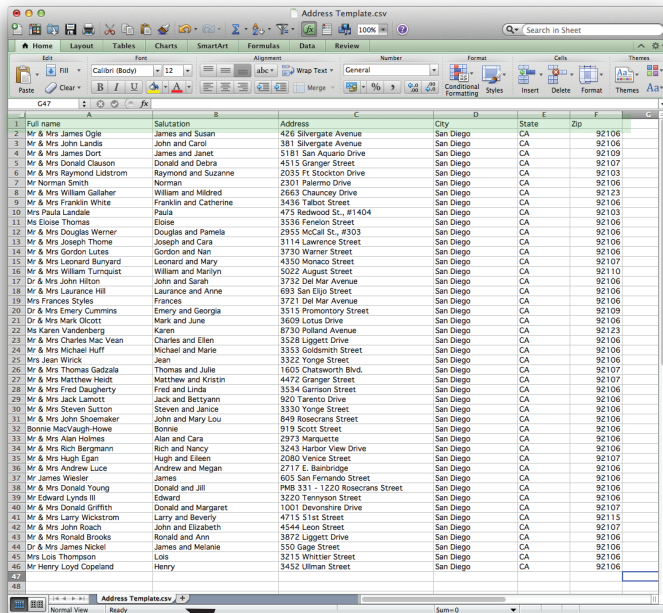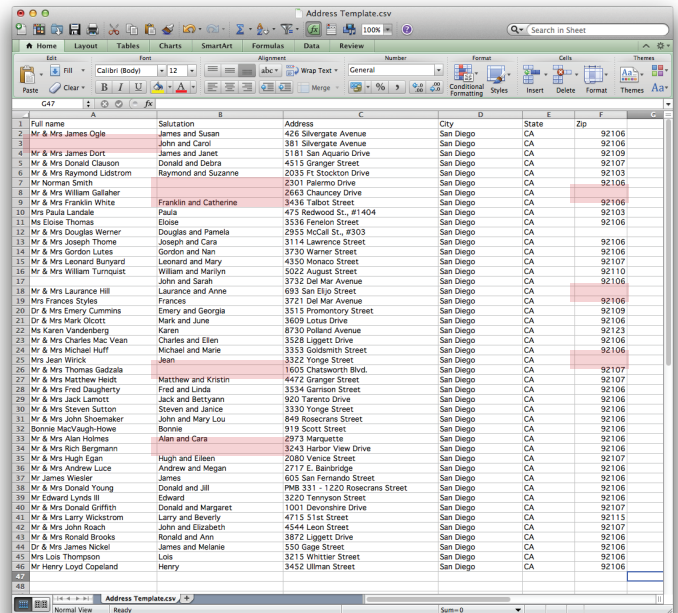# Data Merge Process:

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

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.