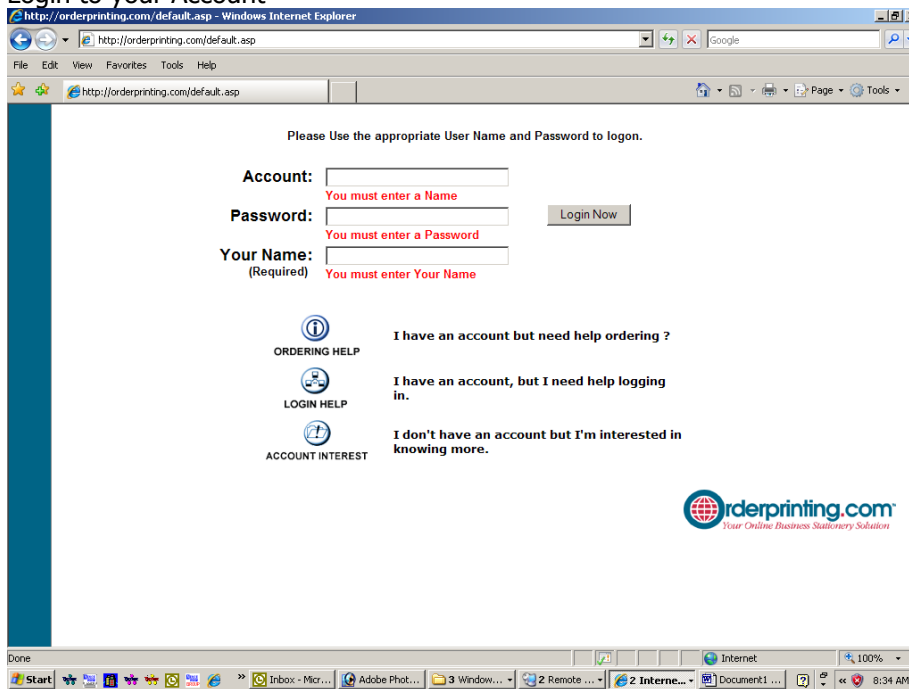
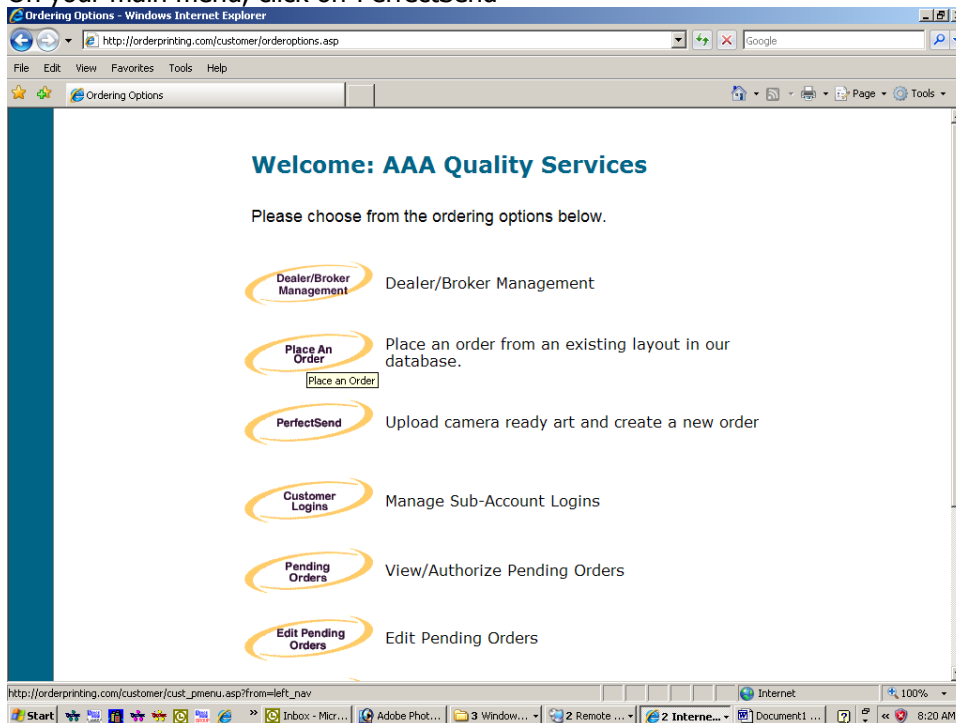


