



Mail Clinic Inc.

285 East Twelve Mile Road
Madison Heights, MI 48071-2557
Telephone 248 / 544-3060
Fax 248 / 544-0863
www.mailclinicinc.com

MAILING LIST FORM

To ensure that we process your mailing as accurately as possible, please fill out this form and submit it with each mailing project. If you have any questions, please contact Carl Rose at 248-544-3060 X103 (carl@mailclinicinc.com), or Jackie Wojas at 248-544-3060 X100 (jackie@mailclinicinc.com).

CLIENT NAME: _____ CLIENT P.O. # _____

PROJECT NAME: _____

DATABASE NAME: _____

PROVIDED VIA: Email
 Disk
 FTP Site (see instructions on page 2 of this pdf)

HOW USED: Inkjet
 Mail Merge Letter

RECORD LAYOUT (please check all that apply):

- Name Field: First, Last, M.I. Combined
 Company or Title
 Address 1
 Address 2
 City
 State
 Zip
 Country
 Misc 1 _____
 Misc 2 _____

All punctuation will be removed and data will be converted to upper case for postal processing (unless otherwise requested).

NOTE: If file is to be used for a Mail Merge Letter, be aware that Name Field should be separated (i.e.: First, Last).

Our software verifies that an address either has or doesn't have a delivery point. The records without a valid delivery point will most likely not get delivered to your recipient. Would you like us to:

- Delete those records that don't have a valid delivery point
 Return those records to you to fix and then return to Mail Clinic
 Send anyway in hopes that they will get delivered

Foreign addresses must have a country or they will not get delivered. If no country is in the database, we will discard.

Do you want to mail Foreign? Yes No



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To upload/download files at Mail Clinic's FTP site:

IN INTERNET EXPLORER (for PCs):

Go to <ftp://mci@ftp.mailclinicinc.com>

USER ID: mci.mailclinicinc.com

PASSWORD: *Please call for a password*

Click 'Log On'.

Then just drag and drop files (mailing lists in 'list' folder; artwork in 'art' folder).

USING FETCH OR OTHER FTP SOFTWARE (for Macs):

HOST: ftp.mailclinicinc.com

USER ID: mci.mailclinicinc.com

PASSWORD: *Please call for a password*

Then just drag and drop files (mailing lists in 'list' folder; artwork in 'art' folder).

NOTE: Please email us as soon as you download your file so we can retrieve it immediately.

Any questions, contact:

Carl Rose

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