

DATA SUBMISSION GUIDELINES
STANDARD CONVERSION FORMATS AND
POLICIES

TECHNICAL SPECIFICATION Z-100218

Data Submission

ajm Software will correct or convert Geo Codes (latitude & longitude), Zip Codes, ZIP+4 and area codes. Any data submitted to ajm Software for this purpose should be formatted as described below and can be sent via FTP to the ajm Software FTP site. Specific FTP instructions are sent to each customer as an order is received. Alternatively, data may be submitted on the following media:

- 1.44Mb Floppy Diskette
- 100Mb ZipDisk
- CD-Rom

These are the only acceptable media types. Media should be sent directly to our main offices at:

ajm Software
Customer Service
40200 Pinetree
Plymouth, Mi, 48170-4513

Please include your company name, your name, address and phone number with each disc or set of discs to be converted. Unless otherwise specified, all converted data will be returned to you via the ajm Software website. Specific retrieval instructions are emailed to each customer when the conversion is completed. Turnaround time is generally 24-48 hours.

Conversion Format

All files to be converted should be sent to ajm Software in standard format prior to conversion. Any files not received in standard format will be converted to standard format by ajm Software for a nominal one-time fee. All converted files are returned in the ajm Software standard format noted below. Files should be coded in ASCII comma-delimited format or ASCII fixed field format and include the following data elements.

Field Name	Type	Max Size	Description
Account Number	Text	50	Optional, for customer use only
Name	Text	50	Optional
Address Line 1	Text	50	Required
Address Line 2	Text	50	Required, if present
City	Text	30	Required
State	Text	2	Required
Zip Code	Text	10	Optional
Phone Number	Text	13	Required for Area Code Correction only
Latitude	Text	12	Geo Coding Only
Longitude	Text	12	Geo Coding Only

Notes:

Files may be compressed in one of the following formats: .zip, .rar, .sit, .ace, .arc, bz2

Non-Disclosure

ajm Software will maintain your data in a secure location at all times. Once the data conversion/correction is completed and we have received acknowledgement from you that you have retrieved your data, all copies of the data will be erased from any ajm Software computers and external storage media. Any non-disclosure agreements you require may be sent to the address noted above or faxed to 702.921.4019.