

CSV File Format:

```
Env #,Title,First Name,Last Name,Address,Address 2,City,State,Postal Code
1234,Mr,John,Smith,123 Main St,PO Box 1234,Huntington,IN,46750
2345,Mr & Mrs,Thomas,Miller,555 Washington St,,Huntington,IN,46750
3456,Ms,Lisa ,Knox,15967 Church St,,Huntington,IN,46750
4567,Dr & Mrs,Greg,Jones,837 Main St,,Huntington,IN,46750
5678,,Dave,Smith,PO Box 623,,Huntington,IN,46750
6789,,Kurt & Kathy,Allen,9731 Indian Lake Cir,,Huntington,IN,46750
7890,Mr & Mrs,Joseph,Baker & Family,7025 Lantern Ln,,Huntington,IN,46750
8910,,,Haim,6587 Turpin Rd,,Huntington,IN,46750
9101,Dr ,Josh Brown & ,Dr Elizabeth Blackwood,22 Barberry Dr Suite 437,,Huntington,IN,46750
1012,,Carl & Emery,Daniels,2726 Conrad Rd,Apt 472,Huntington,IN,46750
2034,Mrs,James,Dickenson Sr,70093 Island Dr ,,Huntington,IN,46750
```

Fields:

Envelope number,Title,First Name,Last Name, Address, Address 2,City,State,Zip Code

**Please note that a .CSV format may be opened & viewed in Excel, Notepad or Wordpad, we ask that you do not make changes on the exported file as it can alter how your information is processed.