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Suggested Folder Structure

Below is an example of the most efficient method to set up files for printing.
An order form with contact and payment details should still be uploaded with your files.
To avoid upload delays zip/compress your mother folder - this will not adversely affect the print quality.

- Permitted file names: A-Z, a-z, space and _underscore are the ONLY permitted characters
- Do not use " as a reference to inches
- File Name MUST show file extension eg: tiff or jpg
- File name must NOT exceed 31 characters.
- Q = QUANTITY
- Custom size files may be grouped in an "odd sizes" folder

You may add any folders relevant to your order, these are just examples shown in bold text
Italic & bold text will be replaced by your actual selection.

