

UPLOAD - WE TRANSFER

**Click:**

The "Upload - We Transfer" button on our website under customer tools.

**Or Go To:**

[grafikaprint.wetransfer.com](http://grafikaprint.wetransfer.com)

+ Add your files  
Or select a folder

Click the **plus sign** to open a dialog box to select files. More than one file may be selected at a time. The selected files will be automatically compressed into a .zip file.

Email to

Enter your **CSR's** email address here.

Your email

Enter **your** email address here.

Message

**Add** any notes you would like to include in the email that is automatically sent to the CSR.



Transfer

Click the **Transfer** button when you are ready to send the files.

When the file is finished uploading, an email will be sent to the **CSR's email address** you entered as well as a confirmation email sent to **your email address**.

You will also receive an **email notification** when the file is **downloaded**.

