

1 Enter your booking number

The process starts by you entering your Fairfax booking number. Type it in to the field provided, and we'll look up your ad's details. Confirm that we're showing you the right ad - and proceed.

2 Give us your basic details

We need a few simple details from you - your name, email address and phone number. We only use these to be able to contact you if we have questions about your supplied material or booking.

3 Point to your PDF file

Select the PDF file you're sending to press and it uploads to the server. As soon as it's uploaded, we run a couple of very basic checks to ensure that it's the right size for the booking. Hit the "confirm" button and you're done.

4 Wait for an email

Once your file is uploaded and confirmed, our pre-press staff quality-check your material to make absolutely certain that it's going to work, as you intended, on press. Once this is done, you will receive an emailed acknowledgement, containing a rendered "soft proof" of your ad. Scrutinise this soft proof to satisfy yourself that the ad still looks great. If you're happy, nothing else needs to be done. Job accomplished!

www.sendlite.com.au/fairfax