

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

## Email:

- 1) Most email apps limit the file size to **under 10 MB**
- 2) Please compress all files into one archived file (\*.zip)
- 3) Send the file to your Customer Service Representative  
Brandon Happe: ***bhappe@technaprint.com***  
Tara Bailey: ***tbailey@technaprint.com***  
Theresa Pearson: ***tpearson@technaprint.com***

## Internet: ([www.TechnaPrint.com](http://www.TechnaPrint.com))

- 1) Go to the **ORDERS & ESTIMATES** tab
- 2) Click on the link to “**Send a file**”
- 3) Fill out a few questions, attach your file, and click **Submit**  
*(FYI-there is a 1GB file size limitation per file)*

## FTP:

- 1) Compress all files into one archived file (\*.zip). Make sure to name your file with a unique name that describes your job (ex. **John\_Doe\_Brochure.zip**)
- 2) Visit our ftp site:  
**<https://form.jotform.com/92204835393156>**
- 3) Fill out a few questions, attach your file, and click **Submit**  
*(FYI-there is a 1GB file size limitation per file)*

**Disk:** We can accept most media. DVD, CD, USB Flash Drive, and Smart Media Cards.

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.

