

## ART SUBMISSION GUIDELINES

All artwork (including logo art) may be provided in either original form, or in one of the following digital file formats:

- PhotoShop (.psd, .tif, .eps, .jpg)
- Illustrator (.ai)
- InDesign (.indd)

JPEG (.jpg) files are only suitable at high resolution. See the notes on resolution below for details.

If you're artwork was created using the latest version of a particular design software, please make sure to save the file as "backward compatible", meaning that earlier versions of the software will faithfully read the file.

Original art will need to be scanned and is subject to a scanning fee. Contact us for more information on original artwork and scanner size limitations.

Wherever applicable please provide a vector file, such as an Illustrator file (versus a raster file such as a PhotoShop document). Vector files allow greater flexibility in scaling to large dimensions. Feel free to contact us for recommendations on which format is best suited to your design.

Digital files may be submitted via CD, DVD, or an FTP site. While emailed images are generally too small to be useful as mural artwork, some compressed or vector files will be small enough to email. Contact us for questions regarding emailed artwork.

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

All files must be in CMYK mode and a color-match or color-match information (such as a Pantone #) must be provided.

For 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.

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

If you have any questions regarding the proper submittal of artwork, please contact our contract account manager:

Phone: 216.432.1400 x.110

Email: [contractsupport@4walls.com](mailto:contractsupport@4walls.com)

### Copyright Notice

When constructing a custom project, 4walls 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.