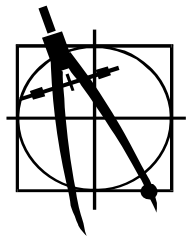


JPK DRAFTING & DESIGN

• SHOP DRAWINGS • MECHANICAL • COORDINATION



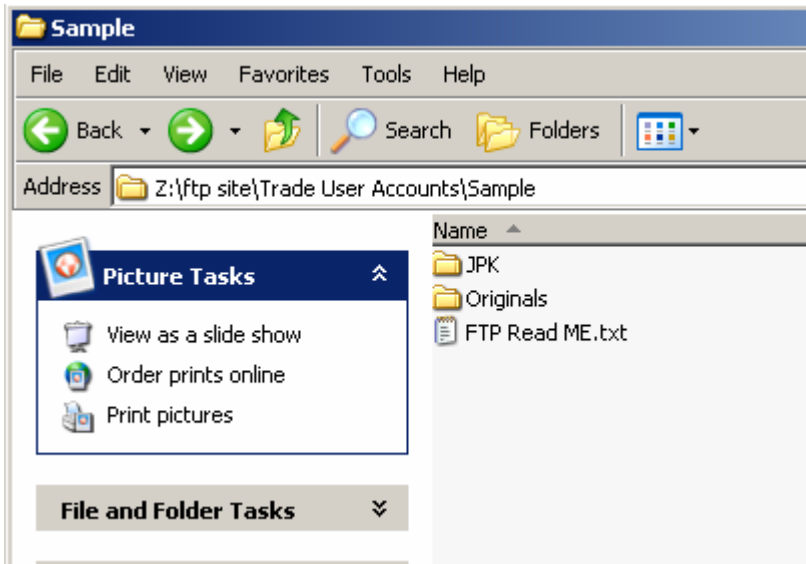
JPK FTP Site

rev: 11-18-09

How It Works...

File Transfers

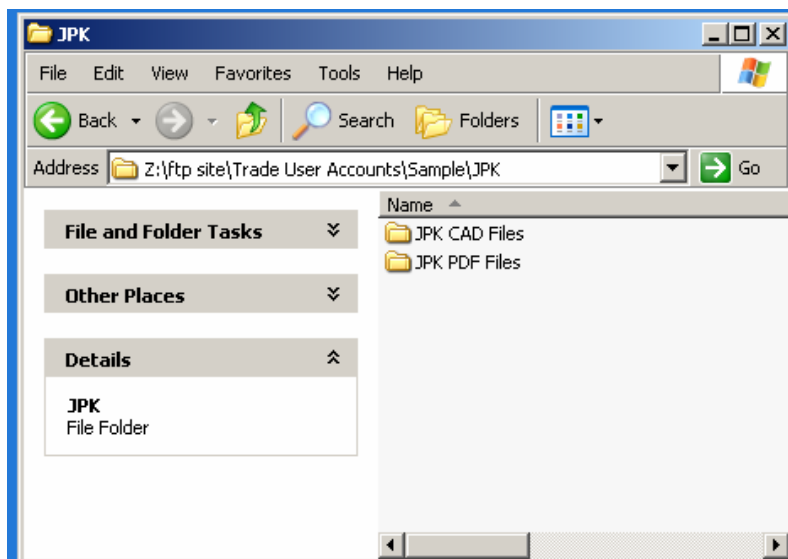
Once logged on, you have both the options of **uploading** your files to JPK or **downloading** our completed and posted files to your computer.



Site Use by Other Trades That You Authorize for Access

The process for downloading files works the same for other trades that you may want to offer the FTP site services to for coordination. You will be given a separate user name and password for trade use that allows downloading of files only. They will be limited for access

only to the job folder that you designate and authorize.



They would be directed to open right to the job folder after logging on and they would see these subfolders...

There may additional subfolders for the types of drawings developed for your job. Other trades would follow the folders to the right drawing and copy that file to their computer for coordinating their trade.

402 Kristines Way, Harleysville PA 19438-2543

• Phone: (215) 513-0663 • Fax: (215) 853-2643 • Cell: (267) 992-4225

email: jpkdrafting@comcast.net • website: www.jpkdrafting.com