



FILE TRANSFERS

The following methods are approved for delivering your digital ad files to our Graphics Department.

Email

Smaller files (under 5 MB) may be emailed to our Graphics Department address: **mbmgraphics@mailboxmerchants.com**. When sending files via email you should always send as an archive/compressed file format (.zip or .sit) to help preserve the integrity of the files. Unarchived files can become corrupt in the transfer of the email.

For files larger than 5 MB we recommend using either our FTP site (instructions listed below), your own FTP site, or an FTP alternative such as Dropbox, Hightail, etc. As with email it is recommended that you use archived/compressed files when sending via FTP (or an FTP alternative).

If you are sending via your FTP or an FTP alternative you will need to provide an email with instructions for accessing the files (site address, log-ins required, etc.)

A final alternative, if immediate delivery of your files is not a concern, is to ship us a CD-ROM or DVD, attn: Graphics Coordinator.

Mailbox Merchants FTP Site

Both PCs and Macs can access the FTP site via browsers (Internet Explorer, Firefox, Safari, Chrome, etc.)

Address: <http://transfer.signature-graphics.com:8000>

User ID: mbm (*case-sensitive*)

Password: sig (*case-sensitive*)

IMPORTANT: It is recommended that files be placed into a folder and compressed (.zip or .sitx) before uploading. File names cannot contain any illegal characters such as \ / : * ? " < > |

Click on the 'Upload File(s)' button to browse and locate your file(s). Once you have selected the file(s) you wish to upload, click on the 'Begin Upload' button.

You will be prompted when the transfer is complete. At this point you may either 'Return to the file listing' to verify your file is there, or 'Logout'.



If you prefer using FTP software to access the site you may do so with the following address/log-in:

Address- <ftp://transfer.mailboxmerchants.com> User ID- mbm (case-sensitive) Password- sig (case-sensitive)

Please notify our Graphics Coordinator of the method you will be using and when to expect your file.

Mailbox Merchants
Attn: Graphics Coordinator
15040 NE Mason St.
Portland, OR 97230
Phone: 877-622-9612 • Fax: 503-345-1559