

Pdf's should include bleed and crop marks. If you are uploading native files, please make sure that you are including all the links and fonts.

Place multiple files (pdf's or documents) in one folder labeled by your company name and project name. Please compress folder to a zipped file.

1 Using your preferred browser go to: <http://upload.proprintus.com>

2 Enter the User Name and Passwords in the form fields and check the **reCAPTCHA** box. Fill in **reCAPTCHA** if prompted.

User: uploadproprint **Password:** NADbnk

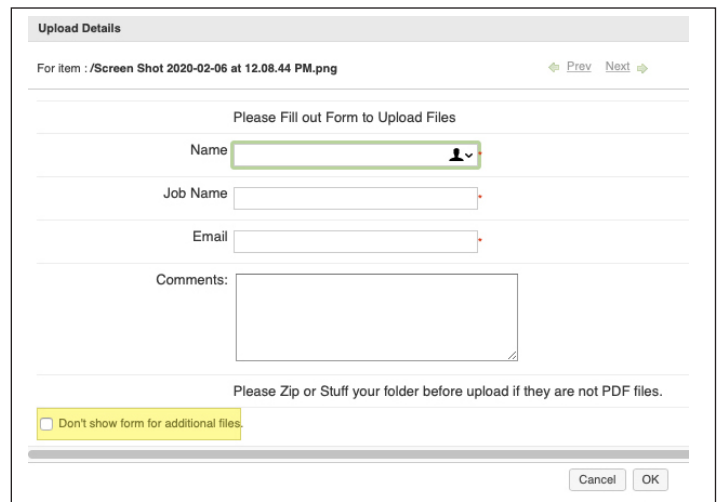
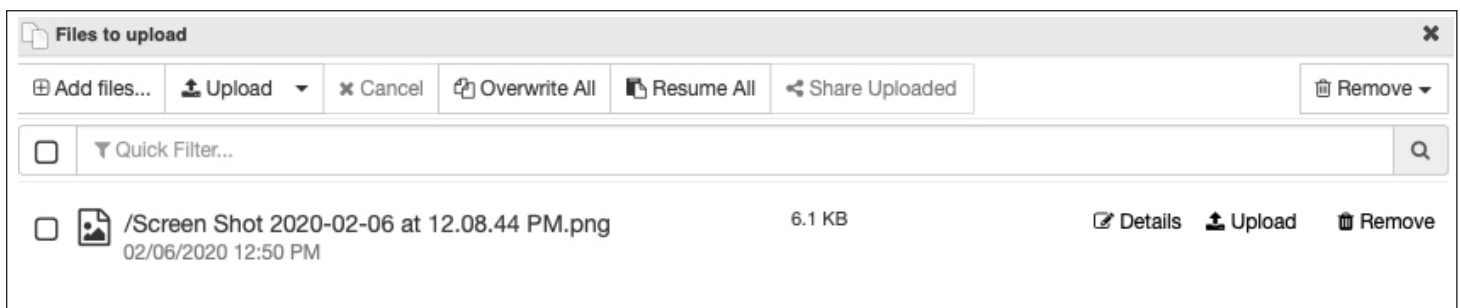
3 Upload your files by selecting the "Add Files Button" or Drag and drop your file into the add files icon. A form will pop up after you have added a file.

4 Fill out the form to identify your Company Name, Job Name, your Email and any Comments regarding your project. Then select "OK".

5 Send us your files by selecting "Upload".

Once the file has been uploaded you, will see the uploaded speed time. (Screen may close at this point)

An email will be sent to Pro Print and shared with your account rep letting us know that your file has arrived.

Thank you for choosing Pro Print! We look forward to serving all of your printing needs.