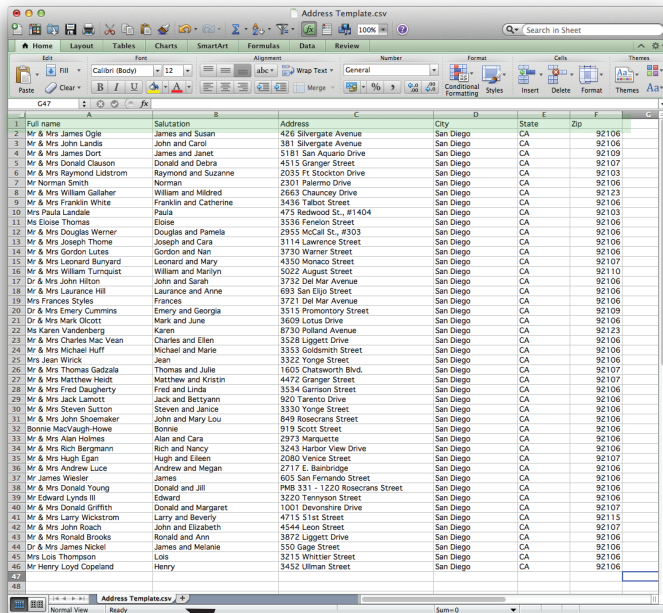


Data Merge Process:

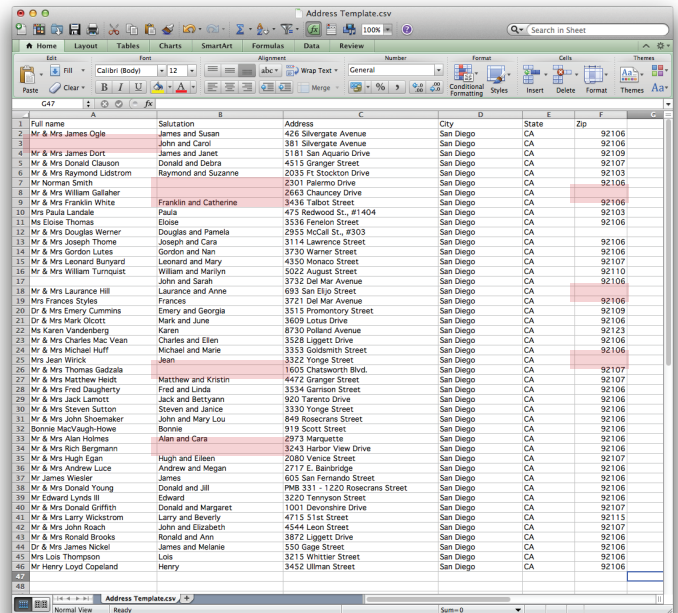
1. Files must be submitted as an Excel file with the file format extension of .xlsx, .xls, or .csv
2. Files must be complete. Our data merge software requires information in every cell of a row or column. There can be no blanks for our software to handle the data correctly. See samples below.

GOOD FILE - Information in every cell

BAD FILE - Information missing




The screenshot shows an Excel spreadsheet with columns: Full name, Salutation, Address, City, State, Zip. Rows 2 through 46 contain complete data for each field, with no blank cells.



The screenshot shows an Excel spreadsheet with the same columns as the 'GOOD FILE'. Rows 2 through 46 contain data, but several cells are missing information, highlighted with red shading. For example, in row 2, the 'Salutation' and 'Address' cells are empty.

3. Often times there are multiple tabs in an Excel File. Please let us know what the correct tab is for printing.
4. The first row should be the names of the column. For example Full Name, Salutation, Address, City, State, ZIP, Etc...
These are the form fields which will populate your data merge document.
5. Using this format we can easily populate multiple different documents with the same lists.
6. Please inform us of any bindery that needs to be done to the data merge projects. Correct folding, stitching, trim, diecut, etc...
7. Please inform us ahead of time if there are special Instructions for packaging or mail house requirements, stamps, indicia, folding, alignment, etc.
8. Please indicate any delivery or pickup instructions.



Point Loma
COMMUNITY PRESBYTERIAN CHURCH
2128 Chatsworth Blvd. - San Diego, CA 92107 - 619.223.1633 - www.pointlomachurch.org

January 14, 2015

<<Full name>>
<<Address>>
<<City>>, <<State>>, <<Zip>>

Dear <<Salutation>>:

Greetings in this New Year! We are grateful for these days at PLCPC and believe God is doing a new step with Phase II Renovation. I would appreciate your valued advice and assist in extreme importance to the future of our beloved church.

A team of members which includes architects and builders has identified a list of renovation and improvement suggestions with approximate costs. We are proposing upgrades to our Red Brick Preschool and Christian Discipleship Center; our Youth and Family Life Centers also need upgrades; and we would invest strategically beyond our own corner, as we must protect and preserve our church home to carry on our legacy and ministry into the future.

The ambitious vision of the Task Force, which has been unanimously approved by the SESSION is presented in the enclosed document.

To make this undertaking possible, and as a part of our financial planning, we are seeking the advice of people who have been and are involved in our church. As a first step in achieving this objective, we are arranging a series of personal, confidential interviews with a select number of influential members of our PLCPC Family.

You have been selected for one of these interviews. Please review the enclosed Executive Summary as it explains the opportunity and the plans. Then, I hope you will set aside thirty minutes to discuss this important project. A representative of the Task Force Committee will be calling you to arrange a meeting with a member of Underwood & Associates, the firm conducting this planning study on behalf of the SESSIONS leadership.

Please be aware that this is not a solicitation for funds. We need your valuable input and opinions about this proposed undertaking. Thank you in advance for your help.

Sincerely,

The Rev. Dr. John Paul Powell
Senior Pastor

2128 Chatsworth Blvd. - San Diego, CA 92107 - 619.223.1633 - www.pointlomachurch.org