

# FTP UPLOAD

We provide an FTP site to upload files quickly and at no additional cost. The site can be accessed through a web browser or an FTP software (ie. Fetch for Mac, Filezilla for Windows). Please read below for detailed instructions.

**1 PLACE ALL ARTWORK IN A FOLDER.**  
**PLEASE LABEL WITH ONE OF THE FOLLOWING:**

CLIENT COMPANY NAME

P.O. NUMBER

NAME OF YOUR SALES REPRESENTATIVE

**2 ACCESS THE FTP SITE WITH A DEDICATED FTP SOFTWARE (FETCH, FILEZILLA, ETC.)**

**ULTIMA FTP** : ftp://70.55.224.3

**USERNAME** : ultima

**PASSWORD** : ultima123

**3 ONCE TRANSFER COMPLETES, PLEASE EMAIL YOUR SALES REPRESENTATIVE WITH THE FILE NAME.**

(please include any other critical information)

**For other file transfer options, we also accept Dropbox and WeTransfer download links.**

Please send all download links to your Ultima Sales Representative and include any critical information.