



Sending us your contact list:

Email your file to itworks@econtactworks.com

Acceptable file formats:

Microsoft Excel – .xls (preferred)

Microsoft Word – .doc

Comma delimited - .csv

Tab delimited – .txt

Please use the format shown below and only send the First Name, Last Name and Email address. Be sure to separate first and last name.

First Name	Last Name	Email address
Lois	Lane	LoisLane@comcast.com
Della	Street	dstreet@aol.com
Tony and Pepper	Stark	ironman@bellsouth.net

* Updates must be received by 5:00pm EST on or before the 15 of each month, otherwise the revisions will be applied the following month.

Your eContactWorks database will only change in one of the following ways:

1. You submit revisions
2. You submit additions
2. You submit a completely new list

Your list is your property and will not be used for any other purpose other than emailing your newsletters.