) Sales by customer summary

Change the date range (four years), and hit refresh.

Then, email that report to multimedia@stny.rr.com.

If you have any other questions, feel free to email multimedia@stny.rr.com, or call (607) 770-8933.