

ALL CUSTOMERS • MULTI-FILE UPLOAD

Multiple Designs

MULTI

Multiple Designs

Several Files, One Order

Keeping each design on its own item

WHO THIS IS FOR

Customers ordering more than one design at a time — different signs, different names, or different artwork front and back.

WHAT THIS COVERS

Uploading a separate file per item, handling front and back, adding designs to a shared rigid sheet, and checking the cart before you pay.

WHY THIS SHEET EXISTS

Multi-design orders go wrong in exactly one way: a file lands on the wrong item. Everything here exists to catch that before it reaches the press.

WHEN TO USE IT

Any order carrying more than one design — even when every piece is the same size and material.

HOW TO DO IT

- 1 One design is one line item.** Identical size and material does not make two designs into one item.
- 2** Upload the file for the first item, then move to the next and upload its file. Work down the list in order.
- 3** Double-sided products stack their upload slots and label them: **Front side** / **Back side** on banners, **Front artwork** / **Back artwork** on shirts, **Back side** on coroplast.
- 4** On coroplast, put extra designs on the same sheet with **+ Add another design**. Each becomes **Design 2**, **Design 3** with its own upload and its own **Remove**.
- 5** Review the cart before paying. Every line should show **its own** file name.
- 6** Do not send a ZIP or a folder. Every file is uploaded on its own so it can be checked on its own.



SAME ART, MANY SIZES

One design across three sizes is three line items, and the file is uploaded on each of them.



WHICH EDGE IS THE TOP

Top of image on the preview is a caption, not a setting. If orientation matters, build it into the file.



NEED A HAND

Call (520) 975-3674 or email Orders@FastPrintsUSA.com, Mon–Fri 4:00 AM – 9:00 PM MST.

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