

## ART SUBMISSION GUIDELINES

Digital files may be submitted via email, from a third party FTP account, or to our Hightail account: <https://www.hightail.com/u/4walls>

### Submit the Appropriate File Type for Your Artwork

Artwork should be provided in one of the following digital formats. Feel free to contact us for recommendations on which format is best suited to your design:

#### PREFERRED

Photoshop (.psd)  
Illustrator (.ai)  
TIFF  
EPS

#### ACCEPTABLE

InDesign (.indd)  
PDF  
JPEG

### Resolution of Raster Images

The higher the resolution (of the native file) the better the result will be. A good rule of thumb is that the image should be no less than 72dpi at final print size. There are exceptions to this rule, and we will be happy to provide assistance with resolution questions. Always provide the highest quality images available – the quality of the final product is dependant on the quality of the original art.

### Other Notes

Hard copy submissions (such as original paintings, photographs, transparencies, etc.) may be submitted in the absence of digital files and are subject to a scanning fee. Contact us for more information.

For Illustrator and InDesign files, all linked images must be included or embedded. All fonts must be included or outlined.

A color match piece must be provided for all artwork.

All submitted artwork is subject to quality approval by 4walls.com

### Copyright Notice

When constructing a custom project, 4walls.com will often rely upon you to furnish artwork, text, and other creative materials for which all required intellectual property rights have been licensed or otherwise secured. Please review each piece of submitted material to ensure that this has been done.

If you are submitting materials other than those created by you, do not assume that you have broad or exclusive rights for reproduction. Check with the owner and request authorization in writing.

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