

# quickcut submission instructions



frankie press

frankie press uses Quickcut as its preferred print production delivery method. It's a standard requirement of all major magazine publishers to ensure the best print quality for your advertisement. To help you with the process, just follow these simple steps...

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## HOW TO SUBMIT YOUR PRINT AD VIA QUICKCUT

- STEP 1.** Go to <http://www.quicksend.net.au>
- STEP 2.** Register an account by clicking 'New User? - Register here'
- STEP 3.** Fill in the required details, ie account details + company details
- STEP 4.** Check your emails, where you'll find a link to activate your account
- STEP 5.** Log in with your username and password
- STEP 6.** Select 'Post a New Job'
- STEP 7.**
  - a - Your company/brand name
  - b - The header text of your ad
  - c - Your booking number, which is found on your booking agreement
  - d - Date of first appearance (this is the issue's on-sale date)
  - e - Material - select if it's original or a replacement
  - f - SMS confirmation (optional)
  - g - Priority job (optional)
  - h - 3DAP Proof (optional)
  - i - Comments (optional)
- STEP 8.** Select 'Next'
- STEP 9.**
  - a - Publication (select either frankie, Smith Journal or Slow Magazine)
  - b - Style (select 'Process')
  - c - Size (select the size of your booked ad)
- STEP 10.** Select 'Next'
- STEP 11.** Upload your file - DO NOT INCLUDE CROP OR TRIM MARKS
- STEP 12.** Check the Warnings section. If there are errors, please amend them and reupload
- STEP 13.** Once the ad has been uploaded with no errors, select 'Accept'
- STEP 14.** Fill in your payment details and select 'Pay Now'
- STEP 15.** Once the payment has been processed you will receive a notification that the ad has been submitted successfully