MAILMATE ™

Address Information and Mail Management

Complete stand-alone system
Powerful, easy to use File manager
integrated system
Bulk Mail sequencer
Carrier Route formats

Powerful duplicate entry location

- **High speed sorts**
- **Easy addition of Zip+4**
- **Global Field Changes**
- **Upper and lower case conversion**
- **Foreign mail handling**
- **Cheshire and carrier route label formats**
- **Fast search and scanning of data base**
- **SIC address classification**
- **Flexible label output formats**
- **Subscription control**
- **Powerful file manipulation utilities**
- **Printer restarts**
- **Word processor merge files**
- **For all IBM PC/XT/AT and compatible computers, PC/MS-DOS compatible**

FEATURES

Easy Storage or Retrieval of Names and Addresses. Name, Company, Address Line 1, Address Line 2, City, State, Zip Code, Country, Telephone Number, Control Date, Date of Last Contact, Number of Contacts, Zone, Selection Code, and two Reference Fields are fixed fields which make up a record. Adding, changing and deleting records is fast and easy, taking full advantage of the insert, delete and left and right arrow keys.

User Definable Profile Information (Up to 16 Fields). Name and specify the length of up to 16 fields of information. Entering data into these "Profile" fields can be done very easily through the address ADD/CHANGE/DELETE program while addresses are being added or edited.

Duplicate Locator. Possible duplicate addresses can be located easily using any of four different methods, including by similar sounds. After locating a possible duplicate address, it can be deleted from the file at that time if desired. The following addresses would be displayed as possible duplicates:

Smith, John C.   Smith, Dr. John   Smith, Paula
2224 Main Street 2224 Main   2224 Main St.
L.R., AR 72206   Little Rock, AR 72206   Little Rock, AR 72206

Sorts. An entire file or a selected portion of a file may be sorted by Name, Company, Zip Code, City and State, or into Second or Third Class bundles.

Addition of ZIP+4. Create a diskette that can be sent to the postal service for the free addition of the ZIP+4 codes. MAILMATE supplies the necessary information for applying for this service.

Global Field Changes. Change any field in all records or on selected records only. Upper and lower case conversion. Entire files can be converted to all upper case or to lower case with the first letter of each word capitalized. The entry of addresses can be speeded by entering in all upper case and then converted globally to lower case if needed for word processing or labels.

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Foreign Mail. Handling of foreign mail is automatic. Foreign mail is placed in a separate bundle when doing bulk mailings.

Printed Output. Mailing labels (1,2,3, or 4 across), standard self-adhesive label, CHESHIRE or CARRIER ROUTE formats. Shipping labels, envelopes, telephone directories, address directories, address lists, 3x5 cards, Rolodex cards, Pendaflex tabs, Zip Code and City Distribution Reports, and additional continuous forms in which address placement is user definable may be printed from the Print Menu.

Screen List of Addresses. An address file can be screen searched or scanned.

Address Classification. The fixed portion of the file contains a four character selection code field that will accept SIC standard classification numbers and can be used to classify addresses and make it possible to select portions of the file for special mailings or lists.

Selection of Any of the Possible Thirty-Three Fields. Selection can be made on any of the fields in the fixed portion or the Profile Portion of a file. Selection also can be based on information in up to 10 of the 17 fields in the Master portion of the record simultaneously using "AND" or "OR" as selection logic. Selection can be done based on the occurance of a single character appearing anywhere in either or both of two predetermined fields. Select on the occurance of any of several single characters simultaneously. The maximum number of characters in the fields available for this type of selection is 18.

Multiple Files. Any number of files can be maintained. The limiting factor is the amount of available disk storage.

File Merges. Files or selected portions of files can be merged to form a third file.

Label Messages. Messages can be printed in mailing labels in a number of ways.

Subscription Control. The control date, date of last contact, and number of contacts can be used to track subscriptions of magazines, newsletters.

Utilities. File handling utilities are supplied to convert ASCII files into MAILMATE. Data fields within a file may be modified, files may be deleted and renamed.

Printer Restarts. Printers may be restarted without having to reprint all items from the beginning of a list should it become necessary to abort during a print session.

Word Processing Merge Files. Merge files for Word Star, Word Perfect, Select, Multimate, Word, Spellbinder, Superwriter, or Leading Edge to make the production of computer letters a simple process.

Hardware Requirements. 256 KB internal memory and two 360 KB floppy disk drives. PC/MS-DOS 2.0 or later is required with a standard printer with 80 character width or greater for output.

Capacities. File sizes are dependent on disk capacity. The following are typical: 1,000 Records/360 KB diskette, 25,000 Records/10 MB hard disk, and 50,000 Records/20 MB hard disk.

On Site Training and Site Licenses. Training can be for one person or a group. On site training is $350.00 per day plus subsistance, travel and lodging. Site licenses are available for large multiple computer users.

POLICY

We service what we sell. See our two day turn-around policy and full one year warranty. See also our 30 day satisfaction guaranteed policy.

FROM CONTECH

We have installed IBM format compatible tape systems since 1971. Ask for customer references. Also inquire for VME, S-100, and/or Multibus controllers and complete tape subsystems. Also Data General and Digital (DEC) compatible tape subsystems are supported by Contech.

Got a question? Call us direct for on the spot help.

Write or call for complete information:

(818) 343-6505

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Contech Computer Corp.
P.O. Box 153
Tarzana, CA 91356