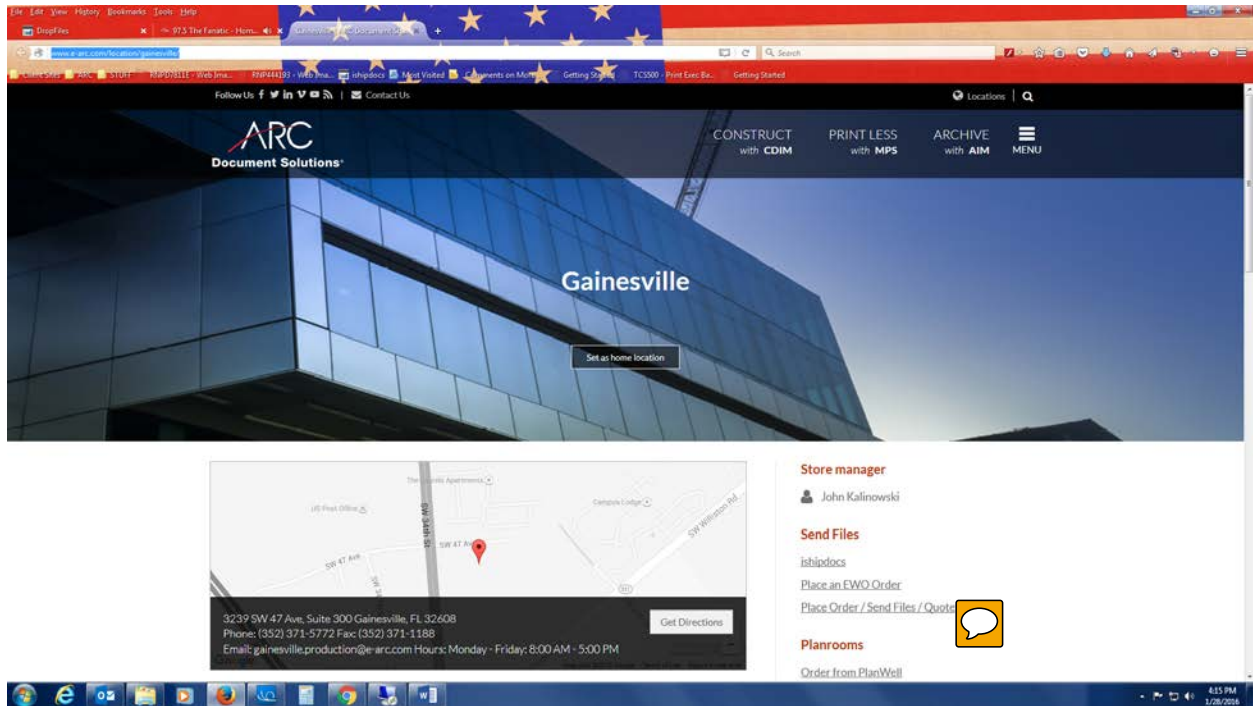
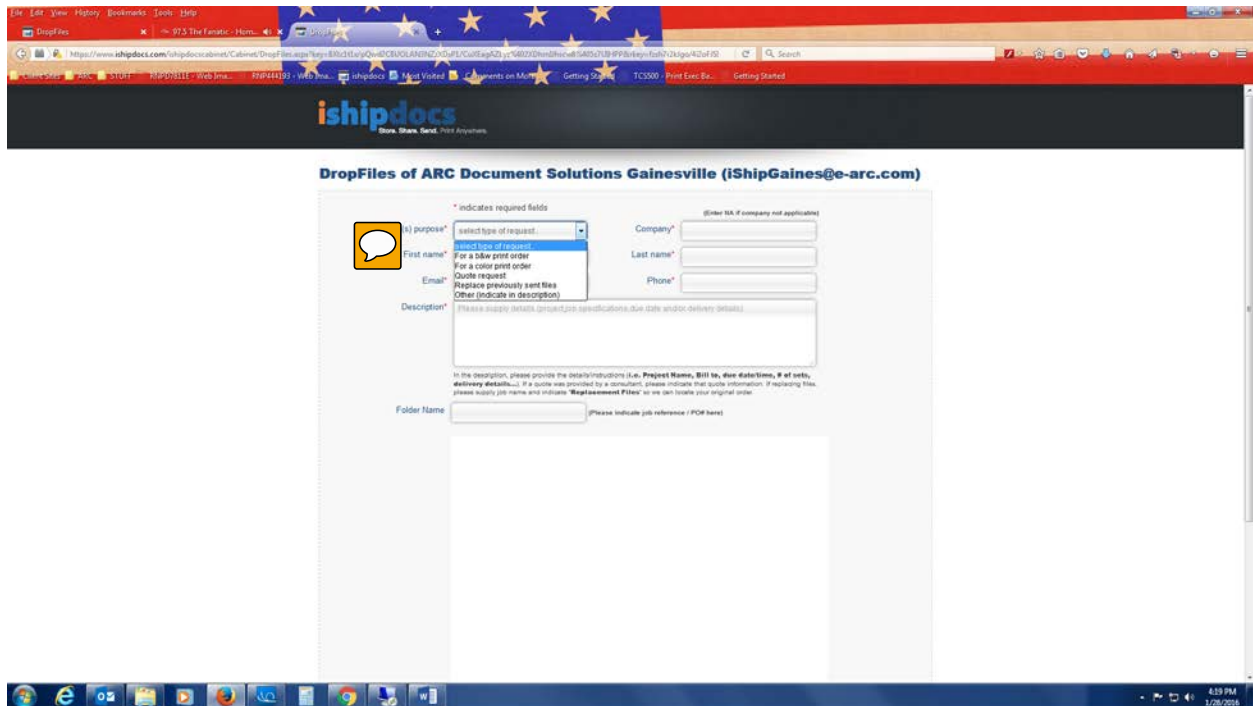


