PALLAS GMBH ▪ ORCHESTROLA GMBH & CO. KG ▪ P+O COMPACT DISC GMBH & CO. KG

DATA DELIVERY ONLINE FOR LABEL AND PRINTED MATTERS

1 ACCESS - DATA

On request, we send you the data for our FTP-server.

NOTICE:
The access has to be installed by you.

2 DATAFILING (FOLDER) on the SERVER

Please put the ready print-data *** in a FOLDER (name) on the server.

FOLDER – NAME:

Customer name_order number	e. g.	Mustermann_4711

DATA – NAME:

Order number_product name	e. g.	4711_Label 4711_Booklet 4711_Inlaycard

***) See our corresponding spezifications on our homepage.

NOTICE:
If there is no correct signature there may arrise confusions and considerable time delays!

3 Data are on the server and ready for collection by P+O

Please inform your assistant by e-mail!

ATTENTION:
To avoid unnecessary call backs and errors, we need exact information from you about the execution – that means e. g.

LABEL: colours, with or without white surface, etc.
PRINTPRODUCTS: number of pages, colours, etc.
Cardboards (e. g. DPacs/Digipacs, Folding box etc.) here we need in addition the spezification-number (product – ID – number).

Please give us these information together with your order – at last in above mentioned e-mail.

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