



Dropship Guidelines

When supplying a mail list for shipping of any kind please supply the addresses to us as follows:

Must be a Microsoft Excel file or a CSV file.

Put contact names in 1 single cell. Do not split first name and last name into 2 different cells.

Put company name in 1 single cell.

You may split addresses into 2 cells. One being the street address and the other (if needed) for Suite #'s, Apt. #'s etc.

Put City, State and Zip into 3 separate cells. (If shipping to international addresses make a separate cell for Country as well)

Make sure all fields are complete and correct.

See example below

Field 1: Company "Best Company"

Field 2: Contact "Joe Smith"

Field 3: Address 1 "5432 N. Jackson St."

Field 4: Address 2 "Suite 100"

Field 5: City "Anytown"

Field 6: State "WI"

Field 7: Zip "55555"

Field 8: Country "USA" (Only necessary if shipping to international addresses)

If mail list is not supplied to us in the above format additional charges may be incurred.