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We prefer pdf's that include bleed and crop marks.

However, 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) all in one folder labeled by your company name and project name. Please compress folder to a zipped file.

To upload your file you can select 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. Please fill out the form completely to identify your company Name, Job Name, your Email and any Comments regarding your project. Then select ok.

To send us your files select Upload located beside of your file on the Files to Upload screen.

Once the file has been uploaded you will see the uploaded speed time and may close the screen.

An email will be sent to Pro Print and shared with your account rep letting us know that your file has arrived. Please contact your account rep directly with your order details or if we may be of any additional assistance.

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