



Video Specs:

Video format needed: Flash .flv; Size: 320x240 pixels; Length: Video should be less than 20 minutes. If video is 20 minutes or longer, it will need to be compressed to a smaller size and therefore the quality is reduced (this helps lengthy load times and stalling). Usually videos are encoded at 512k or 768k and for longer videos 256k compression settings are used.

1. Please send your video on DVD directly to:

Amanda Whitmore (Tel: 207-842-5401 Fax: 207-842-5505)
Diversified Business Communications
121 Free Street
Portland, ME 04112

2. **Or**, please find the link for file upload of your video when it is ready:

<https://secure.leapfile.com/fts/drop/divcom/Index.jsp?logo=null&name=null>

This is a browser based file transfer method instead of FTP. Simply input this email address: mabernathy@divcom.com and this will also generate an email to notify us when it has been uploaded.

- Examples of how to label materials:
 - "Companyname_Video",
- **All Materials are due within 15 days of signed contract**

Questions? Contact Amanda Whitmore at 207-842-5401 or awhitmore@divcom.com