

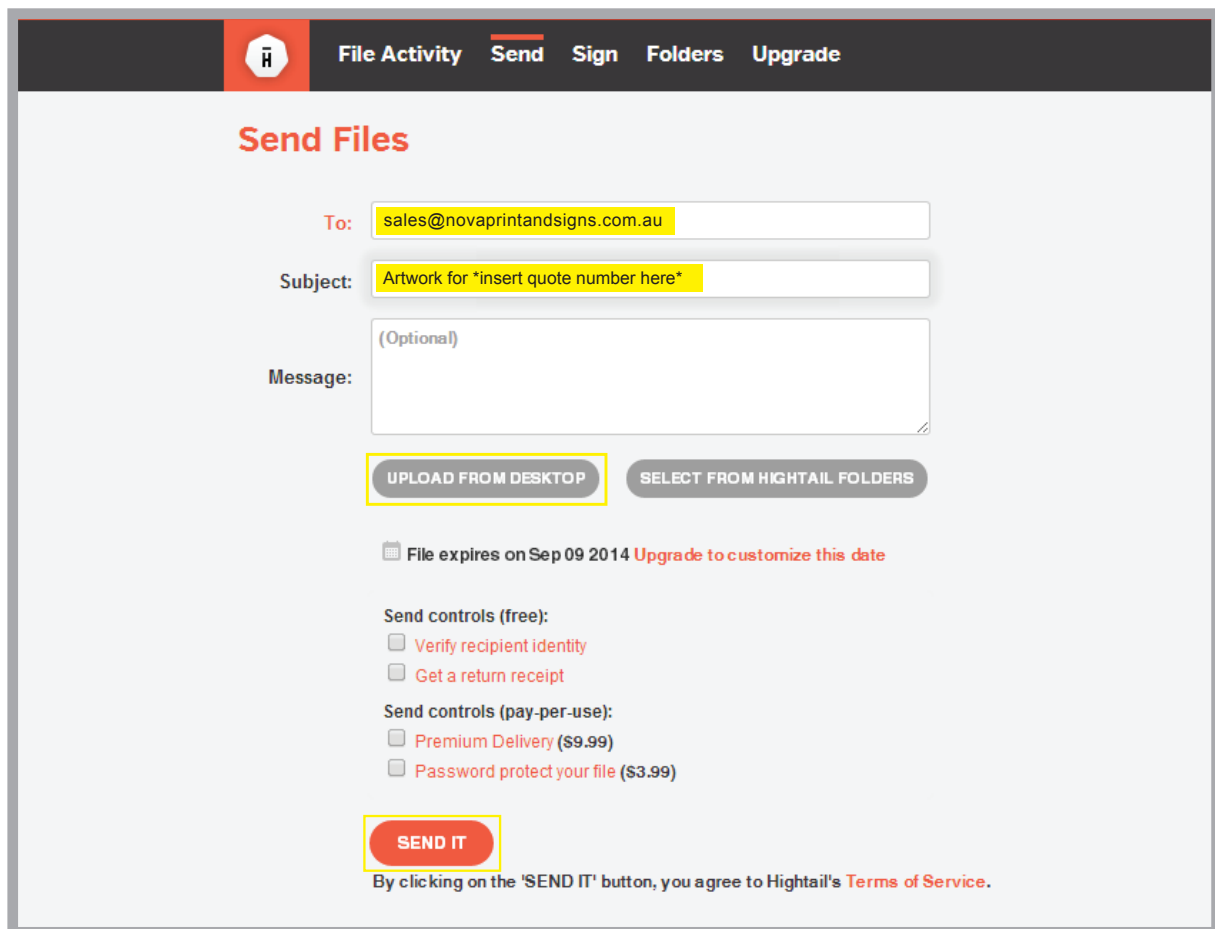
## HOW TO SEND ARTWORK

Files should be sent via email to **sales@novaprintandsigns.com.au**

Our email account will only receive attachments up to 15MB. If the document (or documents combined) is larger than this, please send to us through **Hightail** or using **Dropbox**.

### How to use Hightail

- Visit [www.hightail.com](http://www.hightail.com)
- Create a free account
- Click on the "Send" tab
- Fill in the form, upload your file & press send!



File Activity **Send** Sign Folders Upgrade

### Send Files

To:

Subject:

Message:

File expires on Sep 09 2014 [Upgrade to customize this date](#)

Send controls (free):

[Verify recipient identity](#)

[Get a return receipt](#)

Send controls (pay-per-use):

[Premium Delivery \(\\$9.99\)](#)

[Password protect your file \(\\$3.99\)](#)

By clicking on the 'SEND IT' button, you agree to Hightail's [Terms of Service](#).

### How to use Dropbox

For existing customers;

- Create a shared folder with our account (**sales@novaprintandsigns.com.au**)
- Upload any artwork directly into that folder & notify us when uploading is complete.
- Please ensure that any artwork is clearly labeled with job numbers.
- Alternatively you can upload a file to your Dropbox account and send us the direct link.