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, FileZilla, 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: **909Garfield!**

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.

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