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Graphik Dimensions Ltd.®

Custom Collage Mat Worksheet

Ordering Custom Collage Mats

Print this worksheet and use the graph paper area to draw a diagram of the mat you want to order. (Or, if you prefer, you may create your own digital image file.) Your diagram will help us cut your mat to your exact specifications. It can also help you plan your presentation!

Your diagram should indicate:

- outside dimensions (maximum 32" x 40")
- mat border width (distance from outside of windows to outside of mat)
- window opening dimensions (see Mat Window Openings, below)
- spacing between window openings
- selected mat color — browse our array of mat colors at: pictureframes.com/matColors

Mat Window Openings

The cut-out spaces for your images are called mat window openings. In order to hold your artwork in place, each mat window opening should be 1/4" smaller in each dimension than the image you want to place in that window. This will allow for 1/8" overlap on each side. (Example: for an 8"x10" image, your window opening should be sized 7 3/4" x 9 3/4")

Page 3 shows a sample diagram.

Send your completed form and diagram to:

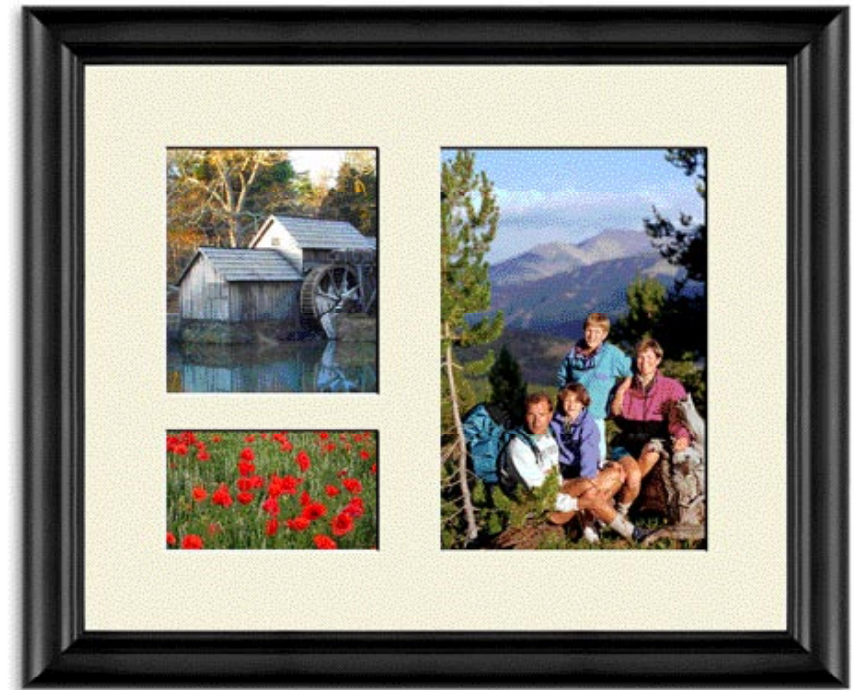
Fax: 336-887-3773 (Attn: Customer Care)

Email: customer care@pictureframes.com

Mail: pictureframes.com / Graphik Dimensions Ltd.
Attn: Customer Care
2103 Brentwood St.
High Point NC 27263

When we receive your completed form, a customer care representative will contact you to review it and give you a price quote.

