

# Sending Documents

This guide will walk you through sending confidential documents securely to a George & Bell representative through the LiquidFiles service.

## Instructions

After a George & Bell representative has initiated a File Request, you will receive an email requesting that you upload any discussed documents. To start the process, please click **Send Requested Files**.

### File Request

Please update the documents we discussed to this service.

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Please click on the button to respond to this File Request:

[Send Requested Files](#)

This File Request expires: **Thursday, 12 October.**

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If you need assistance accessing or using this system, please contact support at .

George & Bell Consulting — Secure File Transfer System: <https://transfer.georgeandbell.com>

Feel free to write a message back to the George & Bell 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	Re: File Request
Message	<p>Hi,</p> <p>The review that we discussed has been fully completed.</p> <p>Thanks,</p> <p>Tyler</p>
<div><div>Drop Files Here</div><div>+ Add Files...</div><div>Send</div></div> <div><b>Limitations</b><p>Max size: 10 GB</p><a href="#">Blocked Extensions</a></div>	

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

### Attached files

Confidential Document.docx	0.00 B	Cancel
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When ready, select **Send** to send the files to the George & Bell representative. The LiquidFiles service will upload all selected files.

### Sending...

Overall267.62 B/s0 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 George & Bell representative will now be informed that the files have been uploaded and are available.

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Revision #11

Created 27 August 2021 23:15:08 by Tyler Rasmussen\_A

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