

# FILE SUBMISSION FORM

(Complete form for each file submitted)

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

FILE NAME: \_\_\_\_\_

FILE DESCRIPTION (*i.e. Address list, inventory, etc.*): \_\_\_\_\_

FILE FORMAT (*i.e. Fixed, Delimited, EBCDIC, etc.*): \_\_\_\_\_

MEDIA (*i.e. CD, 3480, etc.*): \_\_\_\_\_

RECORD QUANTITY: \_\_\_\_\_ RECORD LENGTH: \_\_\_\_\_ N/A

LAYOUT PROVIDED (*required*):  Yes  No

FIELD DECODES PROVIDED (*required*):  Yes  No

ARE NECESSARY FIELD MASKS PROVIDED:  Yes  No

ALL FIELDS PROVIDED:  Yes  No (provide list of missing fields & decodes)

HARDWARE

PLATFORM: \_\_\_\_\_

DATABASE: \_\_\_\_\_

VERSION / RELEASE: \_\_\_\_\_

CRM PACKAGE: \_\_\_\_\_ N/A

DATE THE FILE WAS CREATED: \_\_\_\_\_

I HAVE A BACK-UP OF THIS FILE \_\_\_\_\_ *initials*

MISC. NOTES: