

BRANCHES

art that brings families together

Digital File Terms of Use

- The art and file remain the sole property of Branches, the file that you receive via email allows you to print the file yourself as many times as you like.
- The file is for Personal Use Only.
- The file may NOT be sold or used for any type of profit.
- The file is a flat, JPEG file (non-vector), sized to your preference, you may NOT alter the file in any way.
- You may print the file as many times as you like. Prints may be given as gifts to others, but the file must remain with the original purchaser.

Digital File Turnaround Time

- All turnaround times start AFTER we receive BOTH, payment AND name submissions.
- Turnaround times are subject to change based on communication time, and other unforeseen issues. We are usually on the quicker side, but during the Holidays and other busy times, we can be running longer than stated. Feel free to contact us if you need to know a more specific time frame.
- Digital Files usually take 3-5 Business Days (Mon-Sat) to receive your PROOF, after you have reviewed your proof, you will receive your High Resolution File in approximately 1-3 Business Days.

Printing & Framing Turnaround Time

- If you have ordered a print(s) and/or framing, turnaround time is 1-3 weeks AFTER the Digital File is completed, depending on the individual order. Contact us if you need a more specific time frame.

Christmas Season Deadlines & Information

- TYPICALLY if you submit your names BEFORE November 1st, the standard turnaround times (listed above) will apply.
- Any names that are submitted AFTER November 1st are placed on a strictly 1st come, 1st serve basis, which may affect how soon your File and/or Printing is completed.
- DIGITAL FILE DEADLINE: Submit your names by November 30th (this will guarantee your DIGITAL file delivery by 1 week before Christmas)
- PRINTING & FRAMING HARD DEADLINE: Submit your names by November 1st (this will guarantee printing & framing delivery by 1 week before Christmas)
- We do our very best to fill ALL orders for Christmas! If you order and submit your names after the deadlines listed above, we will do everything we can to complete those orders as well.

3 Generation Name Submission Instructions

Please submit the following information in **typed format (not handwritten)** to our email: hello@branchesart.com

Most commonly, our trees display a **Name, Birthdate, and Birthplace**. You may choose to show **names only, 2 lines of information**, or **different information on the 3 lines**, but your tree includes up to 3 lines total.

**If you are interested in adding more lines, refer to our website add-ons for options & cost → <https://branchesart.com/product-category/add-ons/>*

When you submit your names, we ask that you take the time to carefully type them **exactly as you would like them to appear in your tree**. We will copy and paste them directly from your email, leaving less room for error. We also recommend that places be edited to about 2-3 places (*example: City, State or City, State, Country*). We can include longer places, but the font size will be made smaller to accommodate, and it may not look as consistent throughout your tree. If you would like to include a death date, we recommend that you do it in this format: 1947 - 2006 **There is not enough room to include the full birth and death date on the same line.*

Here are a few examples of our favorite ways to format your information:

David Randall Hendricks 15 December 1947 Salt Lake City, Utah	David Randall Hendricks 1947 - 2006 Salt Lake City, Utah	David R. Hendricks December 15, 1947 Salt Lake City, UT, USA	David R Hendricks 12.15.1947 SLC, UT, USA
---	--	--	---

For each number spot shown, email us your information in the following format:

