Nonproduction-Ready Media, Formats and Specifications

QuadData Solutions offers a variety of ways to transmit data electronically as an alternative to submitting conventional media. Transmitting data electronically has a number of advantages. It eliminates the need to create physical media, saves the expense and delivery time associated with shipping media, and the incidence of data being irretrievable is reduced. In addition, time saved by expediting adjustments in your mail file may reduce cycle time.

PREFERRED ELECTRONIC FILE EXCHANGE

Sending Electronic Files
Please contact your Quad Postal Service Representative (PSR) for account set-up.

FTP

FTP (File Transfer Protocol) is a method of transmitting data via the Internet. A connection to the Internet is required. Speed will depend on the speed of your connection.
- Upon consulting with our staff, a username and password are assigned.
- You will connect to our server to transmit data via FTP.
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- Files should be compressed using a PKZip-compatible format.
- Data is placed on the server and retrieved on a regular basis.
- Upon receipt of your data, your Quad contact will be notified electronically that your data is ready for processing.

SECURE FTP

FTP (File Transfer Protocol) is a method of transmitting data via the Internet. A connection to the Internet is required. Speed will depend on the speed of your connection.
- Upon consulting with our staff, a username and password are assigned.
- You will connect to our server to transmit data via FTP.
- Supported Transport Protocols include, SSL, SSH and HTTPs.
- Files should be compressed using PKZIP.
- Data is placed on the server and retrieved on a regular basis.
- Upon receipt of your data, your Quad contact will be notified electronically that your data is ready for processing.

WAM!NET

WAM!NET is a method of transmitting data via an electronic data link. A file transfer utility offered by NetCo Communications is required.
- Upon consulting with our Quad/Net staff, two directories are set up: To_[client name] and From [client name]
- Upon receipt of your data, your Quad contact will be notified electronically that your data is ready for processing.

GUIDELINES

- QDS prefers customers to send files to QDS. If customers require QDS to pick up file(s), additional charges may apply.
- Exact filename(s) must be provided. These names are case-sensitive. Additional charges apply if exact file names are not provided.
- File name can only contain alphanumeric characters, space, dash, and underscore.
- Preferred formats are: (1) ASCII with fixed fields and fixed record size (with <CRLF> or <LF> record delimiters) or (2) dBASE (DBF) format (fully compatible format with dBase III+ format).
- Also accepted are ASCII comma or tab delimited with records delimited by carriage return and line feed or line feed only. NOTE: FILE TYPE CONVERSION CHARGE APPLIES.
- To receive the FREE electronic transmission, the data file must be dBase (DBF) or ASCII fixed-length format and accompanied by an electronic file format according to specifications.
- Record layout or format must accompany each media item.
- The primary address field must be identified and in a single consistent field. A secondary address field is acceptable. This would contain Apt or Unit designators.
- Files with viruses will be rejected.
- Executable files (i.e., files with .EXE extensions) will be rejected.
- Files encrypted with PGP/GPG standards are acceptable and will incur additional fees.
- Any record size that exceeds 10,000 bytes, please contact your QDS rep to discuss options. All records must remain consistent throughout each media.

THIRD PARTY MAIL LIST PROVIDERS – RESTRICTED CLIENT USE

For any mail lists provided for a client by a third-party provider that should not be used to assist in the mapping of Quad's job metadata to Quad's Proprietary dataset due to license restrictions for those lists:

- The client or its mail list vendor must include in the mail file name " _pcrestricted" prior to submitting the mail file to Quad

RECORD FORMAT REQUIREMENTS

Domestic Records

- Domestic records should have fixed fields and use specific field definitions.
- 30-character max. field length on all Multi-Mail periodical files.
- City, state, ZIP code, ZIP+4, Delivery Point Code and Carrier Route fields should be isolated. (No zero filling 5-digit ZIP Code, ZIP+4 or Delivery Point Code.)
- If files are submitted CASS-certified, records must contain ZIP+4 Code, Delivery Point Code, Check Digit, Carrier Route Code and Line of Travel Code and Order fields in a fixed position.
- The primary address field should be identified and remain in a consistent field. Multiple address fields are acceptable.

Foreign Records

- Canadian and foreign records in a separate file from domestic.
- Canadian and foreign records should have fixed fields and use specific field definitions.
- Postal code and country should be in separate fixed positions.
- Country names should be spelled out to meet international guidelines and not provided as codes.
- ISO 8859-1 is the supported encoding for characters beyond the standard ASCII set (accent marks/diacritics). Certain Unicode sets can be converted. Files using these formats will be subject to additional costs and conversion limitations. Please contact QDS Technical Support at 414.566.3200 for more information.

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