



File Transfer

How To Get Your Files To Us

Our File Transfer site is very simple to use and allows larger files than email. It will also send an email notification to both your Sales rep and your CSR to let them know your files have arrived.

To use the [File Transfer Site](#) at Corporate Press:

Go to our website, www.corppress.com

Click on File Transfer in the lower left hand corner.

Fill in ALL the blank boxes with your information.

Select your Sales and CSR representatives from the drop down list.

Please compress your files to help prevent file corruption and reduce the time for your transfer.

Mac Users can use the [Create Archive](#) feature or use [Stuffit](#)

Windows Users can use [WinZip](#)

Attach your files using the choose file buttons.

Please do not use any special characters or punctuation marks in your file name. This will cause an error on your file transfer.

Please include a PDF with your files. This serves as hard copy when we plan your job.

Click on Upload!

A progress indicator will begin to show your file transfer.

When transfer is complete, the indicator will show status: Complete!

Additionally, the webpage displays your upload was successful.

If you have any questions about this, please contact us, we'd be glad to help!

Please see the [DTP section](#) of our website to help you prepare your documents.

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