FILE UPLOAD OPTIONS

Colortech Inc. Creative Solutions

Online FTP Upload

1. Log on to https://www.colortechinc.com
2. In the upper right-hand corner, click "File Upload" **FILE UPLOAD   CONTACT US   SEARCH**
3. Fill in the required* information and upload your file
   a. If you have multiple files, we suggest packaging them and compressing everything into a single file for upload.

*NOTE: You can upload any size, but we suggest 4GB because of the time required for larger files. It's not unusual for larger files to enter a blank screen while uploading. **Do not close out of this. Even with a blank screen, it's still uploading.***

File Transfer Programs

You may use **Dropbox**, **wetransfer**, **HIGHTAIL**, etc. to transfer your files to us. Please send them to CSR at csr@colortechinc.com. CSR will then confirm they have received your files to begin your job.

Flash or Hard Drive

You may mail or drop off your files to our office at 232 S. 9th Street, Lebanon, PA 17042, Monday - Friday from 7:30AM to 4:30PM.

If you need assistance at any time, please reach out to your sales rep. or customer service at csr@colortechinc.com.

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