**WHAT TO INCLUDE IN JOB BAG FOR A MERGE**

Make sure that everything that you have written under the “Set Up Merge” code in DP is accounted for within your job bag materials:

1. A print out of each variable document/version
   * If you have two letter versions, you should print both versions. If you have a letter and a reply card, both should be printed and included in the job bag.
   * The path file name of the document should be written or printed directly on it.
   * You may also indicate which version the document is if it isn’t clearly noted in the document name by writing the version on the document (Ex: “Donor Version” “Large Donor Version” Please note: Design done in house will include text boxes that indicate versions)
2. Variable info check
   * Make sure that all variable fields’ (usually indicated by “<field>”) names match the name of the corresponding field in the data file. For example, if the reply card says <Addressee> but the data file uses [Title] [First Name] [Last Name], the print out should be corrected to reflect the data.
   * Highlight all variable fields with a yellow highlighter, including the presort sequence number, if applicable. Check each document carefully for variable fields (Ex: An <ASK2> in a letter that is within a paragraph)
3. Any changes or corrections to the static information on the document
   * Should be noted in the “Set Up Merge” service code AND corrected on the document print out. (Ex: Change date on letter to drop date- cross out the date and write “Drop Date”; Change a static appeal code, etc).
4. If there is a separate document/email with instructions for a variable field that is NOT in the data (Ex: P.S.s), print this out and include in the job bag.