

## 2Quick Conversion

### What is it?

The eTapestry 2Quick conversion is a unique combination of a standard and custom conversion that is done quickly in 2 steps.

If your existing data is in an Access database or Excel spreadsheet – or can be easily moved to that format – eTapestry's conversion staff can work with you to get your file converted to your own eTapestry database in a short time and at a fixed cost.

### How does it work?

#### 1. Populate the template

You are provided an Excel template with a simple layout for your data. This layout will allow your data to be uploaded to your eTapestry database. Detailed instructions are provided with the layout.

A number of data elements can be converted using the 2Quick template.

**Name**  
**Job Title**  
**Address (3 lines)**  
**City**  
**State**  
**Postal Code**  
**Country**  
**Short and Long Salutation**  
**Telephone**  
**Fax**  
**Email**  
**Website address**  
**Free form note**  
**Gift amount**  
**Gift date**  
**Gift note**  
**Gift fund**  
**Up to 12 user defined fields**  
**More gift fields can be added if needed**

#### 2. Send your file to eTapestry

Once your template is populated simply send the file to the eTapestry conversion department. They will upload the data directly to your production database.

In no time you are ready to go! Your eTapestry database is completely populated with account and gift information.

### Summary

eTapestry's 2Quick Conversion service gives you a fast, inexpensive way to get data into your eTapestry database from an existing file.

You will be guided through the process by a member of the eTapestry conversion staff insuring you will get an accurate and ready-to-use database.

Pricing for the 2Quick Conversion starts at \$495 (USD). Additional fees apply depending on the data options needed.

For more information on 2Quick contact your eTapestry sales representative or our conversion department at [conversions@etapestry.com](mailto:conversions@etapestry.com).

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