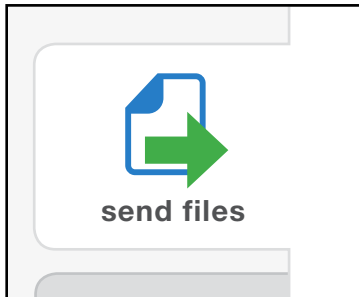
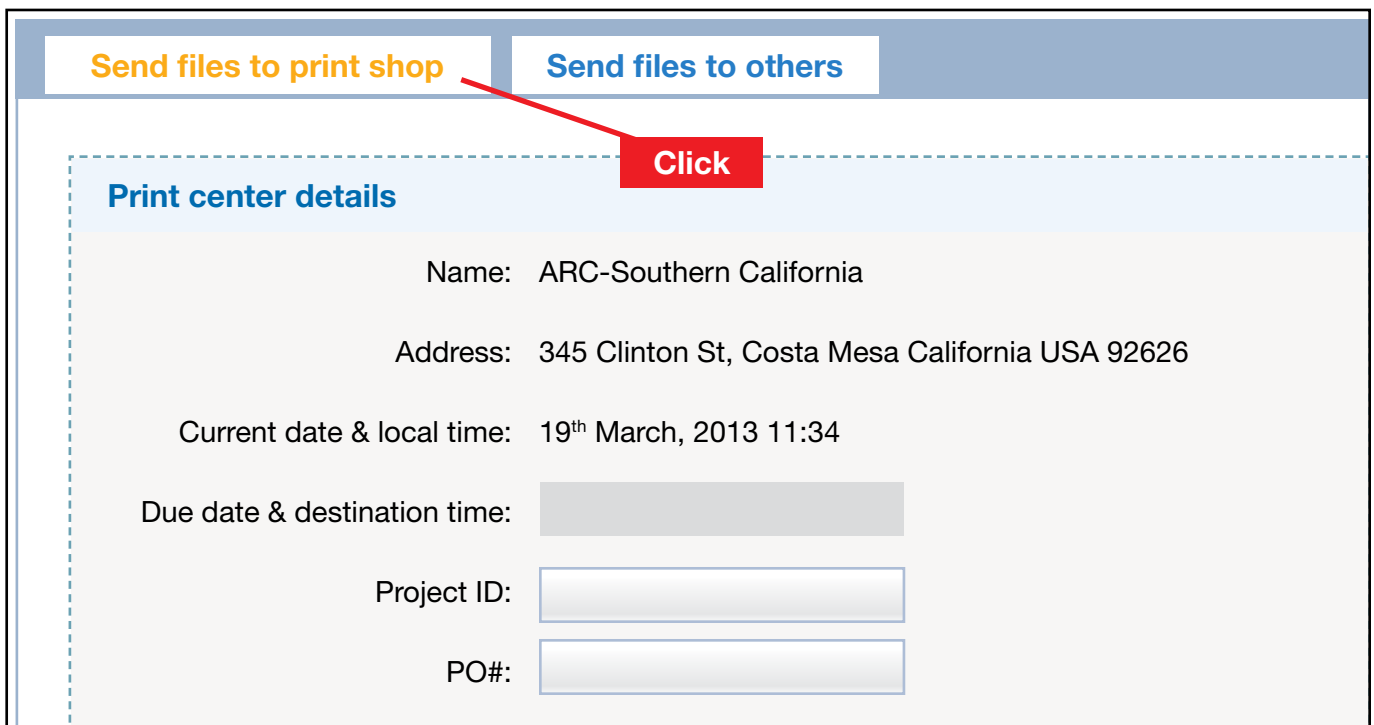


# ***Sending Files to Print Shop***

- 1 Click on the **Send Files** icon on the top left side of the screen



- 2 Click on **Send files to print shop**



- 3 A) Enter your Project ID (project name) and PO # (project number)
- B) Click on the calendar icon to choose your due date and time
- C) A pop-up will appear, allowing you to pick your time and date

**Send files to print shop** | **Send files to others**


---

**Print center details**

Name: ARC-Southern California

**A** Address: 345 Clinton St, Costa Mesa California USA 92626

Current date & local time: 19<sup>th</sup> March, 2013 11:34

Due date & destination time:   **B**

Project ID:

