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# ELECTRONIC MAIL LIST SUBMISSION ORDER

Customers supplying electronic mail lists are required to fill out this form with each electronic mail list submission. This form is a check list that insures:

- You properly prepare your files for use at Webco.
- Webco staff can read the files you send us and deliver to the areas you desire.

*NOTE:* There is risk with electronic mail lists. Your computer may not prepare the information correctly. Our computer may not be able to read it, no matter the effort by either party. Customer understands the risk and agrees that deadlines may not be met if there is any compatibility problem with electronic mail lists. Customer will hold Webco harmless for missed deadlines.

Customer Name: \_\_\_\_\_

Job Name: \_\_\_\_\_

Date In Webco \_\_\_\_\_ Post Office Drop Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Media Type:**

- E-mail       Zip 100 MB       3.5" DOS Diskette

**File Type:**

- Quote/Comma Delimited Fields       Fixed Length Fields

**Label Type To Be Produced By Webco:**

- Ink Jet With Bar Code       Ink Jet Without Bar Code       4-up Cheshire      Other \_\_\_\_\_

<u>Name of Disk or Tape</u>	<u>File Names to be Processed</u>	<u>Number of Records</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

File layout must be attached listing all fields in the file and specific fields to be mailed.

**Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please call for file specifications.