

# 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 Account Service Representative (PAS) 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 and SSH.
- 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.

## **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.