

Hannanprint NSW Mail Database Handling



HANNANPRINT

Hannanprint NSW Pty Ltd, checks all databases supplied to confirm its suitability only for the purposes of mailing and is not responsible for the accuracy or content of any supplied data file. If a data file requires manipulation to meet either Australia Post or Hannanprint Mailing Database Specifications, then all reasonable care will be taken during this process, however Hannanprint accepts no responsibility for the accuracy or content of the manipulated data file.

Hannanprint NSW requires a copy of this form for each Mailing Database File presented.

Job Number: (HPN use only)

Client: _____

Contact: _____ Phone: _____

Job Name: _____ Date: ____ / ____ / ____

File Name: _____

File Format: Text CSV (comma delimited)

File Type: Fixed Length Variable

Total Number of Records: _____

Number of Single Copy Records: _____

Number of Multiple Copy Records: _____

Number of Overseas Copy Records: _____

Database Field Description

Field 1		Field 6		Field 11		Field 16	
Field 2		Field 7		Field 12		Field 17	
Field 3		Field 8		Field 13		Field 18	
Field 4		Field 9		Field 14		Field 19	
Field 5		Field 10		Field 15		Field 20	

Signed on behalf of client:

Name:..... Signature: Date:...../...../.....