

A GUIDE TO REVIEWING YOUR MANIFEST(S)

March 2021

Below are some steps to take while reviewing the manifest(s) we send you.
Manifests are created and best viewed in Excel.

1. Check your information. Review the Buyer, ATTN and EVENT descriptions.
2. Check the job description information listed. Is this information correct ?
3. Check the list of Notes. If a note is specific to an individual file, check that it is applied to the file in the Notes column (4f.) below.
4. The bottom block contains a list of your files. Disk numbers are assigned based on all data sent on a given day. Files sent on Tuesday would be Disk 1, while files sent on Wednesday would be Disk 2.
 - 4a. Check that we are not missing a file. Please notify your sales representative immediately if you notice any file missing.
 - 4b. Review the number of accounts and ticket/seats listed for each file. Do these numbers match your records for that file?
 - 4c. Check the number of parking, guest passes, ect. per file, make sure this number correspondes to your information.
 - 4d. Review the Ship to and Ship Method for each file. Do these files ship directly to the STH or do they return to you? Do they ship via USPS, Fedex or UPS, ect.?
 - 4e. Next is the Insert column, which refers to if a file will insert into individual packaging by account or just straight box back to you. All files that ship directly to STH should be marked as YES. Any files returning to you that you would like to have individually package by account should be marked YES, also. If you would rather have all the tickets and/or parking boxed in report order and returned to you then this column should be marked NO.
 - 4f. Finally, review the Priority and Notes columns. Priority is the file order in which we process the job. Change the priority to change which files ship out or return first. Then double check the Notes column against the Notes listed above and make sure they are applied to the correct files.

Just an FYI - any inserts (STH letters, programs, flyers, ads, ect.) that insert into the packaging with the tickets should be listed on the mail sheet, which will be sent to you separately from the manifests and reports for approval.

JOB: 99999		BUYER: COLLEGE FOOTBALL						
FILE: 99999A		ATTN: MICHAEL SHANIHAN						
DATE: 19-Mar-21		QC:						
EVENT: 2021 COLLEGE FOOTBALL		DATE UPDATED:						
YEAR: 2021								
DESCRIPTION: COLLEGE FOOTBALL BOOKS								
NUMBER OF SETS: 18	QTY PER SET: 73,212	QTY ORDERED: 108,000						
STOCK: 10 PT. KALLIMA C1S	FRONT PRINTING: 4CP & GOLD FOIL	BACK PRINTING: BLACK						
TICKET SIZE: 1.75" X 5.5"	BOOK SIZE: 1.75" X 6"							
FRONT COVERS: 4CP & GOLD FOIL	BACK COVERS: 4CP							
TAPE: BLACK	STITCH: 2 AT TOP							
VARIABLE: TICKET: LOCATION, AISLE, AISLE#, ROW, ROW#, SEAT, SEAT#, BARCODE STUB: LOCATION, \$PRICE, RESERVED SEAT, AISLE, AISLE#, ROW, ROW#, SEAT, SEAT#, BARCODE								
BARCODE: INTERLEAVE 2 OF 5								
BOOK CONSISTS OF: FC, 18 GAME TICKETS, BC								
NOTE 1: INSERT BY ACCOUNT, INSERT PARKING WITH TICKETS, DO NOT SEAL ENVELOPE								
NOTE 2: FOR TICKETS WITH ROWS I, O, Q - DO NOT PRINT ROW.								
NOTE 3: **WHEN BOXING - BOX BY THE ORDER OF THE MASTER LIST TURNED INTO ADMIN. DO NOT BOX BY REPORT.								
NOTE 4: PARKING INSERTS WITH TICKETS REFERENCE JOB # 99998								
NOTE 5: PARKING BOXES SEPARATELY - DO NOT BOX WITH TICKETS								
NOTE 6: BOX AND RETURN IN SUITE NUMBER ORDER, NOT ACCT ORDER								
DISK	FILENAME	NUMBER OF	NUMBER OF	NUMBER OF	SHIP	INSERT	PRIORITY	NOTES
	(a)	(b)	(c)	(d)	(e)	(f)		
1	SHIPTOSTH.ASC	19,950	69,827	17,589	STH	USPS	YES	1 4
1	RETURNACCOUNTS.ASC	278	1,419	366	TEAM	FEDEX	YES	3 1, 2, 3
2	INTERNALACCOUNTS.ASC	133	1,316	240	TEAM	FEDEX	NO	4 5
3	LOGESEATS.ASC	80	640	90	STH	USPS	YES	2 4
3	SUIESEATS.ASC	1	10	2	TEAM	FEDEX	NO	5 6
TOTAL			73,212	18,287				