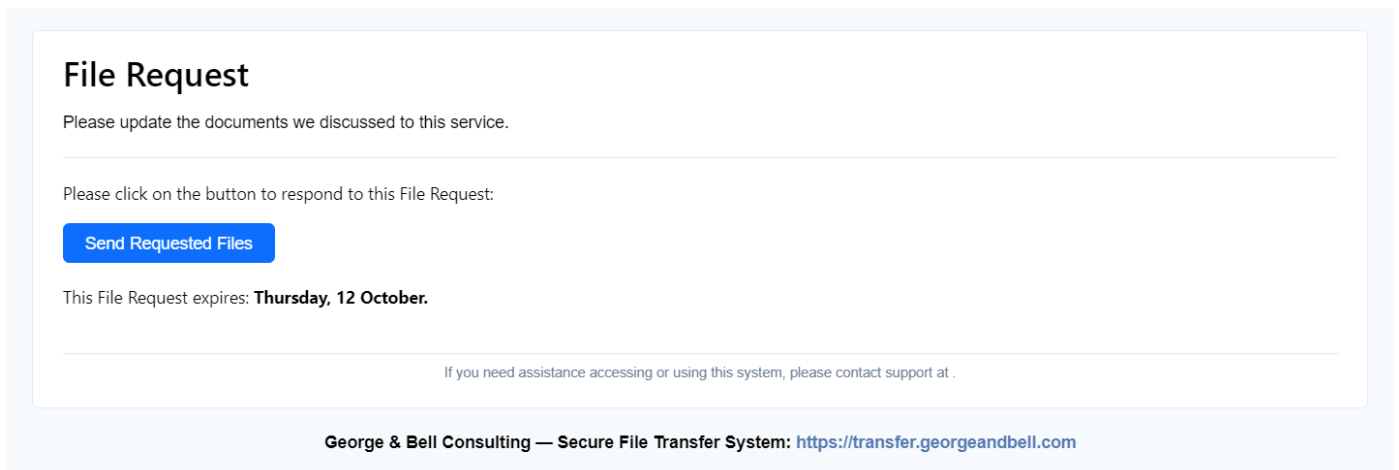


# Sending Documents

This guide will walk you through sending confidential documents securely to a Convyta Partners representative through a services called LiquidFiles.

## Instructions

After a company representative has initiated a File Request, you will receive an email request with a link to upload the documents. On receiving this message, click **Send Requested Files**.



The screenshot shows an email interface for a 'File Request'. At the top, the title 'File Request' is displayed. Below it, the text reads: 'Please update the documents we discussed to this service.' A horizontal line separates this from the next section: 'Please click on the button to respond to this File Request:'. Below this text is a blue button with the text 'Send Requested Files'. Underneath the button, it says: 'This File Request expires: **Thursday, 12 October.**' Another horizontal line follows, with the text: 'If you need assistance accessing or using this system, please contact support at .'. At the bottom of the email content area, it reads: 'George & Bell Consulting — Secure File Transfer System: <https://transfer.georgeandbell.com>'.

Feel free to write a message back to the company representative. To upload the documents, please either drag-and-drop the files over the *Drop Files Here* section or select **Add Files...**

Please note the total size of all documents may not exceed 10GB and the following extensions are blocked: exe, vbs, pif, bat, cmd, com and cpl.

## File Request

**From**

**To**

**Subject**

**Message**

Hi,

The review that we discussed has been fully completed.

Thanks,  
Tyler

**Drop Files Here**

**Limitations**

Max size: 10 GB

[Blocked Extensions](#)

**+ Add Files...**

**Send**

Once the files have been successfully attached, they will appear at the bottom of the page. Please check and confirm the files are correct.

### Attached files

Confidential Document.docx 0.00 B [Cancel](#)

When ready, select **Send** to send the files to the company representative. The LiquidFiles service will upload all selected files.

### Sending...

Overall 267.62 B/s 0 min 0 s

Progress

#### Currently Uploading

**Filename:** Confidential Document.docx  
**Size:** 11.77 KB

**Abort**

Once all files have been successfully uploaded, The following message will be displayed:

## Files Sent, Thank you!

The company representative will now be informed that the files have been uploaded and are available.

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