



Intelligent  
Marketing Solutions

## Data Formats

Ways to supply

CD ROM/DVD

FTP / SFTP (Contact Data Services 4DM for help on transfer)

E-Mail ([data@4dm.co.uk](mailto:data@4dm.co.uk))

Formats

ASCII Fixed or Variable length (please indicate delimiter used)

EBCDIC Fixed length only

All media must be accompanied with a file layout sheet indicating the following:

- Format used
- Qty Records
- Fields Description
- Field length if fixed
- Field start position
- Field end position
- Indication if Media Return

Many encryption formats accepted (Winzip, PGP etc), please contact Data Services for confirmation.

## Artwork

Ways to supply

CD ROM

FTP (Contact Data Services 4DM for help on transfer)

Formats

QUARK with all support files (Quark Express Version 8)

PDF (Adobe Acrobat 9)

InDesign with all support files (CS5)

Please include all fonts and imagery files when supplying artwork in Quark or Indesign.  
Please also provide laser run outs/mock-ups.