

Formatting Tips

	A	B	C	D	E	F	G	H	I
1	Recipient List Template (fields with an * are required)								
2	Title (Mr., Mrs., Ms. Mr. & Mrs., etc)	First Name* (Max of 20 characters)	MI	Last Name* (Max of 40 characters)	Suffix (Jr., etc.)	Company / Organization Name (Max of 50 characters)	Address* (Max of 38 characters)	Apt #	Address Continued (Max of 50 characters)
3	The	Smith		Family			100 Elm St.	No. 5	
4						Kellogg Advertising Inc.	5000 Power Ave	Suite 20B	Kellogg Building
5		John	D	Williams	Jr.		5000 Power Ave	Suite 20B	Kellogg Advertising Inc.
6	Mr & Mrs.	James		Hall			566 Pine Cove Ln.		
7		Jan, Steve and Timmy		Jones			88 Oak Blvd.		

- **To enter a family name** (such as “The Smith Family”), space the family name among columns A, B and D as shown in row 3 above.
- **To honor a company or organization**, use the Company/Organization Name column (F) as shown in row 4 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 F) field is completed. However, we always recommend including a name in the Address Continued field so your card will be delivered to the correct area of the company.
- **To honor an individual at a company address**, do not use the Company/Organization Name field. Instead, put the company name in the Address Continued field as shown in row 5 above. Your card will state that your donation was made in honor of that individual.