



September 2012

## SENDING YOUR MYOB/QUICKBOOKS FILES VIA EMAIL

You can now send your MYOB and Quickbooks files via our website, instead of mailing them in the post or incurring expensive courier fees.

Under our 'Our Services' tab on our website, in the 'Financial Reporting' section there is a link to our Send It account which allows you to send large files over the internet.

Simply click on the link and a new window will appear for you to upload your saved files to and send off.

Please advise in the 'Message' box for the version of your MYOB/Quickbooks and which financial year it is in relation to.

You can always archive your whole working folder to ZIP or RAR format. Otherwise, please choose the following file type to upload:

**MYOB: MYO, PRM, DAT    Quickbooks: QBB, QBW, QBA**

**Send files easily and securely to Marshall Michael**

**Full Name:**

**Email:**

**Subject:**

**Message:**

By clicking on the 'Send it' button, you agree to YouSendIt's Terms of Services.