

duty to warn

save time. save money. promote safety



Important Helpful List Tips

File format. Accepted mailing list file types include Excel (xls,xlsx) and comma separated value (csv). List must be uploaded on the official registration form.

List clean-up. All lists are certified by being run through a required United States Postal Service (USPS) software for all bulk mailings. Any addresses that are not a match in the USPS database are automatically corrected if there is enough information or eliminated by the software.

1) Please remove any internal company notes you do not want your customers to see. (For example: CASH ONLY, COD, DECEASED, CHARGE OFF, etc)

2) Please only include the billing address where there is mail receptacle. The post office will not deliver to homes that do not have a mailbox.

3) Ensure all addresses are complete and include a zip code. Incomplete addresses may automatically be removed by the software.

4) Do a spellcheck. Street names and city names that are misspelled could be earmarked as undeliverable by the post office.

5) Other reasons why an address would come back invalid are as follows

- *Address used:* 1234 FM Hwy 64
- o There is no Hwy 64
- o The correct address would be 1234 FM 64
- *Address used:* 1234 I30
- o It does not recognize I30
- o The correct address would be 1234 IH 30
- *Address used:* 1234 Soth ABC Street
- o It does not recognize the misspelling of South
- o It will recognize South, or S. or S for South
- *Address used:* 1234 S ABC Street
- o It is not recognizing this address because ABC Street does not have a north or south distinction or that particular address should be 1234 N ABC Street.

ALL INVALID ADDRESSES REMOVED FROM YOUR LIST WILL BE SENT TO YOU IN YOUR CONFIRMATION PACKAGE.

Add to your list. Please add all branches and all managers to your list. It is important that you get a few copies of the mailing for your records.

Please do not forget to add your insurance agent's mailing address to your list, too. Additionally, please ensure that it is the customer's billing address to ensure delivery from the US Postal Service.