



File Submission Guide

Introduction

Melbourne Mail Management believe that supplying artwork should be easy. That's why we have come up with a broad range of options for file transfer, so there is bound to be something that suites everyone.

Artwork Files we Accept:

- Microsoft Word (.doc)
- InDesign (.indd)
- Illustrator (.ai or .eps)
- Photoshop (.psd, .eps, .tiff, .jpg)
- Pagemaker (.pmd)

Personalised Files:

(For personalised files MMM are printing)

- InDesign
- Microsoft Word

Delivery Details

- Physical address: Factory 1/68 Lexton Rd
Box Hill North VIC 3129
- Postal address: PO Box 222
Kerrimuir VIC 3129
- Deliveries can be made between 8am & 5pm
Monday to Friday (except public holidays)

	Solution	Max Size	Hints
	Email	3 mb	The quickest way to send us small files
	Upload	30 mb	Our simple site: upload.mmailm.com.au . is so easy to use. You don't need any special software, it gives you a receipt number and notifies us that your file has arrived!
	FTP	60 mb	If you will be supplying files over 10mb regularly, it is best to use the FTP site, we will set an account up for you and you simply use a client program, such as: Fetch or Cute FTP.
	CD/DVD	4 gb	If you don't like the idea of using an FTP site, or you would just prefer it, by all means burn a CD/DVD and send it to us!
	Zip drive	250 mb	A portable storage medium that can carry up to 100MB or 250 MB.
	Flash Stick	100 mb	A portable storage device that is rewriteable and easy to transport.
	Floppy Disk	1.44 mb	Yes, we even except files on Floppy disk!

Please note: All storage devices must be formatted for PC to be accepted.