



### 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.

<b>1 - 9</b>	<b>10 - 29</b>	<b>30 -99</b>	<b>100+</b>
<b>\$6.70</b>	<b>\$6.00</b>	<b>\$5.30</b>	<b>\$5.00</b>