

PREPARATION OF MAILING FILES

In order for Buxton to sort your address data files accurately and process them securely, we request that you supply the data in the following format:

- | | |
|--|---|
| FIELD 1 = REFERENCE (optional) | • The POSTCODE must be in a dedicated field |
| FIELD 2 = NAME (eg MR JOHN DOE) | • The NAME including salutation (if using) must be contained within one column |
| FIELD 3 = ADDRESS LINE 1 | • The COUNTY must be in a dedicated field |
| FIELD 4 = ADDRESS LINE 1 | • It is recommended the first field of the address data contains a " HEADER " field stating what that field contains |
| FIELD 5 = ADDRESS LINE 1 | • There should be no punctuation or character returns in the address data |
| FIELD 6 = POST TOWN | |
| FIELD 7 = COUNTY | |
| FIELD 8 = POSTCODE | |

When deciding on the format of the address data it should be remembered that the first line is taken up by the Royal Mail selection code leaving 8 lines for the address. When supplying your mailing data it is good practice to declare the address fields you have used within your data.

Please note:

- Only the address data to be used for mailing should be supplied in the data file
- UK and overseas data should be prepared in separate lists
- On all addresses with more than 8 fields, some lines will have to be combined to ensure all the address detail prints - please do this prior to sending the data to Buxton Press

MS Code	Reference	Name	Address 1	Address 2	Address 3	Post town	County	Postcode
XY	XY12345	John Doe	Director	Any Co	3 Any Street	Buxton	Derbyshire	SK17 6AE
XY	XY12346	Jane Doe	Publisher	That Co	6 Any Road	Bakewell	Derbyshire	DE45 1AS
XY	XY12347	Jack Doe	Designer	This Co	42 Any Way	Ashbourne	Derbyshire	DE6 1EF

Data Layout

Field	Data
0	Selection Code
1	XY12345
2	John Doe
3	Director
4	Any Co
5	3 Any Street
6	Buxton
7	Derbyshire
8	SK17 6AE

Physical Printed Address Layout Sample

60414 (Royal Mail / Distributor Selection Code) John Doe Director Any Co 3 Any Street Buxton Derbyshire SK17 6AE

If Buxton mailsorts, the first line of the address is taken up by the Royal Mail or Distributor selection code. This is added to the mailing data by the address software. Please note, if supplied, this needs to be in a numerical format only - no letters please.

GDPR - Mailing Data Security

Once you have prepared your files in the above format, to safeguard the privacy of your data please:

- send it to your account executive in a password protected zipped / encrypted file
- provide the password separately to your account executive so that we may securely process your files