

Guidelines For Submission of a Master Address List on Hard (paper) Copy

1. The hard-copy list shall be printed in black, on a white 8.5" x 11" bond or standard copy paper.
 2. Font should be Times New Roman, Courier New, Universe, or Arial, 12 point.
 3. The type must be of high quality. Poor quality type from a depleted printer cartridge, dot matrix printer, photocopy or carbon, exhausted typewriter ribbon, or fabric typewriter ribbons are electronically unreadable and must not be used.
 4. The hard-copy list shall contain no handwriting, stray marks, correction fluid or tape.
 5. Names and addresses must appear on one side of each page only. Do not use the back of the paper.
 6. The first name and address on each page of the list may not be closer than two inches from the top of the page and should be no closer than one-half inch from the left side, right side, or bottom of the page.
 7. The hard-copy Master Address List must be submitted as a clean, totally separate document. Any marks (including letterhead, dates, names, pager numbers, coffee stains, handwriting or multiple columns) must be avoided as they may cause the entry of incorrect data.
- 1. DO NOT STAPLE TOGETHER OR TWO-HOLE PUNCH PAGES OF THE ORIGINAL HARD-COPY MASTER ADDRESS LIST.** Copies should be stapled together and may be two-hole punched.