PO#:

< {{ March 2013 }} >

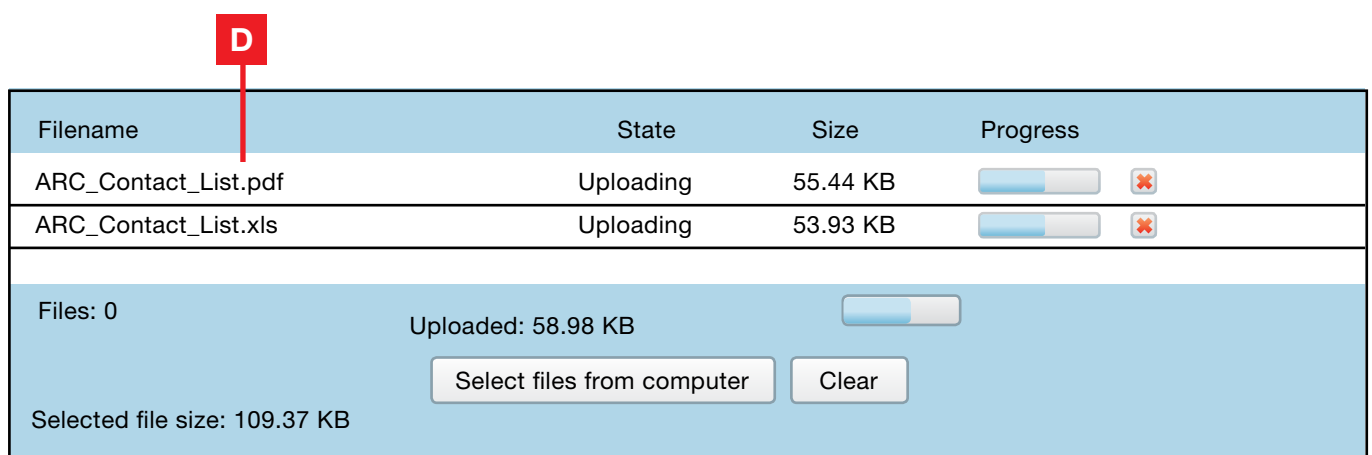
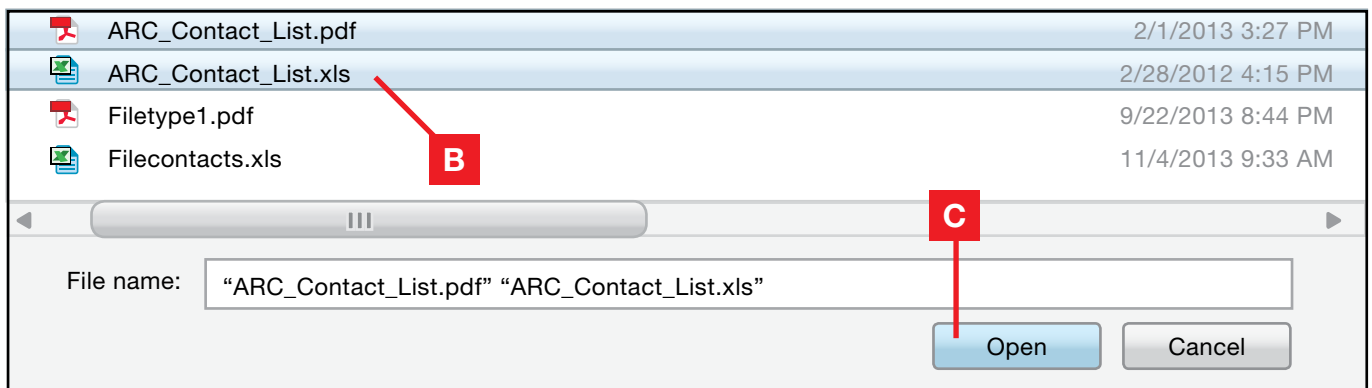
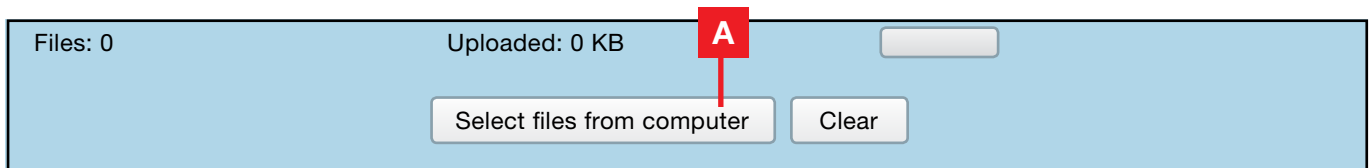
Time:  ▼

