



# Repro Order Form

How do you send your files to your repro shop? Email? FTP? These are the only systems most repro shops around the country have. While email is simple to use, many customers do not have email accounts capable of transferring large files. Sometimes they forget to include vital job information, like what kind of printing they want done, when its due or a contact name and phone number. While FTP solves the file size problem, it still requires an extra email or phone call notification to know what to do with the uploaded files. Using FTP brings difficulties of its own. Usernames, folders and permissions need to be set up with every new customer and most customers find using FTP too cumbersome. Our customers began asking for a simpler more reliable way to transfer their files to our offices for printing. So we created something new.

Our Repro Order Form & Pick-Up Utility (R.O.F. for short) is a very small, easy to use and highly efficient software applet which installs on your computer. It downloads from a link on our website and installs a permanent icon out of the way in the sys-tray of your computer. With a double click on the icon, up pops your Repro Order Form and Pick-Up Request.



You then click the pop-up calendar and fill in the due time, number of originals, sets requested and any special instructions. For a Pick-Up request you simply click submit and a pick-up notification is immediately sent to our dispatch and production departments. For file attachments, you click the "Attach File(s)..." button and select the files you want to send, just like any email software program you currently are used

Filename	Size (K.B)
C:\IMAGES\KIP Color\Wheel_1.plt	14
C:\IMAGES\KIP Color\Wheel_2.plt	12
C:\IMAGES\Sc-c3-a1.plt	489

3 files attached, totalling 515 KB.

to. You then click submit and the software zip compresses the attached files and sends them to the

designated location and notifies the production department of a new repro order