



Custom Circle / Oval Mat Cutting Worksheet **Order #** _____

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.