



**Custom Circle / Oval Mat Cutting Worksheet** Order # \_\_\_\_\_

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1. Dimensions of artwork image area: **Width:** \_\_\_\_\_ **Height:** \_\_\_\_\_
2. Mat board, 100% Cotton Museum Board, size and ply (2, 4 or 8) or Conservation Board 2 or 4 Ply  
 Color: **Bright White** \_\_\_ **Antique White** \_\_\_ **Black** \_\_\_ **Polar White** \_\_\_ **Warm White** \_\_\_  
**Pearl White Conservation** \_\_\_ **Ply:** \_\_\_\_\_
3. Exterior mat board size: **Width:** \_\_\_\_\_ **Height:** \_\_\_\_\_  
 The exterior dimensions of mat board should equal window opening and border dimensions.
4. Backing board should be the same as window mat.  
 Color: **Bright White** \_\_\_ **Antique White** \_\_\_ **Black** \_\_\_ **Polar White** \_\_\_ **Warm White** \_\_\_  
**Pearl White Conservation** \_\_\_ **Ply:** \_\_\_\_\_ **1/8" Acid Free Foam Board** \_\_\_ **No Backing** \_\_\_\_\_
5. Window Opening: **Oval Width:** \_\_\_\_\_ **Oval Height:** \_\_\_\_\_ **Circle Diameter** \_\_\_\_\_
6. Borders: **Top** \_\_\_\_\_ **Bottom** \_\_\_\_\_ **Right Side** \_\_\_\_\_ **Left Side** \_\_\_\_\_  
 Provide exact dimension in inches, including fractions.
7. Hinging of window and backing: **Long Side** \_\_\_ **Short Side** \_\_\_ **No Hinge** \_\_\_\_\_
8. **Quantity:** \_\_\_\_\_ of mats with the same specifications.

*Price will be the same as rectangular mats as displayed on Archival Methods custom mat cutting web page. Send this form as an attachment via e-mail or fax to 585 334 7067, referencing order number provided by web site.*