



... the *sure* way to stay in contact with your clientsSM

Just follow these simple instructions to send us your contact list.

1. Convert your current contact database into a Text file (Comma delimited - .csv or Tab delimited - .txt). If you do not currently have your contacts in a database, just type them into a Microsoft Word document or Microsoft Excel spreadsheet.
2. When you convert your file or create a new one, you will be asked for a location to save the new file. File it under "My Documents" or in a place that you will remember with a file name that will clearly identify it for you as your contacts.
3. Open your email program and prepare an email addressed to: updates@surecontact.com. Attach the file you've created and send.
4. If you do not currently have your contacts in a database, we will accept a faxed list (please type or print clearly and heavy enough to come through on a fax). Please note there is an additional charge of \$0.25 per name for us to create the database.

Format for contact information:

First Name	Last Name	Email address
John	Jones	John.jones@hotmail.com
Sally	Smith	Golfer1@earthlink.net
Mary and Bill	Long	thelongs@mycompany.com

Acceptable file formats:

- Comma delimited - .csv
- Tab delimited – .txt
- Microsoft Word – .doc
- Microsoft Excel – .xls

** Updates must be received by 5:00pm EST on the 15th of each month. If the deadline is missed, revisions will take effect the following month.*

Note: This will be your **SureContact** database until it is revised in one of three ways:

1. You submit revisions,
2. You submit an entire new list, or
3. We modify your list when a contact of yours bounces or requests to unsubscribe. In that case, we will notify you of the person.

SureContact, Inc. ~ www.surecontact.com

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