

You can Submit Files to TechnaPrint using one of the following methods:

Email:

- 1) Please limit the file size to **under 10 MB**
- 2) Please compress all files into one archived file (*.zip / *.sit)
- 3) Send the file to your Customer Service Representative
Christine Kolen: ckolen@technaprint.com
Jamie Parnell: jparnell@technaprint.com
Theresa Pearson: tpearson@technaprint.com

FTP:

Our FTP sever **requires** that you use a **FTP application software** (ex. Fetch or WS_FTP). If you do not have one then you can submit you files over the **Internet** (see below).

- 1) Compress all files into one archived file (*.zip / *.sit). Make sure to name your file with a unique name that describes your job (ex. **John_Doe_Brochure.zip**)
- 2) Log on to our server
Server/Host: **ftp.technaprint.com**
Username: **techna**
Password: **print**
- 3) Drop your file into our **PublicDirectory** folder
- 4) Contact your CSR and tell them that the job is ready to go

Internet: (www.TechnaPrint.com)

- 1) Go to the **ORDERS & ESTIMATES** tab
- 2) Click on the link to "**Send a file**"
- 3) Choose to **Install the TechnaPrint Internet Print Driver** (*print your file over the internet to TechnaPrint and receive an automated Proof in return*) or to **Send File** (*internet based FTP*)

Disk: We can accept most media. DVD, CD, ZIP, USB Flash Drive, Smart Media Cards, 3.5" Disk.

We have a drop slot in our front door if you need to drop off anything after hours. Please include your contact info and your CSR's name on the package.

