



Custom Mat Cutting Worksheet

1. Dimensions of artwork. **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**___ **Pearl White** ___ **Ply:**_____
 Exterior mat board size: **Width:** _____ **Height:** _____
 The exterior dimensions of mat board should equal window opening and border dimensions.
3. Backing board should be the same as window mat.
 Color **Bright White**___ **Antique White**___ **Black** ___ **Polar White**___ **Pearl White** ___ **Ply:**_____
1/8" Acid Free Foam Board _____
- Exterior mat board size: **Width:** _____ **Height:** _____
4. Hinging of window and backing: **Long Side**___ **Short Side** ___ **No Hinge**____
5. Window Opening: **Width:** _____ **Height:** _____
6. Borders: **Top** _____ **Bottom**_____ **Right Side**_____ **Left Side**_____

Provide exact dimension in inches, including fractions.

7. **Quantity:** _____ of mats with the same specifications.

Cutting Charge per mat: (Price does not include mat board which is sold separately.)
 Discounts apply to the total number of mats ordered they do not have to be the same size or board.

1 - 9	10 - 29	30 -99	100+
\$6.70	\$6.00	\$5.30	\$5.00

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