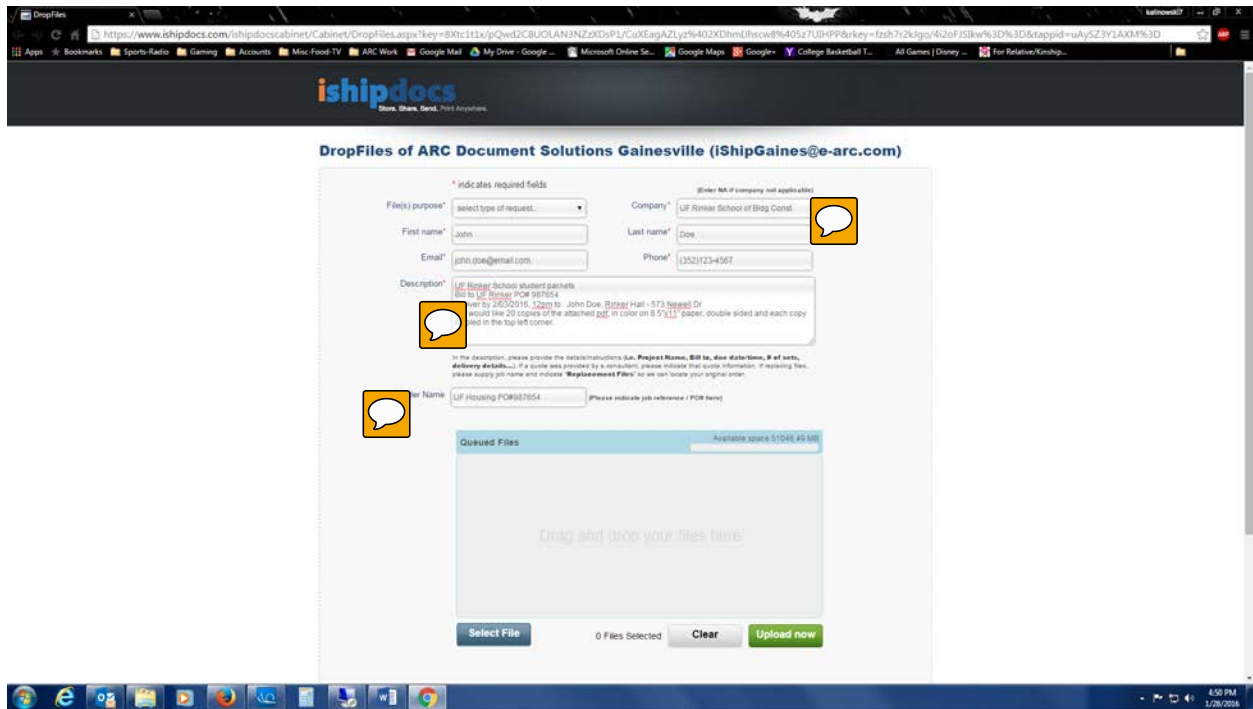
- 1) Go to the following link: <http://www.e-arc.com/location/gainesville/>
- 2) Select "Place Order/ Send Files / Quote"



