

CUSTOMIZABLE MAILINGS



ORDERING A CUSTOMIZABLE MAILING FROM THE MEDICA MARKETING HUB

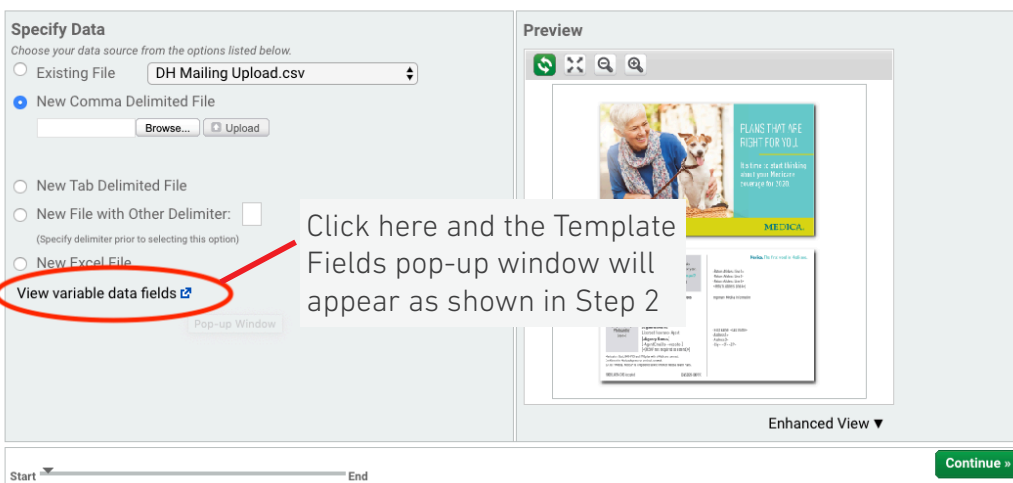
The Medica Marketing Hub offers a variety customizable direct mail options, such as postcards, letters, and flyers. This guide provides best practices for ordering materials. When clicking on a customizable mailing product, follow the steps below to begin placing your order.

Uploading a list

Customizable mailings through the Marketing Hub require the uploading of a mailing list. If you would like to order postcards with your personalized contact information, but without uploading a list for a mailing, please use the "Not Addressed/Blanks" version of the postcard you would like to order. Note: Letters do not have the "Not Addressed/Blanks" ordering option.

1. It is recommended to use the default .CSV file. This ensures that the fields are included and mapped correctly when uploading the spreadsheet.

Version This Product



Specify Data
Choose your data source from the options listed below.


Existing File DH Mailing Upload.csv

New Comma Delimited File

New Tab Delimited File

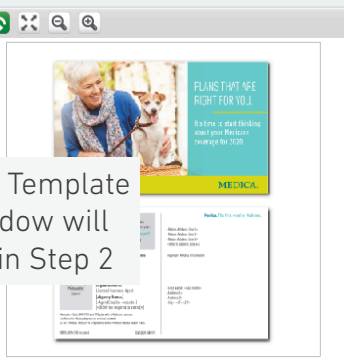
New File with Other Delimiter:
(Specify delimiter prior to selecting this option)

New Excel File

View variable data fields 

Pop-up Window

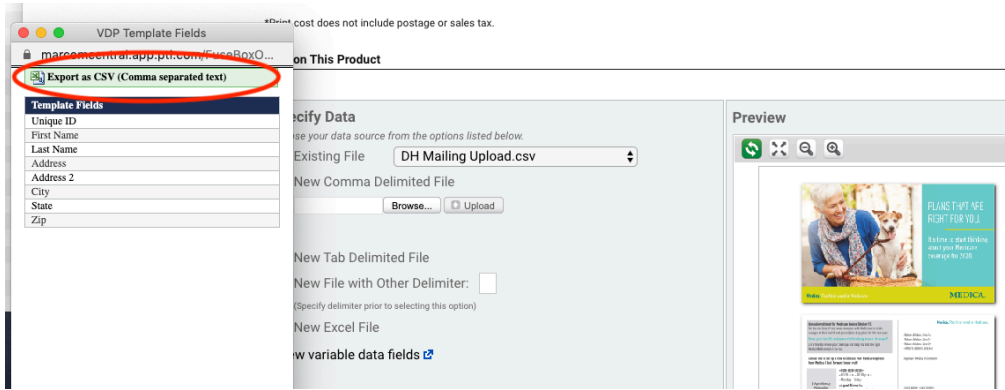
Preview



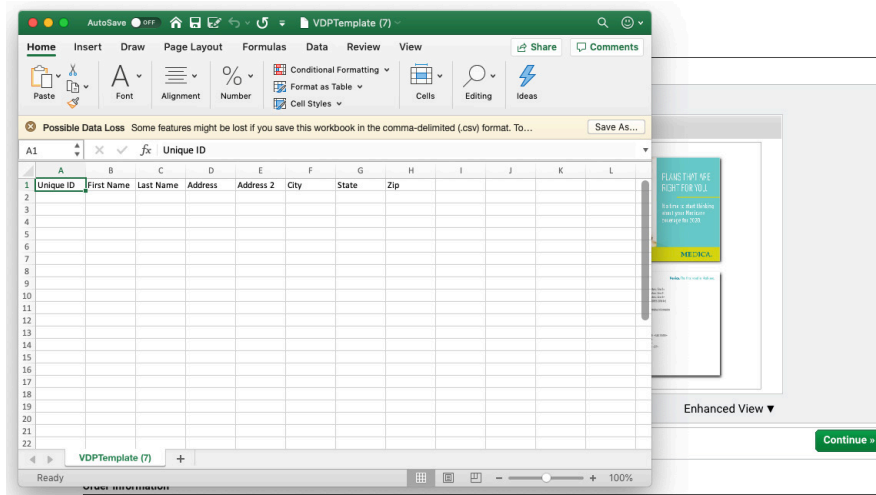
Enhanced View ▼

Start ————— End

- The pop-up window shows a list of the fields that are needed for the mailing. Click on Export as .CSV (circled) to download an Excel spreadsheet with the field headers needed.

