

ALL CUSTOMERS • FILE UPLOAD

Single File Upload **UPLOAD**

Uploading Artwork

One Design, One Item

Under a minute • Free to redo

WHO THIS IS FOR

Any customer placing an order with a single design. Sending more than one design? Use the **Multiple Designs** sheet instead.

WHAT THIS COVERS

Attaching one file to one item, confirming it was accepted, and replacing it if it is wrong.

WHY THIS SHEET EXISTS

On most products the Add to Cart button stays locked until a file is attached, so uploading is not an afterthought — it is the step that lets you order at all.

WHEN TO USE IT

While configuring the product, before you add it to your cart.

HOW TO DO IT

- 1 Configure the product first — size, quantity, add-ons — then scroll to the **Artwork** section.
- 2 Drag your file onto the dashed box, or select **Browse files**.
- 3 Wait for **Uploading...** to become **✓ Ready**. Do not close the tab while it runs.
- 4 Check the file name shown back to you. That is what gets printed.
- 5 Wrong file? Select **Remove**, then **Browse files** again. **There is no replace — remove first.** Redoing it is free and unlimited until you add to cart.
- 6 Add to cart. Until a file is attached the button reads **Upload artwork to continue** and will not proceed.



UPLOAD FAILED

Select Retry. If it fails twice, re-export from the original program rather than resending the same file.



ONE FILE PER ITEM

The file attaches to that line, not to your cart. A second product needs its own upload.



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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