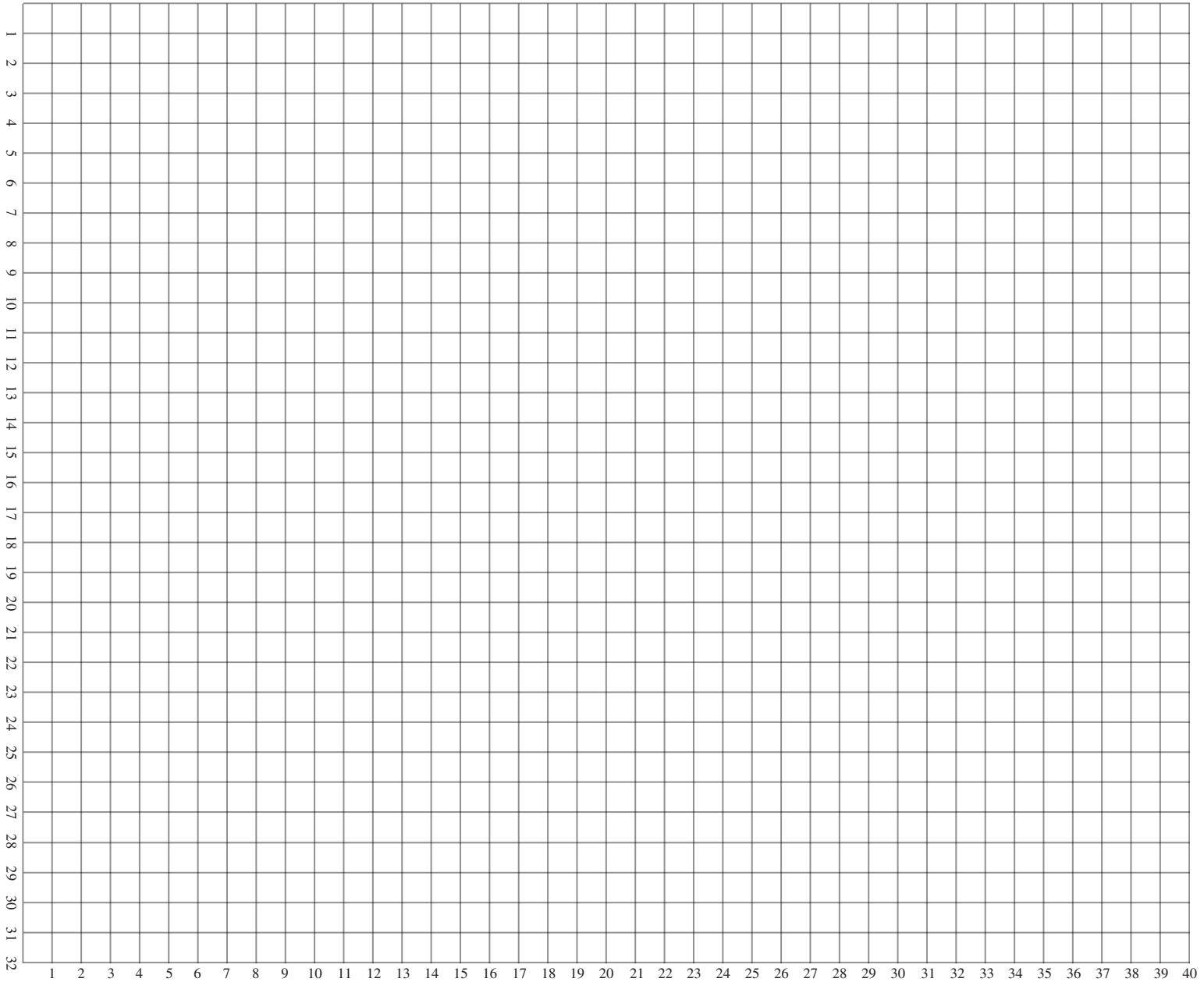
Please note that we do not offer refunds, returns or exchanges on custom collage mats — of course, if your mat is damaged or defective, our replacement policy is still in effect.



View Our Mat Selection:
pictureframes.com/matColors

Pricing for Custom Collage Mats

White Core Mats	\$2.50 / sq. ft + \$3.00 / opening
Black Core Mats	\$4.00 / sq. ft + \$3.00 / opening
Rag Mats	\$6.25 / sq. ft + \$3.00 / opening



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Quantity: _____ Color: _____
View Mat Selection: pictureframes.com/matColors

Name _____

Address
(or Acct. #) _____

I prefer to be contacted by:
Phone: _____

Email: _____

Remember:

