

## Batch Processing Template

If you have the need to process multiple requests at a time, batch processing is for you. We have made it even simpler for your organization to order large numbers of records. Simply prepare a file in a spreadsheet following our Layout Sample structure and upload it to our secure website using your Softech user information. The results are returned to you in a worldwide standard Adobe Acrobat PDF document. After receipt, simply open the file and send it to the printer. The following layouts are ready for input to our system:

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
License Number	Quote Back	Length of History/Record Type**	State	Gender	DOB	L. Name	F. Name	M. Initial	DPPA Code
X123456789010	PA12133	3/A	FL	M	070854	Doe	John	M	99
ASCII Text File Format 1 Comma delimited Available									
ASCII Text File Format 2 Fixed length Available									
* Turn-around time depends on the volume. ** For Washington state only.									