Send a File Instructions

Thanks to the convenience of our online file transfer module you can easily send a file from your computer in a matter of minutes.

Send-a-File Page 1

1. **Full Name** -Enter your full name here *(required)*.
2. **Phone Number** -Enter your phone number here *(required)*.
3. **Email Address** -Enter your email address here *(required)*.
4. **Company Name** -Enter your company name or your full name if there is no company here *(required)*.
5. **Project Name** -Enter your project name here *(required)*.
6. **Customer PO#** -Enter your customer PO# here.
7. **Quote#** -Enter a quote number if one was provided here.
8. **Quantity** -Enter you the quantity you have selected from your quote if one was provided here.
9. **Notes** -Provide us with any notes or additional information we may need to process your order here.
10. Select the "**Next: Upload Files**" button at the bottom of the page.

Send-a-File Page 2

1. If uploading a purchase order change "no" to "yes".
    -select the "Choose File" button for each file and navigate to your file. Select "Open".
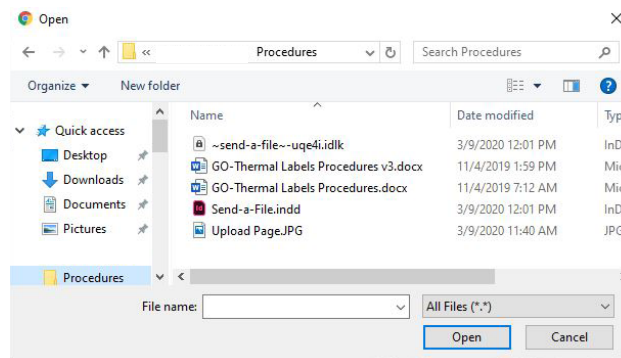

2. Select how many Text files to upload (numbers 0-5).
    -select the "Choose File" button for each file and navigate to your file. Select "Open".
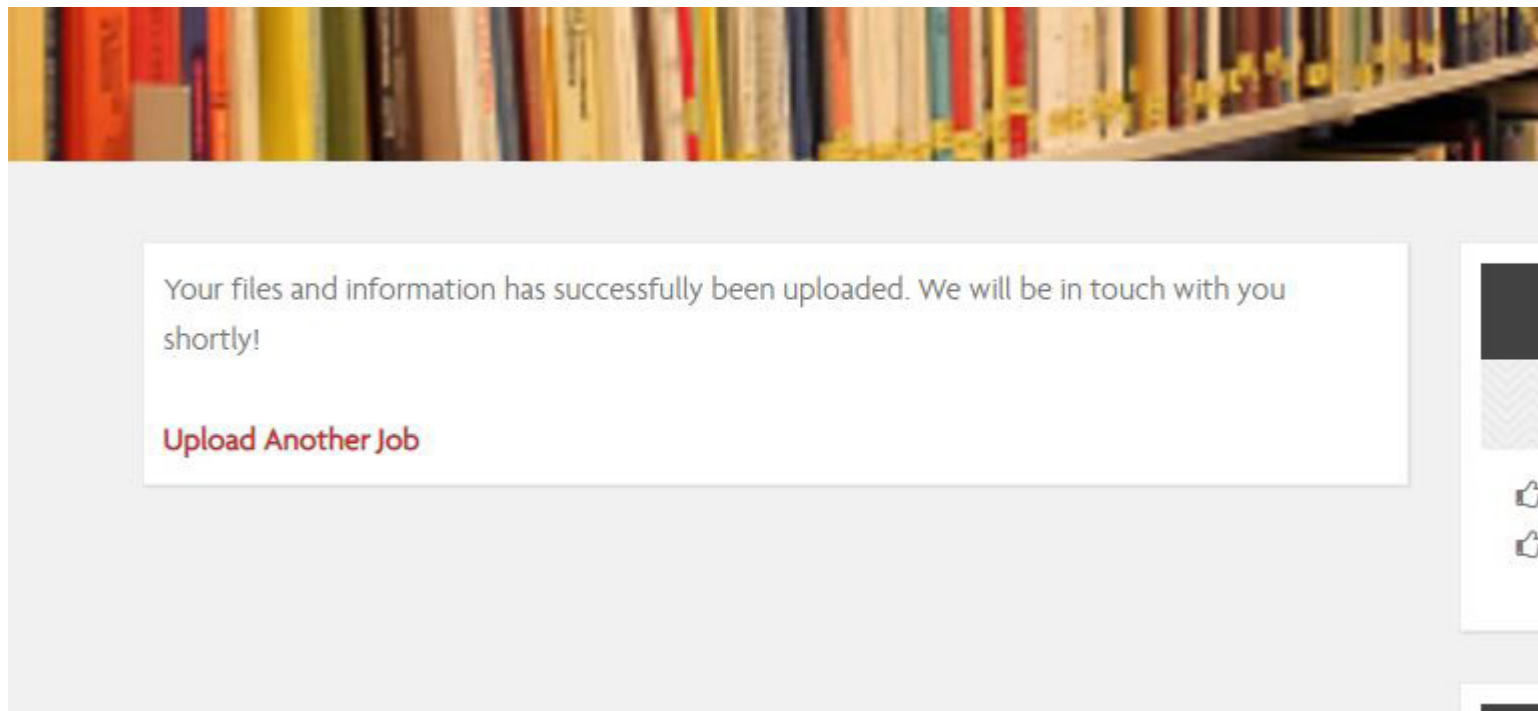

3. Select how many Cover files to upload (numbers 0-3).
    -select the "Choose File" button for each file and navigate to your file. Select "Open".

4. Select how many Insert files to upload (numbers 0-3).
    -select the "Choose File" button for each file and navigate to your file. Select "Open".

5. Select how many Dust Jacket files to upload (numbers 0-4).
    -select the "Choose File" button for each file and navigate to your file. Select "Open".

6. Select how many Stamping files to upload (numbers 0-2).
    -select the "Choose File" button for each file and navigate to your file. Select "Open".

7. Select how many Other files to upload (numbers 0-3).
    -select the "Choose File" button for each file and navigate to your file. Select "Open".

Please note your files have NOT yet started to upload.

8. Select the "Submit" button to start the upload process.

This window Must remain open until the upload process has finished. When all file transfers are complete, you will see the confirmation window below.

Your files and information has successfully been uploaded. We will be in touch with you shortly!

Upload Another Job

If you have any further questions or are experiencing problems, please contact your Customer Service Representative.

Thank You,
Team Gasch