

CONTACT LIST CLEANUP

1,757 messy rows in.
1,500 clean contacts out.

Delivered as one Excel file: the clean list, a change log, and a short list of questions.

The problem: seven years of customer contacts from four different sources, too messy to load into a new CRM.

BEFORE rows of the one file, as they arrived (4 of its 10 columns)

before-contacts-export_2026-10-02.csv				
phones in 14 layouts dates in 13 layouts				
	Name	Email	Phone	Date Added
14	Hall, Justin	<justin.hall@darrowgate.example>	(905) 555-0141	04/14/2021
377	Christine Ivanov	civanov@perrinmere.example	716.555.0187	January 23, 2024
1322	karen chen	kchen@sablestead.example	1-716-555-0198	11/19/2022 17:18
1614	Jonathan BÃ@langer	jonathan@tansyridge.example	(773) 555-0125	04/04/2022
1679	David Gauthier	Dgauthier@fathomvale.Example	8025550177	2/20/19

before-contacts-export_2026-10-02.csv				
the same person, entered twice				
	Name	Email	Phone	Date Added
55	Donna Lewis	donna.lewis@mirrenfield.example	(250) 555-0199 ext 786	2024-09-24
1442	donna lewis	DONNA.LEWIS@MIRRENFIELD.EXAM	1-250-555-0199 ext. 786	09/24/2024
161	Pamela Wang	pamela.wang@fathomvale.example	(802) 555-0180 x531	2019-02-11
1273	WANG, PAMELA	pamela.wang@fathomvale.example	8025550180 ext 531	11/02/2019

AFTER the same contacts in the delivered file (6 of its 15 columns)

contacts_cleaned_2026-10-02.xlsx						
1,500 rows						
A1	fx	Contact ID				
	C	D	F	G	H	L
1	First Name ▼	Last Name ▼	Email ▼	Phone ▼	Ext ▼	Date Added ▼
12	Justin	Hall	justin.hall@darrowgate.example	(905) 555-0141		2021-04-14
53	Donna	Lewis	donna.lewis@mirrenfield.example	(250) 555-0199	786	2024-09-24
158	Pamela	Wang	pamela.wang@fathomvale.example	(802) 555-0180	531	2019-02-11
371	Christine	Ivanov	civanov@perrinmere.example	(716) 555-0187		2024-01-23
1208	Karen	Chen	kchen@sablestead.example	(716) 555-0198		2022-11-19
1414	Jonathan	Bélanger	jonathan@tansyridge.example	(773) 555-0125		2022-04-04
1446	David	Gauthier	dgauthier@fathomvale.example	(802) 555-0177		2019-02-20
Contacts Questions Flagged rows Duplicates removed Change log						

1,500

clean contacts, one layout

257

repeat rows combined, each one listed

1,757 of 1,757

rows accounted for, none lost

182

unclear rows flagged, none guessed

WHAT WAS FIXED

- Duplicates: 257 repeat rows combined, each one listed so nothing is lost
- Names: split into first and last name, with proper capitals
- Phones, dates, provinces, states and postal codes: one format each
- Clutter: stray spaces, N/A fillers, blank rows and damaged accents cleaned up

Starter cleanup: 1 file, up to 2,000 rows, change log. Delivery: 2 days.

THE CHECKS

- Every row accounted for: 1,757 in, 1,500 clean plus 257 combined
- Every email, phone number and ID traced back to the original file
- Nothing guessed: 182 unclear rows flagged, with 11 short questions
- A change log that counts every change, delivered with the file

Have a list like this?

Send a sample of your file. You get a fixed price and a delivery date before any work starts.
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