

External Documents

External Documents are documents not generated by Chase. These documents are typically the creative files used in an advertising agency like images, designs and videos. They can also be anything from a client instruction, a signed cost estimate or a quote from a supplier.

When attaching documents, it is important to consider the document size limit of the document. By default, the size limit of external documents is 4MB.

You can attach any file type such as .doc, .xlsx, .pdf, and .mp3.

It is important to associate certain attachments to their related documents, for example:

- The creative file should be attached to the Brief
- The signed CE or approval email could be attached to the original CE document
- A quote from the supplier should be linked to the subsequent purchase order
- Project plans should be attached to the Job Bag.

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