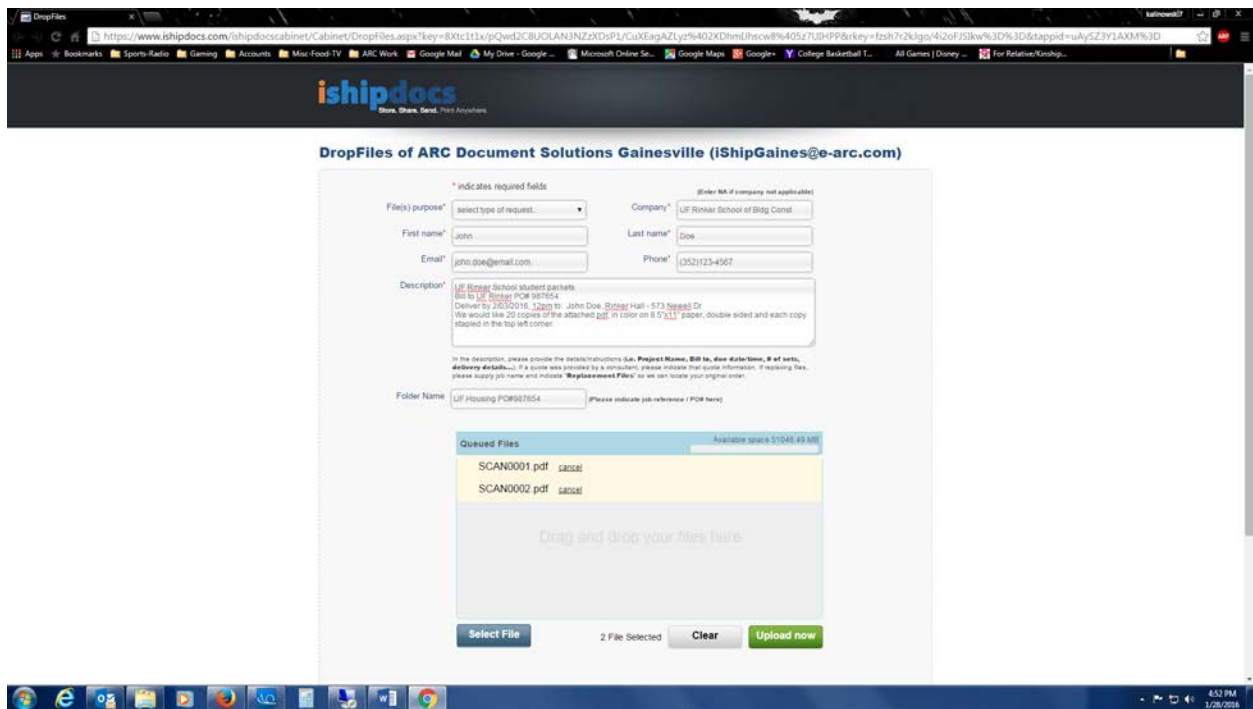
- 3) Choose the nature of your submission



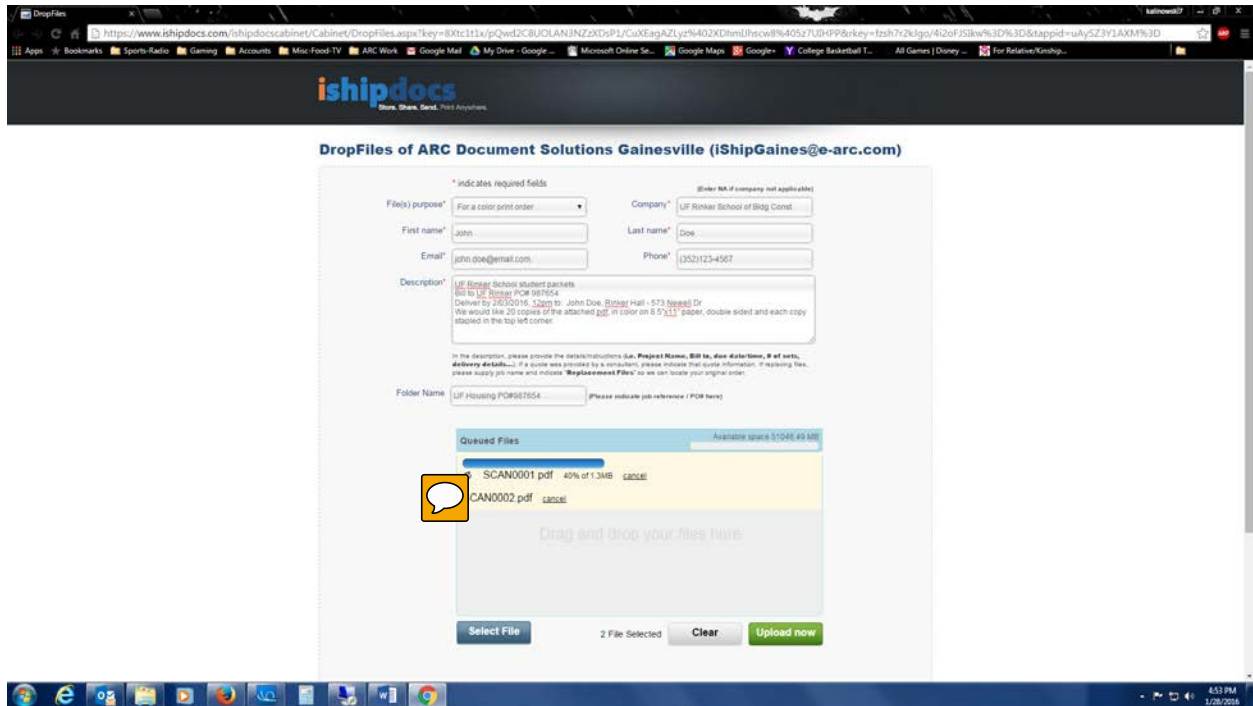
4) Fill out the form fields completely with vital information to your order being fulfilled properly.



5) Drag and drop your file(s) into the Queued Files field then click "Upload now"



6) Wait for your files to upload, **do not exit the window while files are uploading (see next step.)**



7) Once you see this prompt, your files have been sent to ARC Document Solutions.

