

Submission Form for Interim Data
Submission within a Community Database



Please complete this form, print, sign, and fax to 719-623-0077, Attn: Katie Schirmer. Data should be submitted via the TRG FTP site (instructions in Interim Submission Guide). TRG must have both this form and the data to upload your interim data into eMerge.

Contact information:

Organization:
Community Associated with:

Name:
Phone:
Email:

Billing Address:

Patron ID numbers are only to be submitted to eMerge if they are certified as unique to one patron. Patron IDs should only be derived from your RESIDENT box office, ticketing, or donor management system. If you have multiple systems providing Patron IDs, please contact your TRG representative for advice on submitting this data. By providing Patron IDs, you assume the risk that if these IDs are not unique, patron information may be overwritten with new data. If the data you are supplying does not meet this criterion, remove all Patron ID numbers.

I agree that I understand this requirement: (Initial Here)

Billing:

Number of Unique Households in the Database	Cost
Less than 15,000 patron household records	\$100 per file
More than 15,000 patron household records	\$250 per file

The low TRG interim update price is a per-file cost. You may have multiple segments in one file (denoted by the Type, Year, and Description fields). If you send multiple files, you will be charged for each file you send.

Signature

Date