



## DATA FILE REQUIREMENTS FOR PERSONALIZATION

### THERMAL PRINT REQUIREMENTS

All data files should be received in .txt format (Text Tab Delimited).

Each column of data should have a column header describing what data is in the column.

Each field on the card should be in its own column in the data file.

should be in one column, all company names should be in another column etc.

Please **DO NOT** put commas or quotations in the data file, this will cause the information to print incorrectly.

Do not put blank lines in the file.

Do not hide columns or rows in the file.

**PLEASE DO NOT PUT ANY DATA IN YOUR FILE THAT YOU DO NOT INTEND TO BE PRINTED ON YOUR CARDS OR LETTERHEAD**

\* **PLEASE NOTE:** When data from your file is random (not a sequential number) a small sequential number will be thermal printed on your cards for control purposes.

### EMBOSSING REQUIREMENTS

All data files should be received in .txt format (Text Tab Delimited).

Please **DO NOT** put first and last names in separate columns.

Please make sure all alpha characters are **CAPITALIZED**.

Do not put blank lines in the file.

Do not hide columns or rows in the file.

**PLEASE DO NOT PUT ANY DATA IN YOUR FILE THAT YOU DO NOT INTEND TO BE PRINTED ON YOUR CARDS OR LETTERHEAD**

### SAMPLE DATA FILE

NAME	COMPANY NAME	ADDRESS	CITY	STATE	ZIP	CARD NUMBER	ENCODING TR 1	ENCODING TR 2
JOE SMITH	ABC COMPANY	123 ANY STREET	ANYWHERE	TX	11111	11221 0001 00001	11221000100001^0012	11221000100001-0112
JOHN DOE	ABC COMPANY	123 ANY STREET	ANYWHERE	TX	11111	11222 0001 00002	11221000100002^0012	11221000100002-0112