

We support a number of file inputs and most incoming data can be processed. Below is a list of recommendations. All files should be ASCII Text with fields separated with tabs, commas or PIPE's.

- The following data file types are accepted. Please consult us before you send a data file with a different extension.

Text (Tab Delimited) File  
 CSV File

- We can receive data via:  
 CD, DVD and Email (Email is preferred)
- We will not accept data in word processor packages (ie Word, Word Perfect) or as hard copy. If this all that is available, we will need to manually enter the data and so a data entry charge will apply.
- File naming is just as important as the data itself. Please make sure the file name contains a Job name and a date. For example: Chelsea24thJuly2005.txt

**PhoneCardData**

Column headers			
PIN	Serial	Batch	Sequential No.
568 234 1588	1009789001	10097	10001
456 784 3719	1009789002	10097	10002
225 649 3312	1009789003	10097	10003
446 157 2167	1009789004	10097	10004
972 647 9152	1009789005	10097	10005

Please make sure your data file has a sequential number for us to follow.

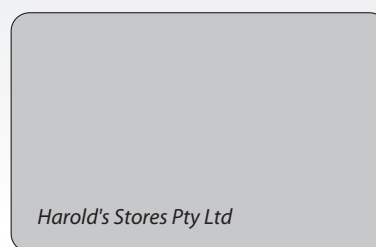
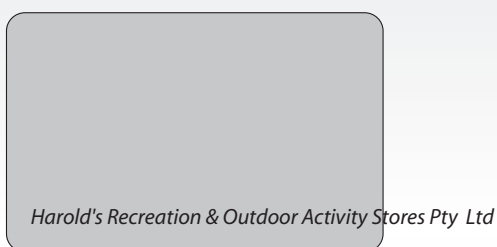
If Spaces are required in your PIN's, please make sure they are in your data file.

**MembershipData**

Please make sure your columns have a heading

Barcode No	Cust Code	Name	Address 1	Address 2	State	Postcode
10001	G2RRHUM	K Meades	122 McSample Street	Chatswood	NSW	2067
10002	D11EDWWE	Jill Wills	11 File Street	Baulkham Hills	NSW	2153
10003	S2DEWEW	S Shearer	278 Data Road	Beaconsfield	VIC	3807
10004	M22EDGHJ	J Wallace	12 Design Street	Hadfield	VIC	3046
10005	K9HJKIER	Ian Black	57 Print Drive	Warrandyte	VIC	3113

- Long names/company names need to be looked at very closely. Layouts for card printing are set up to a certain font size on screen to compensate for long names. Due to the small available areas we have to print data onto cards, long names won't fit. Names such as "Harold's Recreation & Outdoor Activity Stores Pty Ltd" would most times run off the edge of the card. These long names would best be shortened to "Harold's Stores Pty Ltd".



- Font sizing can vary but we recommend no smaller than 8 point. The amount of character spaces available will vary depending on font size and whether your data is in upper and/or lower case. As a guide, for Arial Font, allow approximately 64 characters per line including spaces for 8 point, 49 for 10 point and 41 for 12 point.