How To Use Perfect Send

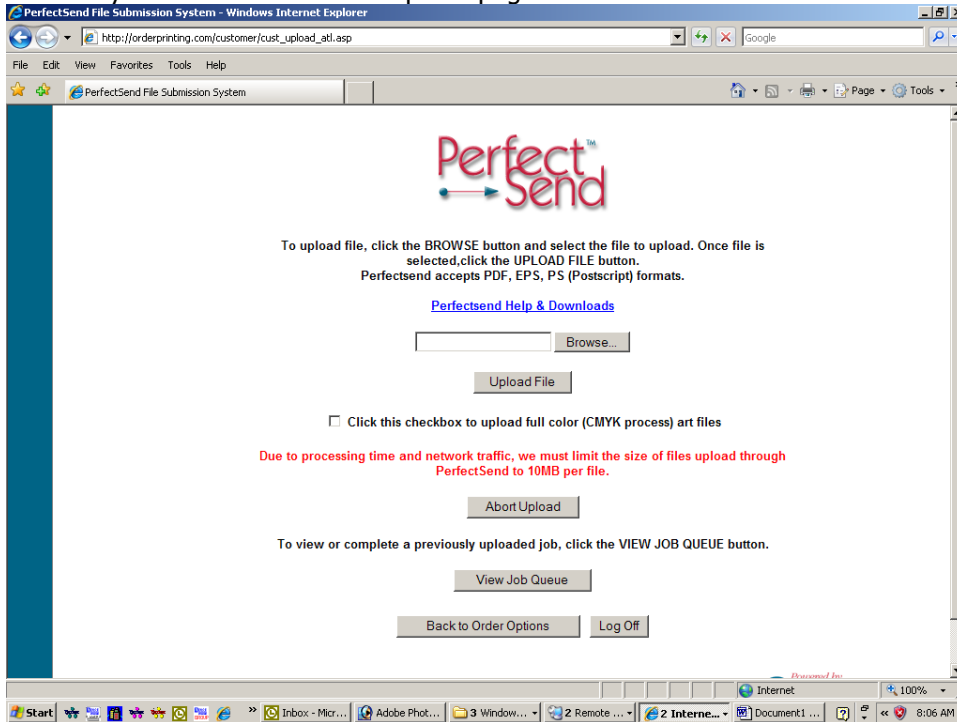
1. Login to your Account



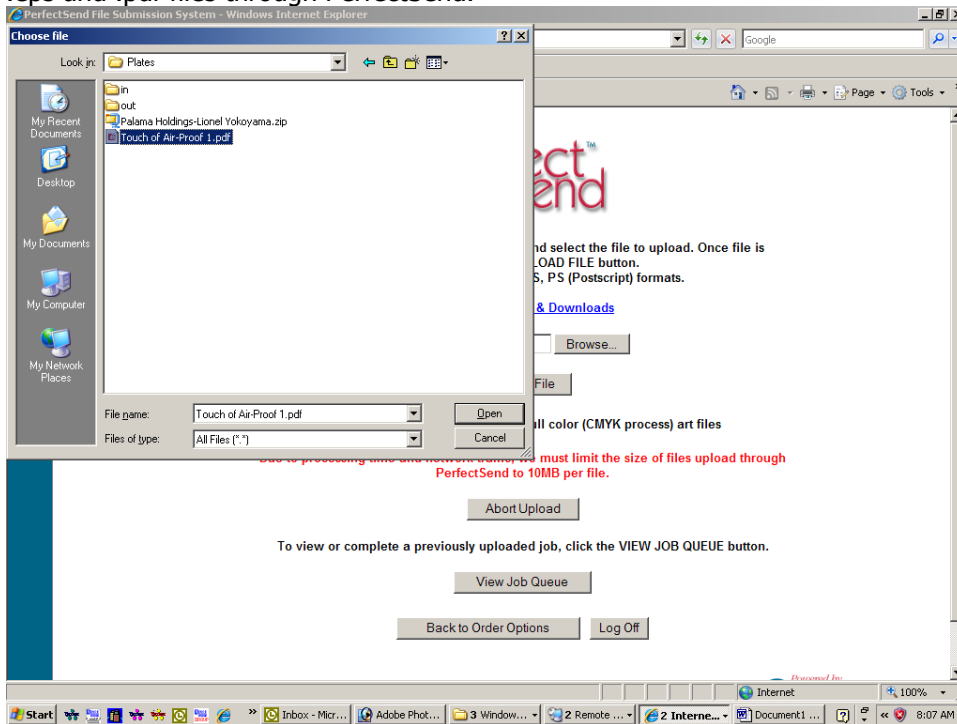
2. On your main menu, click on "PerfectSend"



