

INSTRUCTIONS FOR PLACING AN ORDER

1. Go to the **Manuals/Forms** section of the website and download the appropriate forms depending on which services you will be selecting:
 - **Order Form** (Required for all services)
 - **NCOA Processing Acknowledgment Form**
 - **Deceased Suppression Processing Acknowledgment Form**
 - **Phone Append Processing Acknowledgment Form**
2. Complete the **NCOA Processing Acknowledgment Form** and **Order Form** and fax to **(631) 293-9757**.
 - (If you will be using a service other than NCOA, or you will be using a combined service, you will need to fax all of the appropriate Acknowledgment Forms.)
 - (If you will be sending a fixed fielded data file, you will also need to fax a file layout with the field definitions and lengths.)
3. E-mail the data file to **service@nationalchangeofaddress.com**.
 - (If data file is larger than 2MB zipped, then please contact us to arrange another method of file transfer)
4. Your order is complete and will be processed within the guaranteed 24 hour turnaround time.
5. If you have any additional questions about our services, please check our **FAQ Section**.