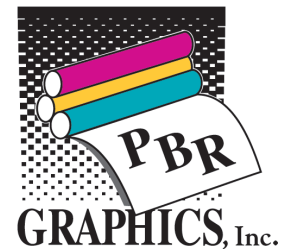


Uploading Your Files



How to use PBR Graphics' "Send us your file(s)" Order Form

PBR Graphics has developed a file upload system to make it easy for people to quickly send us a file with no special software required. Uploaded files are automatically routed to our in-house server and stored on-site for up to one year.

1. Start by going to our website at www.pbrgraphics.com/order

2. Click on the "Send File" link.



3. Follow instructions on the web page.

4. In the text fields, provide us with your project name, the program the job was created in, any notes regarding color, paper, bindery instructions, etc., and your e-mail address (if you are not already logged in).

5. To select files, choose the browse button, browse to your saved file and then choose Open. Repeat this step for multiple files. *Mac users: Please Stuff or Zip compress your files.*



6. Click the Send button once you have loaded all your files. Shortly after submission, a message confirming your file was received will be sent to the e-mail address provided and we will be notified that your file has arrived. *Please be aware you may need to set your pop-up blocker to allow the File Transfer Progress window to appear.*