

## Formatting Tips

A	B	C	D	E	F	G	H	I	J	K
Title (Max of 50 characters)	First Name (Max of 50 characters)	Last Name (Max of 50 characters)	Company / Organization Name (Max of 50 characters)	Email Address (Max of 50 characters)	Address 1 (Max of 30 characters)	Address 2 (Max of 30 characters)	City (Max of 30 characters)	State/ Province	Zip/ Postal Code	Country
The	Smith	Family			100 Elm St.	No. 5	Memphis	TN	38120	USA
			Kellogg Advertising		500 Main St.	Suite 20B	Memphis	TN	38104	USA
	John	Smith			500 Main St.	Suite 20B	Memphis	TN	38104	USA
Mr. and Mrs.	Dan	Williams			400 Pine Cove		Memphis	TN	38133	USA
	Steve and Jan	Thomas		<a href="mailto:steveandjan@email.com">steveandjan@email.com</a>						

- **Entries need to have** a mailing address or an email address.
- **The only countries allowed** (column K) are the United States and Canada.
- **To enter a state** (column I), you can either type the two letter state code or you can use the drop-down menu.
- **To enter a family name**, such as “The Smith Family”, space the family name among columns A, B and C as shown in row 1 above.
- **To honor a company or organization**, use the Company/Organization column (D), as shown in row 2 above. Your card will state that your donation was made in honor of that company/organization.
- **A first and last name are not required** if the Company/Organization Name (column D) field is complete.