

IMPAX on demand Flyer List Instructions

The following file types are acceptable when attaching lists:

File Extension	File Type
.txt	Text tab delimited
.csv	Comma separated values
.xls	Microsoft Excel Spreadsheet
.zip	WinZip compressed files of any of these file types (.txt, .csv, .xls)
.rar	WinRar compressed files of any of these file types (.txt, .csv, .xls)

The list should contain the following columns of data:

Field Name	Description	Required
CONTACT	The contact name you want printed on the flyer	Yes
TITLE	The contact title you want printed on the flyer	No
COMPANY	The company you want printed on the flyer	No
ADDRESS1	The address you want printed on the flyer	Yes
CITY	The city you want printed on the flyer	Yes
STATE	The state you want printed on the flyer	Yes
ZIP	The Zip Code you want printed on the flyer	Yes

Here is an example of how your file may look if sent as a spreadsheet:

CONTACT	TITLE	COMPANY	ADDRESS1	CITY	STATE	ZIP
Joe Smith			100 Test Street	Rochester	NY	14609
Ms. Mary Johnson	Owner	MJ Computers Inc.	222 Corp Blvd.	Pittsford	NY	14534
Bob Jones Jr.			135 Green Tree Rd.	Penfield	NY	14526

Questions regarding using lists for bulk shipping or direct mail can e-mailed to:

suppliesmore@concentrix.com