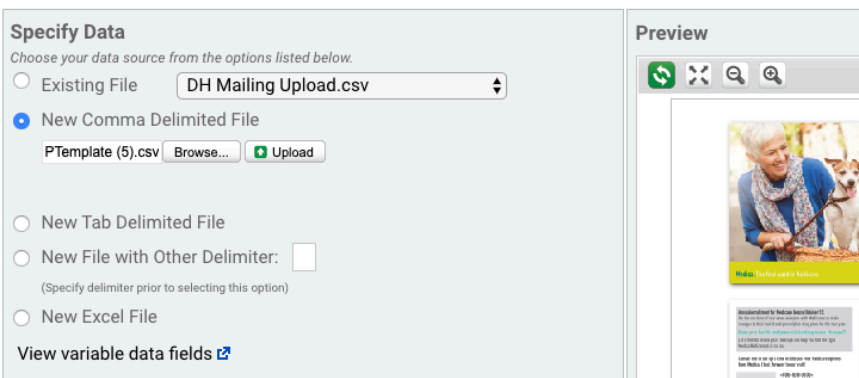


- If you already have your mailing list in an Excel spreadsheet, you can copy your data from your spreadsheet into the appropriate columns of the downloaded spreadsheet or make sure that your field headers match the downloaded spreadsheet.



- Select the type of file that you are using by clicking "Browse," select your file and upload. **Note:** Once you have uploaded a mailing list, it will be saved into the "Existing File" drop-down where you can use the list for future mailings. The last 5 lists uploaded will be saved into the drop-down.

Version This Product



- Once, your list is uploaded, the next screen below will appear. Make sure that your fields are mapped correctly in the list shown and click Continue.

Version This Product

Map Data
Map your data file fields to the template fields by changing the drop-down menus below.

Template Fields	Data File Fields	Sample Data
Unique ID →	Unique ID ↓	1
First Name →	First Name ↓	Dave
Last Name →	Last Name ↓	Healy
Address →	Address ↓	641 6th St.
Address 2 →	Address 2 ↓	
City →	City ↓	West Des Moines
State →	State ↓	IA
Zip →	Zip ↓	50265

Preview

Enhanced View ▼

Start End Back Continue »

Customizing, proofing and completing the order

- The customizable form will then appear. Enter your name and contact information into the fields provided. **Note:** Any fields with an asterisk are required. Here, you also have the ability to upload a headshot photo if you would like. Then, click the green proofing button (circled).

Form
Complete the form below and preview your results to the right.

Autofill Options

-User Info

User First Name* Sam

User Last Name* Sample

User Agency Name Sample Inc.

User Address* 999 Sample Lane

User Address 2 Suite S1

User City* Sampleville

User State* SA

User ZIP* 50322

Business Phone 8887777676

User Email sample@email.com

User Website www.sample.com

Office Hours* 9am - 5pm

Office Days* Monday - Friday

Include your photo? Yes ↓

User Photo* Gallery... Upload

Proof
Specify which records in the data source to review.

First and Last Records

Shortest: Unique ID ↓

Longest: Unique ID ↓

Record #: (Choose 1 - 1)

Enhanced View ▼

- Once the online proof appears in the window, you can click the expand button (circled), which will open a pop-up window with a larger view for you to proof your postcard. After you've reviewed your online proof, click the "X" in the upper right hand corner of the window to close out of it.

Form
Complete the form below and preview your results to the right.

Autofill Options

-User Info

User First Name* Sam

User Last Name* Sample

User Agency Name Sample Inc.

User Address* 999 Sample Lane

User Address 2 Suite S1

User City* Sampleville

User State* SA

User ZIP* 50322

Business Phone 8887777676

User Email sample@email.com

User Website www.sample.com

Office Hours* 9am - 5pm

Office Days* Monday - Friday

Include your photo? No ↓

Proof
Specify which records in the data source to review.

First and Last Records

Shortest: Unique ID ↓

Longest: Unique ID ↓

Record #: (Choose 1 - 1)

Enhanced View ▼

Online proof expanded view.

8. If you approve the online proof that you've reviewed, scroll to the bottom of the screen click the "Approved" checkbox and Add to Cart. You will see that the number of records, postage and printing costs are shown here. **Note:** All mailings ordered through the Marketing Hub are First Class Mail.

Order Information

Lead Time: 3 - 5 Business Days

Qty:	1-4	5-14	15-49	50-99	100+
Unit Price:	\$1.00	\$0.75	\$0.50	\$0.45	\$0.35

	Unit Cost	Unit	Sub Total
Qty: 1			
Postage: USPS First Class	\$0.55	Per item	\$0.55
Printing:	\$1.00	Per item	\$1.00
Estimated Total: \$1.55			

Please proof this item carefully. THIS IS THE ONLY PROOF YOU WILL BE PROVIDED.
By placing this order, you agree that you have proofed this item and that it is correct and accurate.

Approved

 Add to Cart

*Required Fields

9. Fill out the appropriate billing and shipping information to complete the order.



Have a question?

Contact Graber & Associates at 1-800-669-3959 or visit our agent portal at graberassoc.com

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