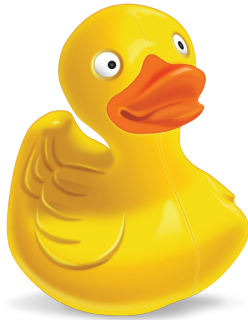# EDWARDS

FTP TRANSFER PROTOCOL & GUIDELINES

FOR FILES SMALLER THAN 100 MB

CYBERDUCK
CYBERDUCK.IO

OR

FILEZILLA
FILEZILLA-PROJECT.ORG

1. Combine your files into a single zip
2. Name your file with the following:
   CompanyName_Salesperson_Project
3. Upload using the following: ▶ ▶ ▶ ▶ ▶ ▶ ▶ ▶

Host: **ftp.edwardslabel.com**
User ID: **edwardsuser**
Password: **Main-805**

FOR FILES LARGER THAN 100 MB

WETRANSFER.COM

WeTransfer is a FREE FTP service that allows users to send files up to 2GB in size.

Drag and drop your files into the window.

Send to:
ad@edwardslabel.com
In the message body include:
Company & Salesperson

GENERAL TIPS & GUIDELINES

- **ONE ZIP PER PROJECT**
  Always combine your files into a zip before sending to ensure nothing is left behind.

- **MAKE DESCRIPTIVE FILE NAMES**
  Always include your company name, the name of your salesperson and a reference to your project in zip file name.

- **ALERT YOUR SALESPERSON**
  Let your salesperson know before you send us files so that they can let us know to expect them.

- **OUTLINE YOUR FONTS**
  Providing your files with fonts outlined helps us to ensure that what you see on your screen is what we produce on press.

- **INCLUDE A PDF PROOF**
  A PDF proof can help us ensure the included mechanical files are correct.

- **INCLUDE .EPS OR .AI FILES**
  See our Art Format & Design Guidelines pdf for tips on providing us with files that will look their very best on press.

IMPORTANT: ALWAYS OUTLINE YOUR FONTS!

5/30/2014