

**Sterling Finishing, Inc.**  
466 Mill Road  
Andalusia, PA 19020  
Fax: (215) 639-9345

SR-099  
Distribution List Requirements



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In order for Sterling Finishing, Inc. to properly process your request for a distribution list to be processed, you will need to provide us with the following information:

- ✍ Your company name & contact information
- ✍ Purchase Order & Job Name
- ✍ Shipping Date
- ✍ A valid email address (in order for us to send you the tracking numbers)
- ✍ Provide us with as much detail about the shipping method (carrier, shipping priority, billing information)

Sterling Finishing can accept any of the following file formats of your address list:

- ✍ Microsoft Excel (any version including XP)
- ✍ Microsoft Access (any version including XP)
- ✍ Text files (these files must be delimited by either commas, tabs, or quotes)
- ✍ Microsoft Word (any version including XP) – a surcharge maybe applied
- ✍ Hard copy - additional fees apply - to avoid large processing fees, please do not fax any lists that we are to work from. Please send via courier a good, clean copy for us to work with; faxed copies tend to loose their quality, which could lead to misinterpreted names and addresses.

We can accept most media types that you may use to store your file(s), such as CDROM, floppy diskette, and Zip100 disks. Please make sure that your files/media are accessible by the Windows operating system (any Office files native to the Macintosh will also open on a Windows PC). If the files you are sending to Sterling are compressed (i.e. WinZip, StuffIt...), again, please make sure that software being used for the compression is available for Microsoft Windows; Sterling uses the following software compression utilities:

- ✍ [StuffIt](#)
- ✍ [WinACE](#)
- ✍ [WinRAR](#)
- ✍ [WinZip](#)
- ✍ [yEnc32](#)

Additional information about distribution lists can be obtained by visiting our Website (<http://www.sterlingfinishing.com/capabilities/Shipping.asp>)