



ADVERTISING SYSTEMS INCORPORATED
BRAND ACTIVATION & ACCELERATION

FTP Instructions

You have two convenient options for sending files electronically:

E-mail: support@asitv.com

FTP: <ftp://media.asitv.com>

Note: You will first need to call ASI in order to obtain your FTP credentials.

In Preparation for Sending:

- Please compile all images, fonts and native files into one folder.
- Compress your folder before sending.
- Name your compressed folder using this format `companyname_date_time.zip`
- For example `asi_11-12-04_3pm.sit` or `abcco_11-12-04_530am.zip`
- Please, no spaces, colons or forward slashes (/) in file names.
- For Macintosh files, use either binary or mac binary when uploading.
- For PC files, use binary mode.
- Please remember to fax over hardcopy of the files we are to work on and include job specifications or your estimate number.

If Sending through E-mail:

- Please use your company name in the subject field of your e-mail. In the body of the e-mail, please include your estimate #. If you do not know your estimate #, please include the specifications and instructions for the job.

Recommended FTP Clients: Filezilla for the PC or CyberDuck for the Mac.

If you have any questions after reading these instructions, feel free to contact us.

800 - 516 - 0105