

REALTY REPORT™ MAILING SERVICES

GUIDELINES FOR SUBMITTING DATA

There are two methods of submitting mailing lists:

1. Create a file containing names and addresses and send it to us (on a disk, cd rom or via email).
2. Enter the data directly into our database via the Internet.

Method 1: Creating a Data File

Acceptable File Formats:

- Microsoft Excel Spreadsheet.
- Tab-Delimited Text File (AKA: Tab-Text, Tab-Separated Text).
- Comma Delimited Text File (AKA: Comma Separated Values, Merge Format).
- DBF Format.

How to Structure the Data

Here is a sample of how you would set up and enter the data in Excel.

	A	B	C	D	E	F	G	H
1	Mailee's Full Name	Company Name	Address	City	State/Prov	Zip/Postal Code	Newsletter Ver.	Sort
2	John Smith	Smith Manufacturing Ltd.	1200 King St. W. Suite 1604	Aberdeen	NM	15024-1144	SING	Smith
3	Frank & Mary Johnson		298 Laurier Crescent	Topeka	KS	29823	SING	Johnson
4	Ann Mckenzie & Will McCain		55411 Hwy 11 P.O. Box	Cranston	NU	29002	COND	McKenzie

Other formats should be similarly structured. Most Database and Contact Management Programs have the capability of Exporting data to a Tab or Comma Text format. Consult your program's documentation to see if it is capable of exporting data.

Company Name, Address 2, Newsletter Version and Sort fields are optional.

State field should use the 2 Letter Abbreviation standard.

If specifying Newsletter Version, use the following codes:

- SING = Single Family
- COND = Condo
- SINGH = Single Family-Homemaker
- CONDH = Condo-Homemaker

How to Send the Data to Market Connections™

- Email: Attach the Excel or Text file to an email message and send to:
rrlists@marketconnections.com
- Postal Mail: Save the Excel or Text File onto a disk or cd rom and mail it to:

Market Connections™ Inc.	Market Connections™ Inc.
ATTN: Mailing Services	ATTN: Mailing Services
60 Industrial Parkway, #457	4950 Yonge St., Suite 101
Cheektowaga, NY 14227-2713	Toronto, ON M2N 6K1
USA	CANADA
- Include your Name, Address and Phone Number.

We strongly suggest you send a Test File with approximately 5-10 names and addresses to ensure that you have the proper structure before spending a lot of time doing data entry.

Questions? Please contact Paul Fabris, IS Manager:

1-800-387-6058 ext. 224 or

pfabris@marketconnections.com



4950 Yonge St. Suite 101, Toronto, ON M2N 6K1 (CANADA)

60 Industrial Parkway #457, Cheektowaga, NY 14227-2713 (USA)

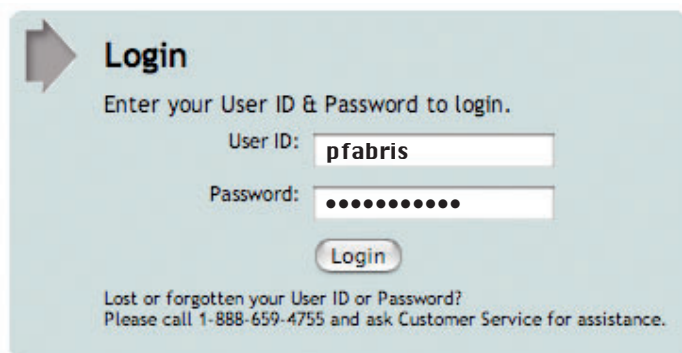
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GUIDELINES FOR SUBMITTING DATA [CONT.]

Method 2: Direct Entry on the Internet

If you have Internet access and a Web browser, such as Netscape or Internet Explorer, you can enter your mailing list directly into our database. This would not be the preferable method if you have already invested time and energy entering the data into a database of your own, as this method requires that you type each name and address all over again. However if you have never entered your data into any database, this is the best way to "start from scratch".

1. You will be assigned a user ID and password. This will be emailed to you once your order is processed. Then you can begin editing your Mailing List immediately.
2. In your Web browser, type the following URL: <http://www.marketconnections.com/ocs>
3. From here you can type your newly acquired User Name and Password into the Login screen.



Login

Enter your User ID & Password to login.

User ID:

Password:

Lost or forgotten your User ID or Password?
Please call 1-888-659-4755 and ask Customer Service for assistance.

4. After logging in successfully, click on the "Edit Mailing List" link to begin entering and editing your mailing list data.

PLEASE NOTE: Changes are LIVE. Any changes you make are permanent.

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