

Stone Bridge GroupBarbara Jones1100 Sunset Blvd14th FloorLos AngelesCA92401BarbaraJones(213)  
555-3234 §EXAMPLE MAIL MERGE FIELD FORMATS FOR USE WITH DATA SERVER  
Select VIEW then FIELD CODES to toggle display.

EXAMPLE ADDRESS BLOCK FOR BUSINESS LETTER OR ENVELOPE:

Stone Bridge Group"§

Barbara Jones"§

1100 Sunset Blvd"§

14th Floor"§

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"§

EXAMPLE SALUTATION:

Dear Barbara"§ Stone Bridge GroupBarbara Jones1100 Sunset Blvd14th FloorLos  
AngelesCA92401BarbaraJon:

EXAMPLE ADDRESS BLOCK FOR PERSONAL LETTER OR ENVELOPE:

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"§

IF COMPANY NAME EXISTS, USE IT, ELSE USE FIRSTNAME & LASTNAME

Stone Bridge Group"§

Barbara Jones"§

1100 Sunset Blvd"§

14th Floor"§

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