

### Instructions for bulk upload.

Bulk upload can be used to add addresses to your address book or for bulk card orders.

- 1) Download the bulk upload template (csv)
- 2) Complete a row for each address you wish to add
- 3) Upload your completed file in .csv format

Field Name *required	Notes
Type*	“Sender” or “Recipient”
First Name*	Text
Last Name*	Text
Address*	Numbers + Text
Address 2	Numbers + Text
City*	Text
State/Province*	Please use full names for US States (E.g., California, not CA)
Postal Code*	For US addresses, 5 digits are required. For non-US addresses, any postal code may be used.
Country*	If no country is provided, USA is assumed. USA, US, U.S., U.S.A, United States, and United States of America are all acceptable for US addresses. US postage rates apply for US addresses. Non-US postage rates apply for all other countries.
Phone	E.g., (801) 444-4444 or 999.222.2222
Email	name@company.com
Company	Text
Birthday	May be used for birthday card automation. Format as MM/DD/YYYY - e.g., 05/20/1990
Anniversary	May be used for anniversary card automation. Format as MM/DD/YYYY - e.g., 05/20/1990
Custom 1	The custom fields are used only in a bulk order and will not be saved to the address book. They can be used for special dynamic inserts into the message.
Custom 2	
Custom 3	