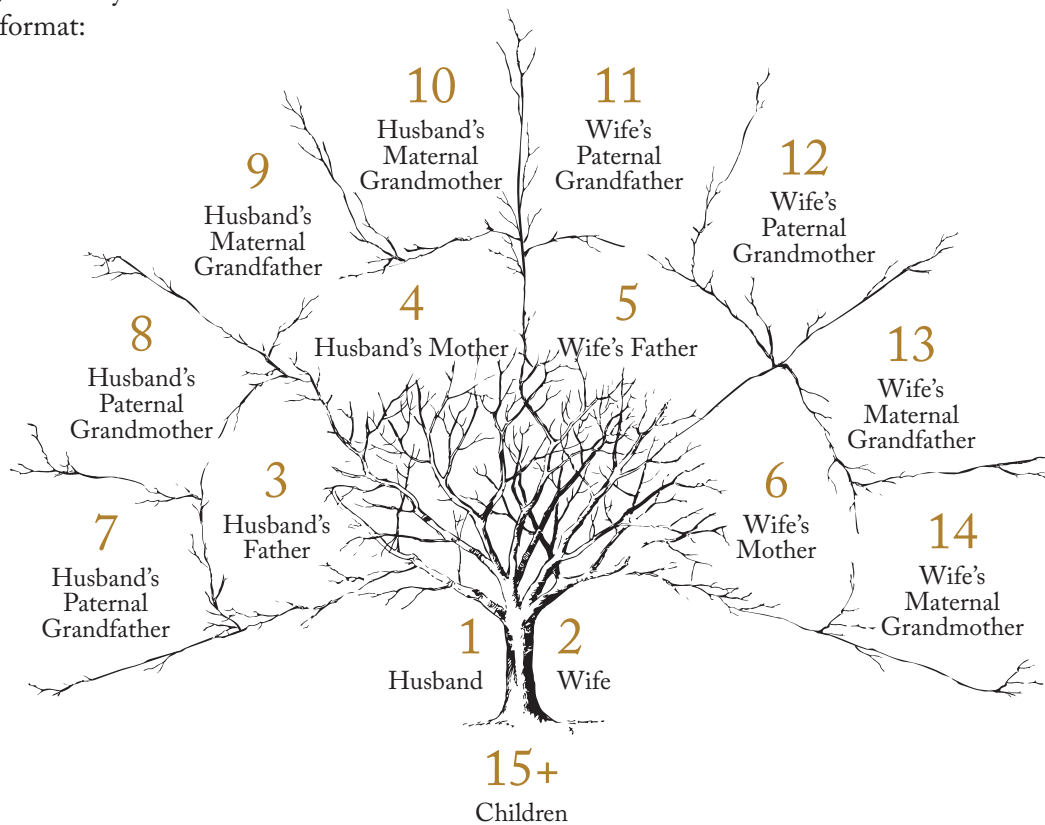
1
Name
2nd Line
3rd Line

This is an example of how your email should look:

1
John Luke Doe
29 June 1959
Salt Lake City, Utah

2
Jane Lucy Smith
18 May 1956
Ogden, Utah

3
Marcus John Doe
28 September 1921
St. Louis, Missouri



Spot **15+** is for kids and is *optional*. If you have kids that you would like to display, continue with as many spots as you need. Spot 15 would be the eldest (left side) and 16 would be the 2nd child, and so on.

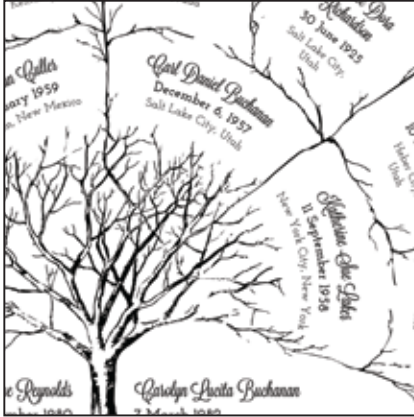
Continue on to the next page for tree style and font options available.

Name Submission Instructions, continued...

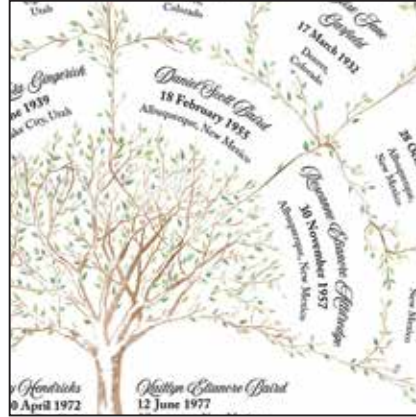
In your email, please let us know what tree style and font option you would like. We ask that you **please make your style and font selection carefully**. We carefully size and place each name, once your selection is made and we have started your tree, *it is not easily changed*. If you request a change to style or font at a later time, that can be done at **an additional cost**.

Style Options

Classic Black



Watercolor



Font Options

Font #1

David Randall Hendricks
15 October 1947
Salt Lake City, Utah, USA

The Hendricks Family

Font #2

David Randall Hendricks
15 October 1947
Salt Lake City, Utah, USA

The Hendricks Family

Font #3

David Randall Hendricks
15 October 1947
Salt Lake City, Utah, USA

The Hendricks Family

Font #4

DAVID RANDALL HENDRICKS
15 October 1947
Salt Lake City, Utah, USA

THE HENDRICKS FAMILY

Font #5

David Randall Hendricks
15 October 1947
Salt Lake City, Utah, USA

The Hendricks Family

Please do not hesitate to call or email us if you have any questions at all. We are available Mon-Sat 10am-9pm.

Matt &Carolynn Reynolds | 801.857.8642 | hello@branchesart.com