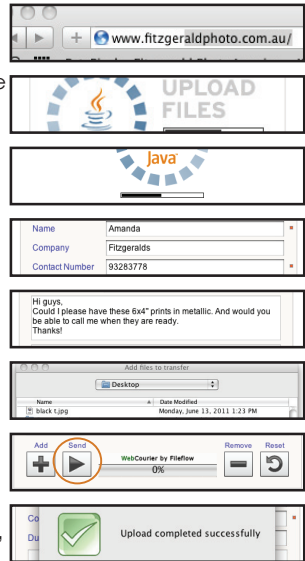


# WEB COURIER

UPLOADING  
IS EASY!

1. Go to our website <http://www.fitzgeraldphoto.com.au>
2. On our home page on the left hand side you will find the Java icon with the text 'Upload Files' - click on it!
3. Your computer will start to download the Java Plug in (if you don't already have it).
4. Fill out all your details (including your Full Name & Phone Number).
5. Please fill in any additional details that we may need to know about your order.
6. Add the folder (see print prep for details) from your desktop [this will also grab all subfolders within it].
7. Press 'send'. Located at the bottom left on the upload window.
8. At the end of your UPLOAD you will notice a tab on your screen that reads "Upload completed successfully"
9. It's now up to us to download your order. **This may take up to an hour** depending on how many orders we have at that particular time.
10. Once we have downloaded your order you will receive a confirmation email to let you know that the "download has been successful"
11. If you don't get this email then you may want to contact us to confirm that we received your upload - please remember to allow at least an hour after your upload.
12. Job will then be processed and ready for your collection!!!!
13. *Don't forget to indicate in the message box whether you want to be alerted via SMS on completion of your order.*



## Our approximate turnaround times are as follows :

- For prints under 20x32" on Lustre** : 24 hours
- Gloss and metallic prints also under 20x32"** : day and a half
- Canvas** : 5-7 working days
- Inkjet Pearl, Gloss or Fine art** : 3-5 working days
- Finishing & Mounting** : 5 - 14 working days

\* Please note these times are a guide only. Times may vary.

**HAPPY UPLOADING!!!!**

fitzgerald  
PHOTO IMAGING

# FILE PREPARATION

## Please supply files for printing as follows:

1. 8 Bit (**not** 16 Bit)
2. RGB (**not** CMYK)
3. Flattened images (**no layers**)
4. Sized at the correct dimensions for the print required.
5. 300 dpi in either a TIFF or JPG format
6. No additional channels
7. Embedded working colour space (e.g.: Adobe RGB or SRGB)
8. File names to be less than 10 characters long
9. Avoid using "&,(?<> etc characters

## Please prepare multiple files for printing as follows:

Arrange files in folders according to :

1. Print output sizes - in inches
2. Quantities
3. Borders
4. Paper Surfaces

