The Official Guide to Preparing List Submissions via

Intuit Quickbooks

Exclusively for

marketing matters

1. Select File From Menu

2. Choose Export

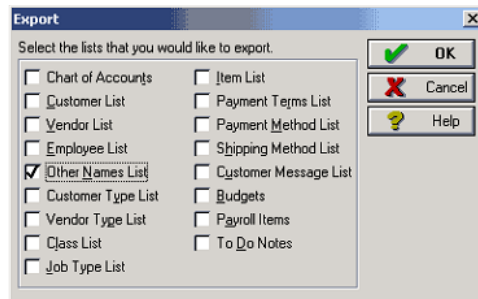3. Select "Other Names List" and click OK (see Figure 1)

Figure 1

4. Please name your file using the following naming convention:
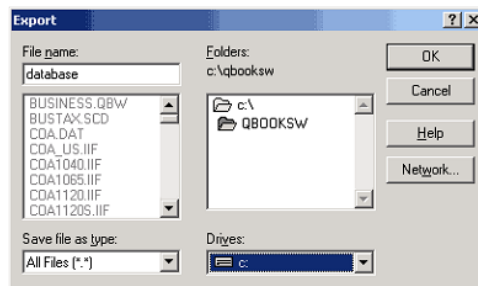
   Order#_Clientname_List.txt

Figure 2

5. Click OK

6. Email your file, as an attachment, to list@mymarketingmatters.com .

   Note: Please use the following naming convention when submitting your file:

   Order#_Clientname_List.txt