

NCOA data format

PREFIX	FIRST	MID	LAST	SUFFIX	TITLE	COMPANY	ADDRESS_1	ADDRESS_2	CITY	STATE	ZIP
optional	REQUIRED	optional	REQUIRED	optional	optional	optional	REQUIRED	optional	REQUIRED	REQUIRED	REQUIRED
max 15 chars	max 30 characters	max 25 chars	maximum 30 characters	max 7 char	max 30 characters	max. 30 characters	maximum 30 characters	maximum 30 characters	max 30 characters	max 2 char	max 10 characters

DO NOT HIDE ROWS OR COLUMNS

Only provide essential mailing related data in the file

cost for update  
 per record    up to 25,000    .02 ea.    \$25.00 minimum  
                   over 25,000    .01 ea.