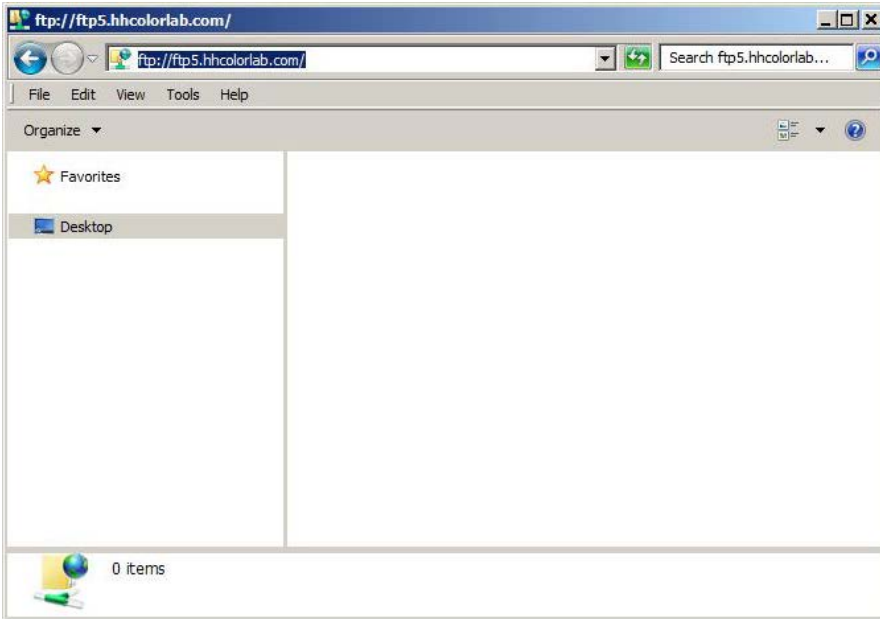




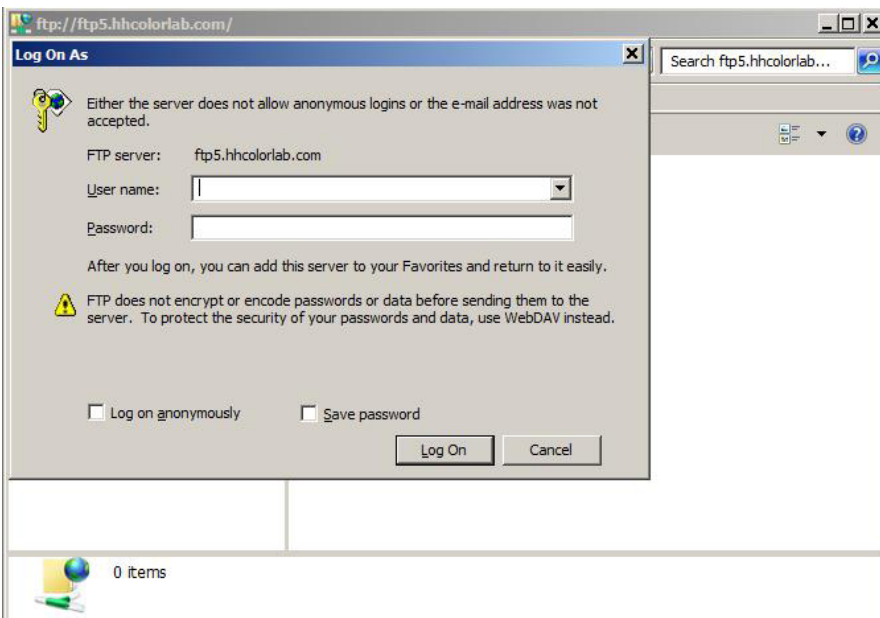
# ORDER ENTRY SERVICES

## FTP INSTRUCTIONS

1. Go to "My Computer".
2. In the address bar, type "ftp://ftp5.hhcolorlab.com/" .



3. You will then be prompted to enter a User Name and Password.



4. We will place your low res project backups and missing data csv files in this location.
5. Please do not upload files to us through this folder. The folder is provided for the purpose of allowing you access to your backups and is not intended for communication or transfer of order information/images.