

## **EMAIL APPEND ORDER FORM**

All fields must be completed in order to submit a processing job to Anchor Computer.  
Please check the answers below or fill in the space provided.

**Order Number:** \_\_\_\_\_ **Sales Rep:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**Client/Broker Name:** \_\_\_\_\_ **Mailer:** \_\_\_\_\_

**What is the Job Type?**

- EMAIL APPEND Client gives us file with Full Name & Postal Addresses of its customers.
- HOUSEHOLD MATCH Uses Last Name & Address to match
- INDIVIDUAL MATCH Uses First Name, Last Name & Address to match
- ADDRESS MATCH Uses Address Only to match
- REVERSE EMAIL APPEND Client gives us file with Email Addresses for reverse appending.
- EMAIL DISTRIBUTION Client gives us file to send emails.

**What is the File Type?**             CONSUMER RECORDS     BUSINESS RECORDS  
Label1

**What is the customer's inbound file format? \*Required Formats are listed below:**

- COMMA QUOTED DELIMITED             FIXED FIELD
- TAB DELIMITED                             OTHER (ADDITIONAL FEE MAY APPLY) \_\_\_\_\_

**What is the customer's field layout filename? \*Required only if it is not attached to the order form.**

Any delimited or fixed file submitted to Anchor must have maximum field lengths specified. \_\_\_\_\_

**What is the customer's inbound filename?** \_\_\_\_\_

**Where is the field layout and file located (full path)?**

For FTP transfer please provide FTP host name, user name & password.

**How many records?** \_\_\_\_\_ **Rate Charged:** \_\_\_\_\_

**Will Anchor be sending an eMail to the matched records:**

- NO DELIVER BACK TO CLIENT/BROKER FOR THEIR USE
- YES AFTER APPEND, YOU MUST GIVE INSTRUCTIONS TO NANCY ATWOOD TO PROCESS THROUGH EMAIL DISTRIBUTION SYSTEM (PERMISSION LETTER MAY BE DEPLOYED BY 3RD PARTY VENDOR)

**What are the outbound File Requirements?**

- RETURN MATCHED RECORDS ONLY
- REVERSE MATCH ONLY:
  - a. FLAG RECORDS WITH A Y FOR MATCHED RECORDS
  - b. FLAG RECORDS WITH AN N FOR NON-MATCHED RECORDS
- RETURN MATCHED & NON-MATCHED RECORDS TOGETHER IN "1" FILE
- RETURN MATCHED AND NON-MATCHED RECORDS IN "2" SEPARATE FILES

**How should we return the completed file?**

- FTP, (HOST NAME, USER NAME & PASSWORD REQUIRED) \_\_\_\_\_
- EMAIL (CSV, TAB OR EXCEL WITH FORMAT) \_\_\_\_\_
- OTHER \_\_\_\_\_

**Do we have your permission for Anchor to outsource to trusted 3rd party vendor for additional matches?**

YES \_\_\_\_\_ NO \_\_\_\_\_

SPECIAL PROCESSING INSTRUCTIONS:

\*Please note: Processing time for orders is 3-5 full business days from receipt of this completed form. Additional time may be added on for email distribution and special orders. All orders must conform to the Can Spam Act (S.877) of 2003.