Instructions:
1. Download your Contacts information from your existing CRM.
2. Download a copy of this Google Sheet to use in your spreadsheet software.
3. Paste the Body Text into your Pod Focus Inbox to see a preview on this sample. Columns in red are required, columns in orange highly recommended if you have it, columns in green are optional.
4. Delete the sample data and save it. Save it and it is ready to be uploaded to your account information.

	The contact's first name. This field is required		The contact's last name. This field is required		The primary email of the contact	Add additional emails, separated by commas. Do not include the primary email in this list.		The digit phone number only																									
Prefix	First Name	Middle Name	Last Name	Suffix	Primary Email	Emails	Primary Phone Number	Phone Numbers	Address Line 1	Address Line 2	City	State	ZIP Code	Country	Gender	Household Name	Household Envelope Name	Salutation	Is Household Primary Contact?	Tags	Date of Birth	Company	Title	Twitter URL	LinkedIn URL	Facebook URL	Notes	Email Subscription Status	Phone Subscription Status
	John		Smith		jsmith@email.com	jsmith@work.com, jsmith2@mail.com	717-555-0010	717-555-0010, 717-555-1234 Park Way			New York	NY	10002	USA		The Smith Family	Mr. John Smith	Hey	VIP Donor, Volunteer	06/01/1983									Yes	No