

# Data Requirements

## Submitting Data

- We can receive data (files created on a computer) from a multitude of sources:
  - E-mail / File Transfer      The fastest, most economical way to send files.
  - PC formatted CD-ROM Disc      Very inexpensive and its use is nearly universal.
  - DVD Disc      Replacing CD-ROMs as the most common medium.
  - 3.5" 1.44 MB HD IBM formatted floppy disc

These items are returnable upon request.

## File Type

- **Preferred:** Any text file with fields separated by commas or tabs.
- **Optional:** Microsoft Excel files.

Any of the above mentioned file types may be sent as a file attachment via e-mail. Please include order number and company name in the body of the e-mail. (Recognition of receipt is available upon request as well). Please make all necessary passwords for access to the data file available when the file is sent.

## File Specifications

- Include a header for each field in the file.
- Use a unique number for each record in the file (prevents duplications).
- Only one record per line, but you may have unlimited fields.
- Send a separate file for multiple denomination or artwork jobs.
  - \*\*One file per denomination or artwork\*\*
- Multiple files may be put into one Zip file.
  - \*\*DO NOT send files for multiple jobs (orders) in the same Zip file.\*\*

## Variable Data

Please include the following information:

- Quantity to be produced.
- Beginning barcode number.
- Ending barcode number.
- Sample of 10 or more barcodes or formula for calculating check digit.



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