

ftp order procedures

To ensure fast in-lab times and accurate order fulfillment we have provided the following guide to prep and place your FTP orders with ProDPI. The folder based ordering system that we use is the easiest and quickest way to place FTP orders!

*Please note - Orders prepared incorrectly will be delayed and/or voided by ProDPI.

1. Create a folder named with the date of your upload. For multiple orders add "a-z" to the date

Example: 012609a

2. Create folders named with the print size AND quantity that you would like to order.

*Only letters and numbers are accepted for folder names. '_'s & '-s are also valid.

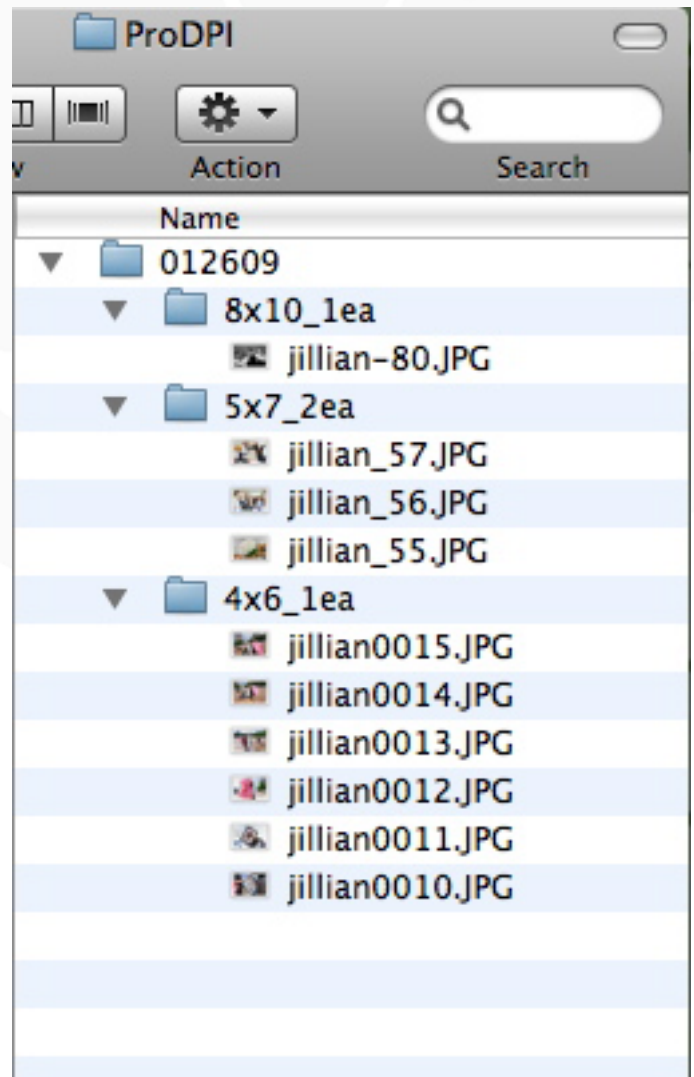
Example: 4x6_1ea 5x7_2ea

3. Place all images into the appropriately named folders. Place only images in this folder, do not include sub-folders.

4. Upload using your FTP client of choice

5. Once your upload is COMPLETE, simply fill out our ftp form located at: <http://ftp.prodpi.com>

Form submission must be completed after your upload is finished, doing so sooner will result in an incomplete order.



Please keep the following in mind when naming your files:

- Zero-pad images numbers i.e. 001, 002, ... 345
- Keep file names under 20 characters
- Do not use special characters including ?[\+<>:;"/, in your file names or folder names
- Use "_" instead of spaces in file and folder names