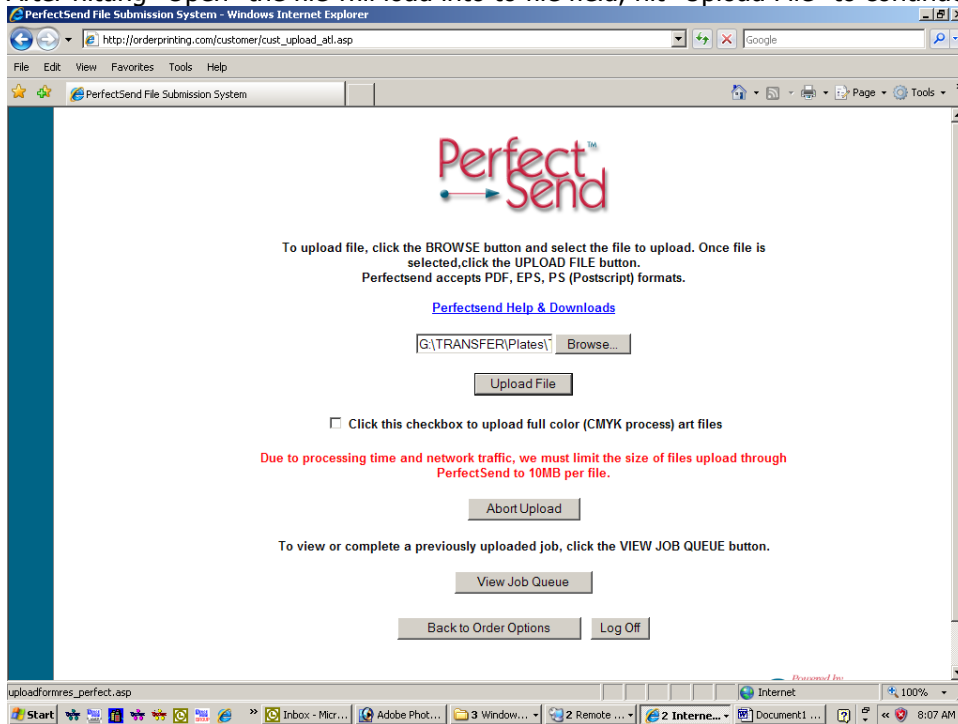
3. It'll take you to the PerfectSend Upload page. Click on "Browse"



