



Ordering Online



1

We're as close as your web browser. Click **"Place Order"**.



You can enter an order, or reorder a previous job. Just fill in the order form with your specifications.

2



If you have files to attach, check the box at the bottom of the form and click **"Submit this Project"**. This will bring you directly to our FTP Upload page.

3



Compress your files using Stuffit (Mac) or Zip (PC). This speeds downloading and reduces your project to a single, internet ready file. To successfully navigate the internet, your file name must use only basic alpha-numeric characters (A – Z, 0 – 9, underscore, dash and period) and have no spaces, slashes, back slashes, colon, or special characters.



Select your compressed file and click “Open”.



Click “Send this File” and your job is on the way. Please fax a hard copy of your file for confirmation to (603) 352-3262.



After uploading is complete, a confirmation page will appear giving you a confirmation number.

If you have an additional file to send, attach it here. It will be tracked with the same confirmation number.