

# FTP GUIDELINE

# SENDING ARTWORK

# **UPLOAD FTP**

You can send your artwork directly to our server. Please communicate with your account manager to arrange this if you require it. Please create folder with your company name and upload your design into this folder.

FTP: ftp//ftp.spikeymedia.com Login: artwork@spikeymedia.com

Password: Spikey27

#### **BY EMAIL**

Please communicate with your account manager any relevant information regarding the job. Maximum file size preferred by email is 5MB. Files larger than this should be supplied on disk or upload on FTP.

e-mail: info@spikeymedia.com

# ON DISK

CD rom, DVD and USB memory sticks can be sent to: Spikey Media at the address at foot of page. Please include a hard copy of your artwork for reference, along with any useful information or instructions. Please quote the order reference number and include a contact name, email address and telephone number in case of a query. Don't forget to keep a copy of your file, in case we need you to undertake changes or corrections.

If you have any problems uploading your files or have any queries please contact us:

Phone: E-mail

3 9758 4225 info@spikeymedia.com