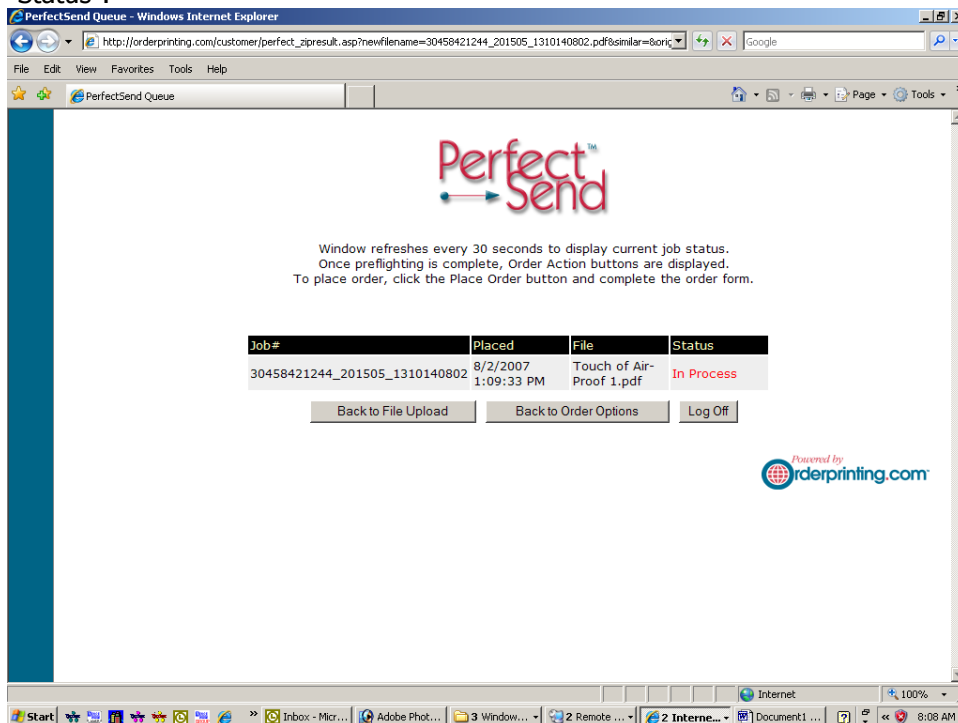
4. Your Window's File panel will appear, find the file you want to upload and click on "Open". We accept .eps and .pdf files through PerfectSend.



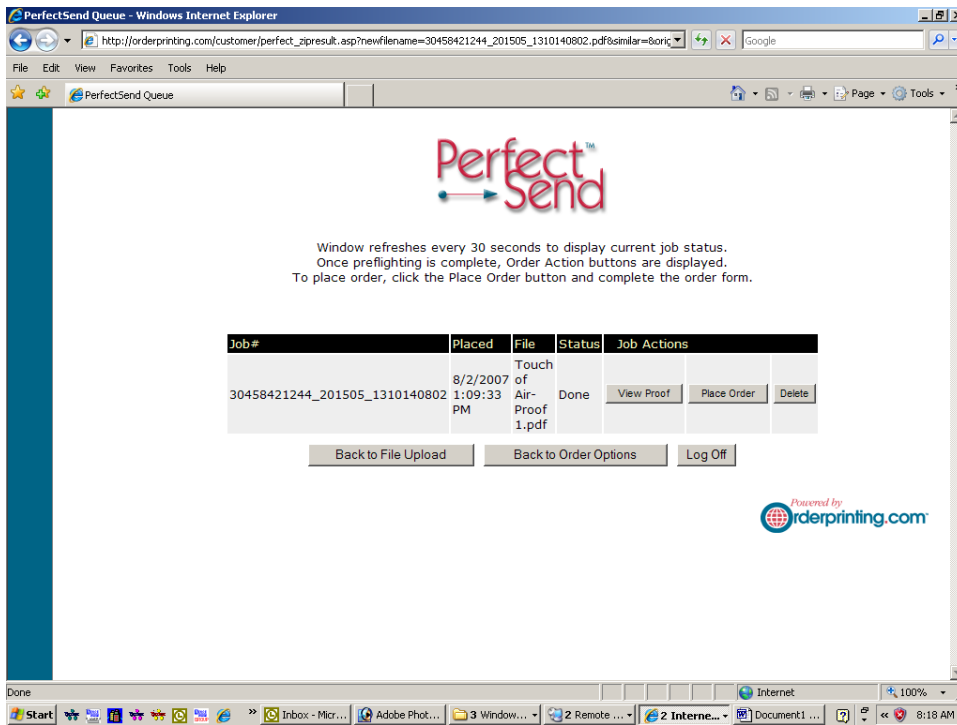
5. After hitting "Open" the file will load into to file field, hit "Upload File" to continue.



