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 several 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 Representative for account set-up. Clients requiring PGP encryption must request Quad's public PGP key to encrypt files being sent to Quad Clients must supply Quad with their public PGP key for files being returned to the client.

FTP

FTP (File Transfer Protocol) is a method of transmitting data via the Internet. FTP transfers files in plain text over Transmission Control Protocol (TCP). 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.
- 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. sFTP transfers files securely over Secure Shell Protocol (SSH) with encryption. 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.

Quad

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.
- Only ASCII or ISO-8859 character encoding is accepted.
- Canadian and Foreign records must be sent separately from U.S. domestic records.
- Files sent in Excel format must contain only one sheet. Fields such as ZIP, ZIP4, Delivery Point Barcode, Line of Travel, and Walk Sequence must be formatted as Text and contain leading zeros as required. A file type conversion charge will apply to all Excel files.

Quad

LAYOUT EXAMPLES

Marketing Mail Inkjet File Format

Required Record Length = 1480
Required Input File Format:
" File format = Client Format" "Output Fields = Quad Output"

FILE FORMAT	FIELD LENGTH	FIELD SPECIFICATIONS
Fixed width		
Full name	60	Full Name Preferred (required if Name is not parsed)
Prefix	30	If Available
First name	30	Required If Full Name is not being used
Middle name	30	Required If Full Name is not being used
Last name	30	Required If Full Name is not being used
Post name	30	If Available
Title	50	If Available
Company	60	If Available
Address 1	60	Primary (required)
Address 2	60	Secondary (required if available)
Address 3	60	Third Address line (required if available)
City	30	Required
State	2	Required
Zip-Zip4	10	Required
Version	5	If Available
Keycode	20	If Applicable
Customer number	20	If Applicable
Service type	3	Required If not available Quad will Append
IMB MID	9	Required If not available Quad will Append
IMB Serial	9	Required If not available Quad will Append
Message line 1	100	If Applicable
Message line 2	100	If Applicable
Message line 3	100	If Applicable
Message line 4	100	If Applicable
Message line 5	100	If Applicable
Message line 6	100	If Applicable
Message line 7	100	If Applicable
Message line 8	100	If Applicable

Quad

Periodical Inkjet Mail file Format

Required Record Length = 606
Required Input File Format:
“ File format = Client Format” “Output Fields = Quad Output”

FILE FORMAT	FIELD LENGTH	FIELD SPECIFICATIONS
Fixed width		
Full name	60	Full Name Preferred (required if Name is not parsed)
Prefix	30	If Available
First name	30	Required If Full Name is not being used
Middle name	30	Required If Full Name is not being used
Last name	30	Required If Full Name is not being used
Post name	30	Required If Full Name is not being used
Title	50	If Available
Company	60	If Available
Address 1	60	Primary (required)
Address 2	60	Secondary (required if available)
Address 3	60	Third address line (required If available)
City	30	Required
State	2	Required
Zip-Zip4	10	Required
Keyline	30	if expire date is needed please provide it in the keyline
ACS code	7	Required If not available Quad will Append
Subscriber	1	"S" for subscribers and blank for comps (required)
Version	5	Required If not available Quad will Append
Service type	3	Required If not available Quad will Append
IMB MID	9	Required If not available Quad will Append
IMB Serial	9	Required If not available Quad will Append

File Format Notes: Keyline must include expire date if required. Subscriber field should be coded with “S” for subscribers or blank for comps.

Quad

Canadian & Foreign Inkjet Mail File Format
The standalone inkjet providing inkjet address output for Foreign or Canadian mail without address correction or presort. When mailing both Foreign and Canadian, each should be provided on separate files.
Required record Length = 605

Required Input File Format: " File format = Client Format" "Output Fields = Quad Output"

FILE FORMAT	FIELD LENGTH	FIELD SPECIFICATIONS
Full name	60	Full Name Preferred (required if Name is not parsed)
Prefix	30	If Available
First name	30	Required If Full Name is not being used
Middle name	30	Required If Full Name is not being used
Last name	30	Required If Full Name is not being used
Post name	30	If Available
Title	50	If Available
Company	60	If Available
Address 1	60	Primary (required)
Address 2	60	Secondary (required if available)
Address 3	60	Third address line (required If available)
City	30	Required
Province	20	Required
Postal code	10	Required
Country	40	Required
Version	5	Required If not available Quad will Append

OUTPUT FIELDS		OUTPUT SPECIFICATIONS
Line 1	Full name	Thomas A. Smith
Line 2	Title	Manager
Line 3	Company	ABC Company
Line 4	Address	1000 Main ST
Line 5	City Province Postal code	Victoria, BC V8W 1B2
Line 6	Country	Canada
Line 7		
Line 8		