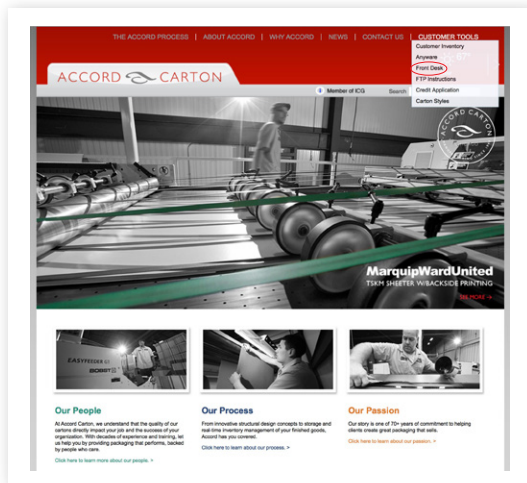


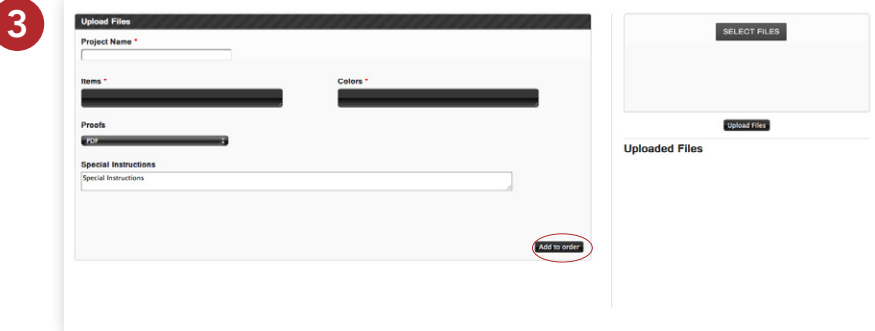
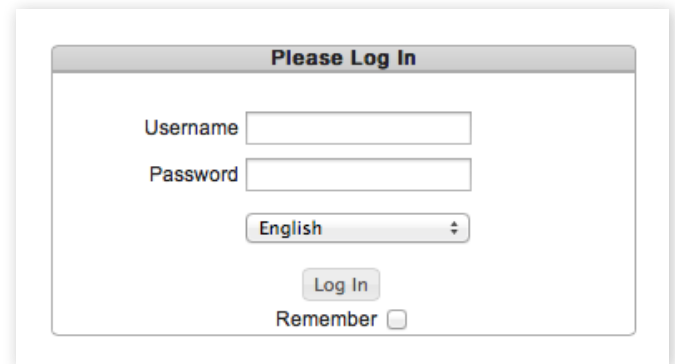
ACCORD FTP INSTRUCTIONS

CONSTANTLY UPDATING AND IMPROVING OUR PROCESSES IN ORDER TO GIVE YOU THE BEST SERVICE

- 1 Please visit our website at accordcarton.com. Click on "Customer Tools" in the upper right hand corner. A drop down will appear, **click on FRONT DESK**



- 2 A login window will appear on the left. Enter the following and login:
Username: **accord**
Password: **carton**



Once logged in, please fill out the following: **Project Name, Items, Colors Used** and **Type of Proof Required**. There is also an area for special instructions if needed. After the fields are completed, **click on SELECT FILES**. Navigate to the file that you would like to upload. Click on the file or files that you would like to upload and click open. We recommend that when uploading multiple files it is best to select all of the files and zip the files on your desktop before uploading. Once your file appears in the window, **click Upload Files**. This could take several minutes depending on file sizes. Once complete, **click Add to Order**.

- 4 To finalize, please **click on Complete Order**. An email will be sent to our Prepress Department and our Customer Service Department indicating that you have uploaded files. Please **Log out**. Thank You!