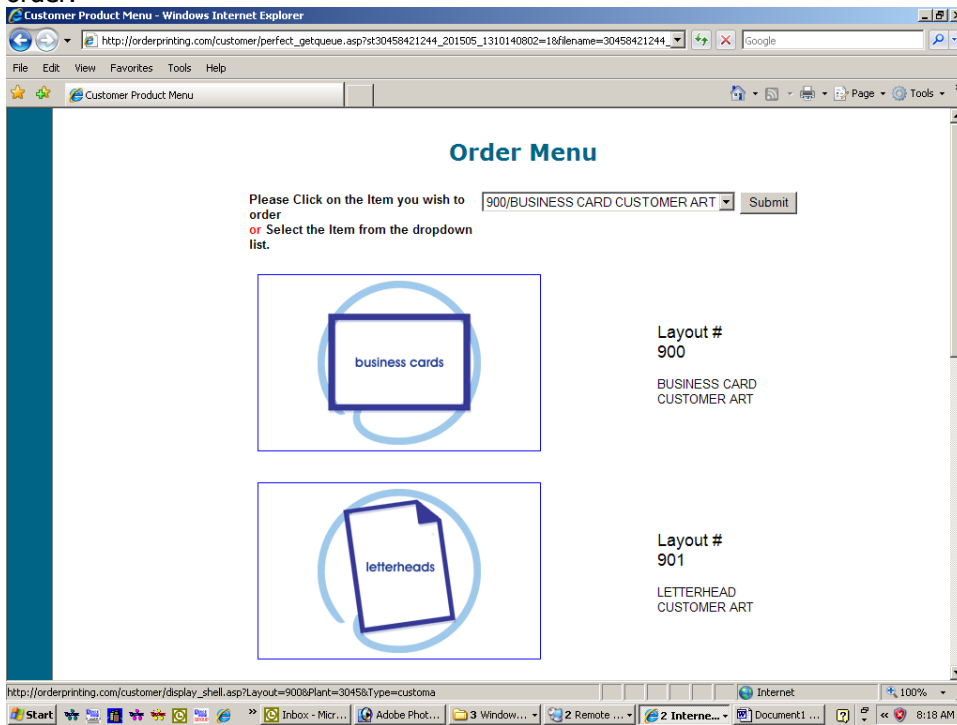
6. This will take you to your Job Queue. As the file is transferred to our server you'll see "In Process" under "Status".



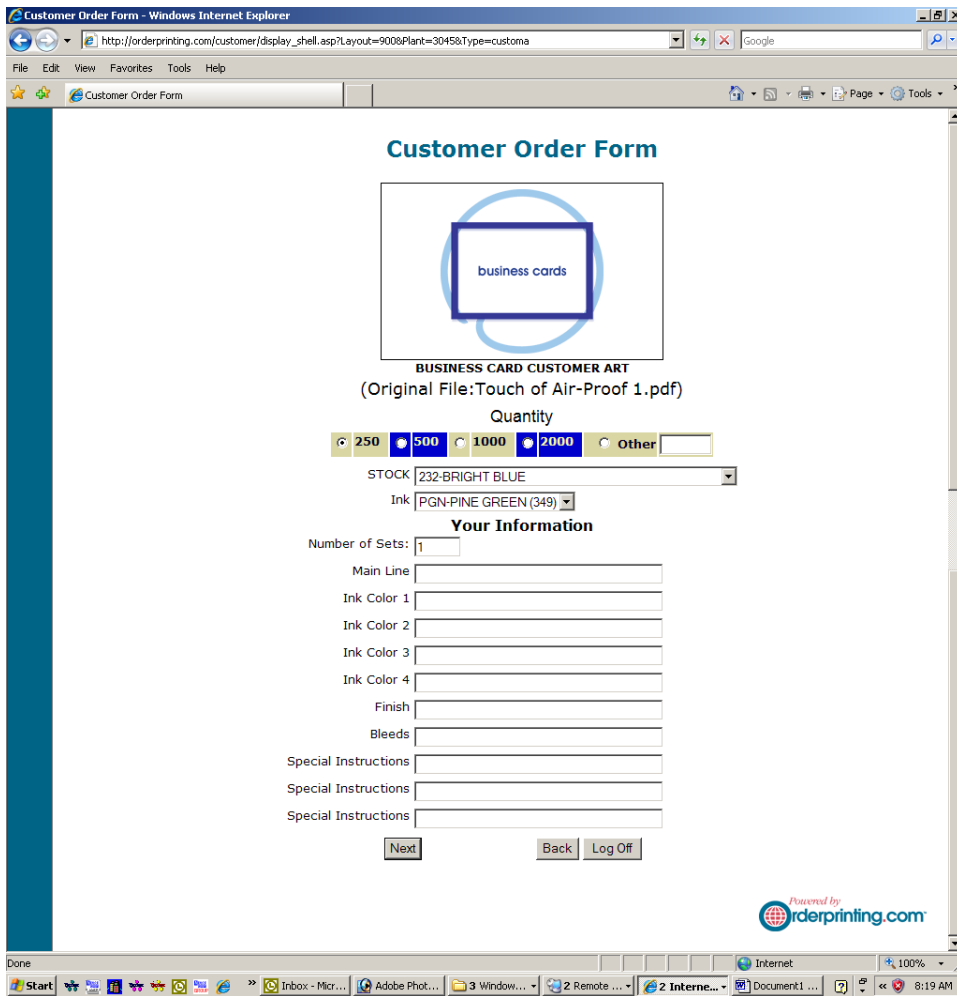
7. Once all error checks are completed and file is received then you'll see three options "View Proof", "Place Order" and "Delete". "View Proof" will show you a low-resolution pdf view in your browser, "Place Order" will advance you to the next screen, "Delete" will delete and cancel your upload.