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	<b>19</b>	20	21	22	23
24	25	26	27	28	29	30
31						

**C**

close

- 4 A) Click **Select files from your computer** to attach files
- B) A pop-up will appear allowing you to search your computer for files. You can choose multiple files by holding down the Control key.
- C) Once the files are chosen, click **Open**
- D) Your files will appear in the box once they have been uploaded



- 5 **Delivery Details:** Include delivery details when your order is being delivered to anyone besides yourself

**Include delivery details**

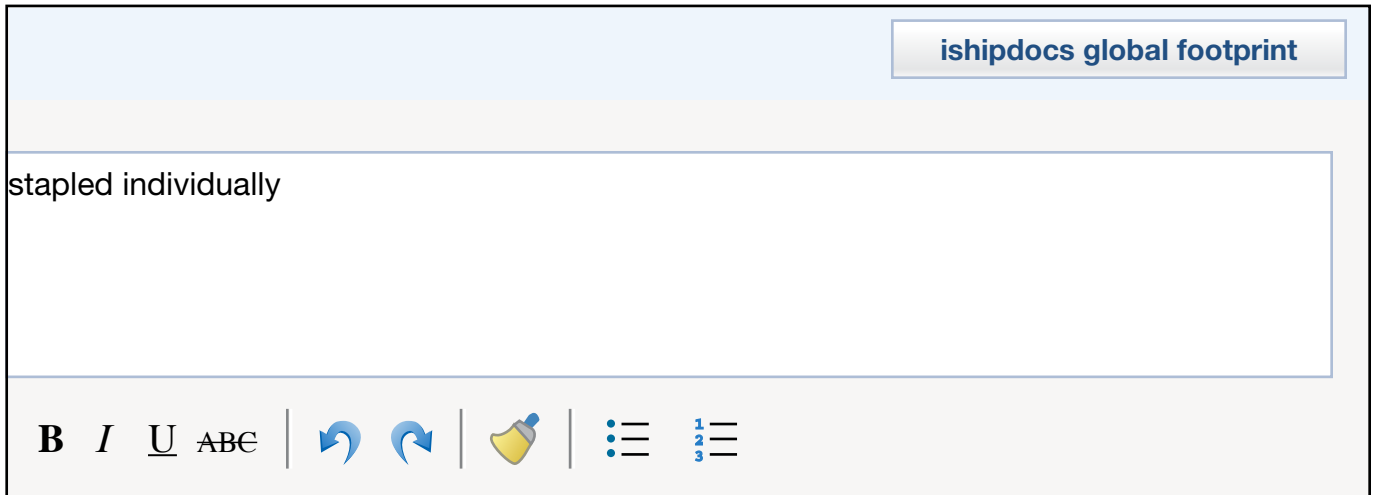
Company name:	<input type="text" value="ACME Office"/>	<b>First name:</b>	<input type="text" value="John"/>
<b>Email:</b>	<input type="text" value="jsmith@noemail.com"/>	Phone:	<input type="text" value="1"/> <input type="text" value="555"/>
<b>Address:</b>	<input type="text" value="1313 Mockingbird Ln"/>	Address:	<input type="text"/>
<b>Country:</b>	<input type="text" value="USA"/> ▼	<b>State/region:</b>	<input type="text" value="Californi"/>

**Set delivery notes:**

- 6 **Printing Instructions:** List how many sets, what size, and binding details

**Printing instructions**

- 7 If everything looks okay and no changes need to be made, click **Submit** in the bottom right-hand corner



- 8 A tracking number will appear at the top, and you can track delivery by clicking the **tracking** icon at the left side of the screen.

