



M & D LOGISTIX
COMAILING AND DISTRIBUTION SERVICES

CO-MAIL DATA FILE LAYOUT

Make ALL fields even if field is not used.
Use the DBF Field Names specified.
Make the fields the Length specified.
Place your data in the fields left-justified.
Do not shorten the field length when your data does not consume all the positions.
Call Presort and Mailing Solutions if your data exceeds the field lengths.
Do not use fields other than as intended. Such as, do not use Keycode or Message Line 1 for something you need to be in the address block.
Call Presort and Mailing Solutions if you think you need to add fields to the layout.

Field Description	DBF FIELD NAME	Length	ACCEPTABLE VALUES	
Address block lines ^(*) . Any 7 but not more than 7 of these 8 fields can contain data in each record.	KEYLINE	KEYLINE	50	Any information that must appear above the Individual's Name and under the OEL, such as the ACS Keyline .
	INDIVIDUAL'S NAME	NAME	50	examples: "DR JOHN G SMITH MD" "MR JOHN PAUL SMITH JR"
	INDIVIDUAL'S CORPORATE TITLE	TITLE	50	examples: "PRESIDENT" "MANAGER"
	DIVISION	DIVISION	50	Any additional address information that is to appear in the mailing label above Firm Name line and below Individual's Corporate Title line
	FIRM NAME	FIRM	50	(also known as "Company Name" but Dbf field name must be "FIRM")
	NON-POSTAL line	EXTRALINE	50	Any additional address information to appear in the mailing label below Firm Name line and above Secondary Address line
	SECONDARY ADDRESS ⁽¹⁾	SECNDRYADR	50	Secondary address line ⁽¹⁾ . Examples: "APT 10" "SUITE 500" "BOX 34" "5TH FLOOR"
	PRIMARY ADDRESS ⁽¹⁾	PRIMARYADR	50	Primary address line ⁽¹⁾ . Example: "100 MAIN ST"
	CITY	CITY	38	
	STATE	STATE	2	
ZIPCODE-PLUS4	ZIP	10	"ZIPCODE, hyphen, and PLUS4" (alias ZIP+4). If no ZIP+4 then just 5 DIGIT ZIPCODE.	
DPBC	DPC	2	Numeric 2-digit code for delivery-point barcode. Must be blank when ZIP+4 could not be assigned.	
CRRT	CRRT	4	Carrier-route number (for example, C001, R001)	
LOT ⁽²⁾	LOT	4	Line-of-Travel number ⁽²⁾	
LOT ORDER ⁽²⁾	LOTORDER	1	Line-of-Travel sortation ⁽²⁾ "A" for Ascending and "D" for Descending	
SUBSCRIBER indicator (Periodicals)	SUBSCRIBER	1	"T" for Subscriber and Blanks or Spaces for Non-subscriber	
CUSTOMER CODE	CUSTCODE	15	Field Length Based on placement and amount of white area on back cover	
KEYCODE	KEYCODE	15	Field Length Based on placement and amount of white area on back cover	
SOURCE CODE	SOURCECODE	15	Field Length Based on placement and amount of white area on back cover	
MAILING CODE	MAILCODE	15	Field Length Based on placement and amount of white area on back cover	
ACS Subscriber ID	ACSSUBID	8	ACS Subscriber ID can be supplied with the file or on the Pre-Sort Spec sheet.	
MESSAGE LINE 1	MESSAGELN1	50	Field Length Based on amount of white area on back cover	
MESSAGE LINE 2	MESSAGELN2	50	Field Length Based on amount of white area on back cover	
MESSAGE LINE 3	MESSAGELN3	50	Field Length Based on amount of white area on back cover	
MESSAGE LINE 4	MESSAGELN4	50	Field Length Based on amount of white area on back cover	
MESSAGE LINE 5	MESSAGELN5	50	Field Length Based on amount of white area on back cover	
MESSAGE LINE 6	MESSAGELN6	50	Field Length Based on amount of white area on back cover	
MESSAGE LINE 7	MESSAGELN7	50	Field Length Based on amount of white area on back cover	
PERMIT IMPRINT LINE 1 (Standard)	PERMITLN1	20	Field Length Based on amount of white area on back cover	
PERMIT IMPRINT LINE 2 (Standard)	PERMITLN2	20	Field Length Based on amount of white area on back cover	
PERMIT IMPRINT LINE 3 (Standard)	PERMITLN3	20	Field Length Based on amount of white area on back cover	
PERMIT IMPRINT LINE 4 (Standard)	PERMITLN4	20	Field Length Based on amount of white area on back cover	
PLANETBARCODE	PLANETBC	13	Positions 1-2=USPS Mlg Code, positions 3-7=Subscriber ID, positions 8-13=User Value, No Check Digit	
FIRM CODE	FIRMCD	10	Client assigned Firm Bundle Code. This is used to create pre-assigned firm bundles.	
IMB Mailer ID	IMB_MID	9	IMB Mailer ID.	
IMB Serial Number	IMB_SERIAL	9	IMB Sequence / Serial Number	
IMB Service Type	IMB_TYPE	3	IMB Service Type	
BULK COPIES	BULK	3	3 Digit numeric field for creating "BULK" copies. Each copy will receive an address on the address panel.	

All 3 fields
When used
Must = 21 chars

NOTES

^(*)
Address block lines: If your address block information exceed lines please contact customer service. The 7 lines do not include the OEL, City, ST, Zip or Barcode. This means the total possible address block lines is 10. We may be able to print more than 10 lines however increasing address lines creates a smaller inkjet font.

⁽¹⁾
If the entire address fits in the Primary Address field, then leave the Secondary Address blank.
If both Primary and Secondary address lines are needed, the "street information" must be in the Primary Address field and the "directory information" must be in the Secondary Address field.

⁽²⁾
The letter following the Line-of-Travel number is NOT part of the LOT Code.
The LOT Code is only the 4-digit number.
The letter is the Lot Direction Code and must be in its own field.