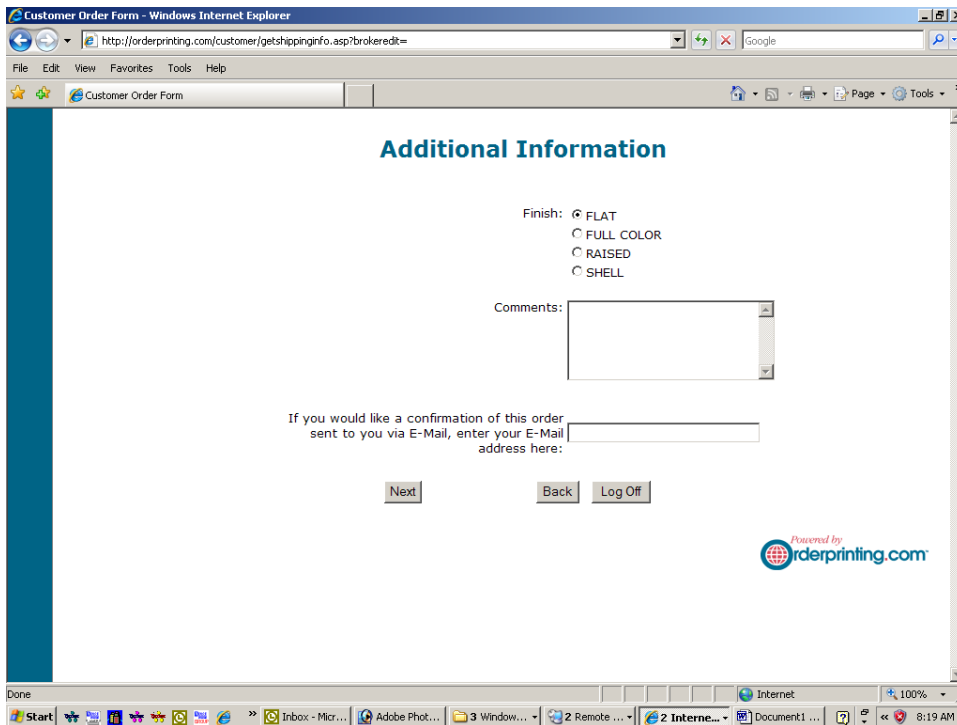
- After clicking "Place Order" you'll see the Order Menu down below. Click on the icon that best fits your order.



- This will take you to the Order Form where you input your order details. When done click on "Next" to proceed.



10. You'll then see an "Additional Information" screen. Here you will input the finish for your job, along with any other special instructions that we would need to know to complete your order. Once done, hit "Next".



11. Following will be your Order Overview screen. It is a summary of your order. Please review, as this is the last screen to your order process. If all is okay, hit "Send Order" to complete the order process.

