

File Name Format: Company Name Project Name Date

First Name	Last Name	Company Name	Address Line 1	Address Line 2	City	State	Zip
John	Doe	ABC Company	1234 Main St	Suite 200	Los Angeles	CA	90066
Sally	Smith	ABC Company	1234 Main St		Los Angeles	CA	90066

Or

Name	Company Name	Address	City, State, & Zip
John Doe	ABC Company	1234 Main St Suite 200	Los Angeles, CA 90066