

## XLS File Format

	A	B	C	D	E	F	G	H	I	J
1	Env #	Title	First Name	Last Name	Address	Address 2	City	State	Postal Code	
2	1234	Mr	John	Smith	123 Main St	PO Box 1234	Huntington	IN	46750	
3	2345	Mr & Mrs	Thomas	Miller	555 Washington St		Huntington	IN	46750	
4	3456	Ms	Lisa	Knox	15967 Church St		Huntington	IN	46750	
5	4567	Dr & Mrs	Greg	Jones	837 Main St		Huntington	IN	46750	
6	5678		Dave	Smith	PO Box 623		Huntington	IN	46750	
7	6789		Kurt & Kathy	Allen	9731 Indian Lake Cir		Huntington	IN	46750	
8	7890	Mr & Mrs	Joseph	Baker & Family	7025 Lantern Ln		Huntington	IN	46750	
9	8910			Haim	6587 Turpin Rd		Huntington	IN	46750	
10	9101	Dr	Josh Brown &	Dr Elizabeth Blackwood	22 Barberry Dr Suite 437		Huntington	IN	46750	
11	1012		Carl & Emery	Daniels	2726 Conrad Rd	Apt 472	Huntington	IN	46750	
12	2034	Mrs	James	Dickenson Sr	70093 Island Dr		Huntington	IN	46750	
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Column A = Envelope Number

Column B = Title

Column C = First Name / Middle Initial

Column D = Last Name

Column E = Address 1

Column F = Address 2

Column G = City

Column H = State

Column I = Zip

**\*\*We ask that you do not make changes on the exported file as it can alter how your information is processed.**