

## Art Submission Guidelines

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### File Submittal

Digital files **under 10MB** in size may be submitted via **email**.

**Files over 10MB** should be submitted via **Dropbox** or to our Hightail account: <https://www.hightail.com/u/4walls>

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### Acceptable File Types

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:

#### **RASTER**

**Photoshop Large (.psb)**

**Photoshop (.psd)**

**TIFF (.tif)**

#### **VECTOR**

**Illustrator (.ai)**

**PDF**

**EPS**

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### Raster File Setup

Files should be created at **100dpi** at **final print size**. Do not interpolate lower resolution images up to 100dpi. Some exceptions to this rule may apply. Contact Level for more information.

Size your file(s) to the **final print dimensions** and **add 2" of bleed** to all four sides of the image.

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### Vector File Setup

Files should be created at **final print size** where possible. If the image exceeds the size limits of Illustrator, the file **may be created at 10% scale**. In this case take extra care to double-check all measurements to ensure they have been properly scaled down.

If working **at full scale, add 2" of bleed** to all four sides of the image. If working at **10% scale, add 0.2"** to each of the four sides.

All **linked images** must be included in a folder or embedded into the file.

All **fonts** must be included in a folder or outlined within the file.

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### Other Notes

Files should be in **Adobe RGB (1998)**.

**Remove** any **unused elements, layers, or channels**.

Make sure all **layers are properly labeled**.

**Check the entire file** for defects, misalignments, errors, etc.

**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 Level for more information.

A **printed color match piece** or **suitable color match reference** (like paint chip numbers) must be provided for all artwork.

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

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## Copyright Authorization

All required intellectual property rights for any creative content you submit must be properly 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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## Incorporating a Level Design into Your Artwork

If you wish to create and submit artwork that incorporates a Level design, either in its entirety or a portion thereof, submitting a low-resolution concept is often the most efficient way to communicate your vision:

- Select a Level design on [findyourlevel.com](http://findyourlevel.com), and click on its thumbnail image.
- Download the thumbnail using the link below the image.
- Use that thumbnail to mockup a low-resolution draft of your concept and submit it to your sales representative.
- Level designers will gladly recreate your vision in a high-resolution, print-ready format.

### PLEASE NOTE

This type of art submittal is not considered "customer-supplied art", and is subject to our standard "Level art" pricing and any applicable customization fees.

Why? Any unauthorized reproduction or imitation of Level's copyright works is a violation of law. The Level artists who create and customize these works depend on you and the law to protect their labor and talents.

Moreover, Level designers have the knowledge and experience to skillfully translate your concept into accurate, high-resolution, print-ready artwork, in the appropriate formats, dimensions, and scale. And while this may entail some design fees, they are typically lower when working from a customer-provided concept (since you're providing a "road map" for our designers to follow).

Lastly, please help us protect our copyrighted work - from specification all the way through installation - and do not allow contractors to replace Level work with illegal imitations. Stealing and devaluing intellectual property only hurts us all in the end as it threatens our ability to continue to bring you world-class design. Should you encounter this situation on a Level job, we would greatly appreciate your assistance so we can enforce our rights with these individuals.

Thank you!