

Merge / Purge Checklist

INFORMATION CHECKLIST:

1. Total number of lists: _____
2. Are there suppression files? Y / N
3. When is final cut-off date for lists into the merge/purge: _____
4. Final due date to lettershop / printer / etc.: _____
5. Is there a comprehensive list-of-lists? Y / N
6. Does the list-of-lists show all key codes by list? Y / N
7. Does the list-of-lists show the merge/purge priorities by list? Y / N
8. Have you identified special fields to include in the output (i.e. Customer numbers)? Y / N
9. Do you want to merge/purge:
 - a. ONE PER ADDRESS: _____
 - b. ONE PER HOUSEHOLD: _____
 - c. ALL UNIQUE INDIVIDUALS: _____
 - d. ONE PER COMPANY: _____
10. Who is the primary contact for this project: _____
11. Who is the secondary contact for this project: _____

ADDITIONAL SERVICE CHECKLIST:

- ____ RESIDENTIAL / COMMERCIAL ADDRESS IDENTIFICATION
- ____ PRISON / JAIL SUPPRESS
- ____ DMA DO-NOT-MAIL (PANDER) PROCESSING
- ____ DECEASED PROCESSING
- ____ POSTAL QUALIFICATION
- ____ PRINTED OUTPUT OF DUPLICATE MATCHES
- ____ RETURN FILE OF DUPES AND/OR POSTAL REJECTS

Data For Development, Inc
www.dfdi.com