

This is a sample of an ideal address spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Company	Address 1	Address 2	Address 3	City	State	Zip	
2	Alice	Belov	ACME Anvils and Explosives	123 Fake Street NE	Suite 4		Minneapolis	MN	55402	
3	Linda & Douglas	Peterson		456 Faux Blvd			Roseville	MN	55113	
4	Dr. Radika Kamath		University of Minnesota Extens	Aberdeen Hall	678 Baloney Circle		St. Paul	MN	55112	
5	The	Robersons		987 Ha Ha Way	#8A		Fridley	MN	55432	
6			The Mary Gerke Foundation	Attn: Nancy Linendoll	123 Placeholder Place	P.O. Box 91007	Roseville	MN	55113	
7										
8										

Consider excluding prefixes that aren't titles for a spiritual leaders politans, or doctors.

Please merge Suffixes (like jr., III, Esq.) to the Last Name column, and not a seperate column.

Don't include "Attn:" or "c/o" in the Company column, as in those situations the Company would be used in place of First Name.

In these cases, put Attn: or c/o into Address 1, and address into Address 2 and 3 columns.

Include descriptors like Unit, Apt, #, Suite/Ste before an apartment number or letter.

Most won't need a third Address, so if your list doesn't need an Address 2 or 3, don't include empty columns for them.

**Cities in their own column.
States in their own column.
Zips in their own column.**

If these are **all** in one column, we will ask you to seperate them, or we may need to bill you for the time it takes to fix it so they're seperate.

