



## Art Release – Process Description for RELEASE Clients Only

This document defines the tasks required to release new art within the fulfillment program. *All documents and requirements referenced below can be downloaded at the following link:*

[http://GreatApparelForYou.com/art\\_requirements\\_fulfillment.htm](http://GreatApparelForYou.com/art_requirements_fulfillment.htm). Referred to below as 'Main Resource Page'

### 1. Prepare Art

- a. Name all files per [Art Naming Convention.pdf](#)
  - i. NOTE: Only the first 4 bullet points are REQUIRED
- b. Ensure art files meet *all* requirements on the [Art Requirements](#) page
  - i. Use [RELEASED Art Checklist](#) to ensure art is per requirements.
  - ii. NOTE: .psd & .png files have different requirements
  - iii. Use Great Apparel For You *Client Actions* to assist
    1. described in [Gafy Client Actions.pdf](#)
    2. Download from Main Resource Page
  - iv. Use [GAFY Color Swatches](#) to perform color correction as needed
    1. Download from Main Resource Page

### 2. Transfer art to Great Apparel For You via Your FTP Account

- a. Files for release must be saved in the 'root' or 'top level' folder. Do NOT save designs to be released in a sub-folder.
- b. Do not store designs in the 'root' directory that are not intended for release.

### 3. Complete & Submit Import Spreadsheet ([Design Import File](#))

- a. Spreadsheet must ONLY contain designs to be released (do not include designs already released).
- b. See [Design Import File Description](#) for detailed information on each field
- c. Email completed [Design\\_Import\\_File.xlsx](#) to [release@greatapparelforyou.com](mailto:release@greatapparelforyou.com)
  - i. Do NOT send to any other email address.

### 4. Confirmation of Release

- a. Client will receive an email from Great Apparel For You confirming release
- b. Email will contain updated [Design\\_Import\\_File.xlsx](#)
- c. File will contain release [Design\\_IDs](#) necessary for ordering new designs

*NOTE: CLIENTS will receive the necessary documentation/information required to place orders with the new designs depending on how that CLIENT is set up to place orders.*