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## The *Proper* Format for E-mailing Embossing Lists...

*Following are some guidelines for sending your files for personalization properly.*

1. Use Microsoft Excel.
2. Make sure all cells are formatted for text.
3. All data must be in spreadsheet as it is to appear on each card.
4. All embossing must be in CAPS and not to exceed 28 characters (including spaces) per line. Any data that is over the 28 character limit will be cut off!
5. The following characters must not appear in your spreadsheet as our machines will not read them: ! @ # \$ % \* ( ) ? ~
6. All items must appear in order by row as per how they will appear in order by line on card. For example; column A will contain your first line, column B will contain your second line, column C will contain your third line, etc. (see attached sheet for example)
7. All emailed files must be named the job name and/or number assigned by us and dated.

You may e-mail to:

[list@kwickcard.com](mailto:list@kwickcard.com)

**Any questions? Call CUSTOMER SERVICE @  
1-800-248-2196**