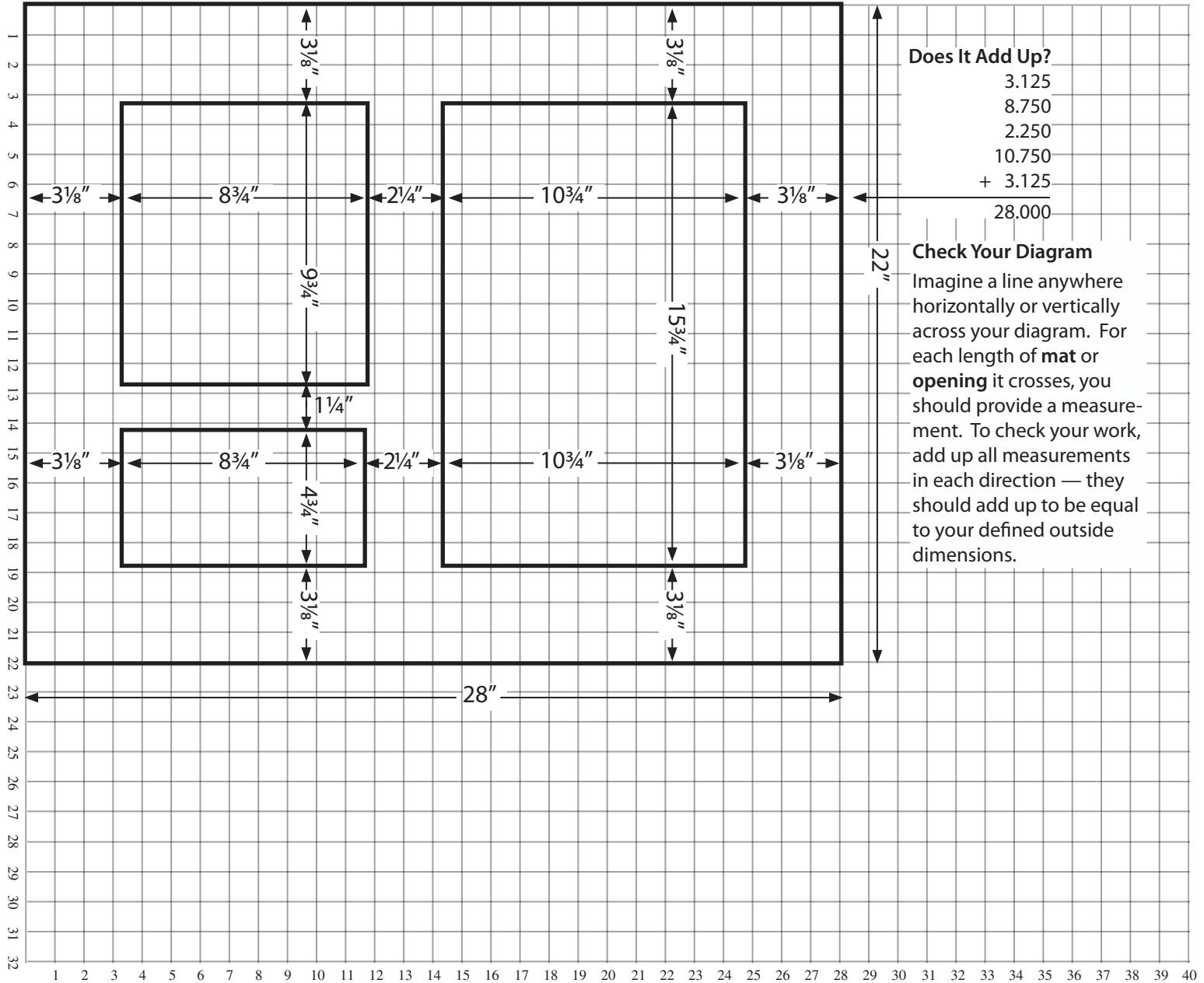
- each window opening must be 1/4" smaller in each dimension than the image going in it
- include measurement for all window openings and the spaces between them
- measurements going across must add up to equal outside dimensions
- we cut mats to 1/8" measurements

List Exact Measurements For:

- mat outside dimensions
- mat border width
- all window opening dimensions
- spacing between window openings

**Make Fractions Into Decimals
For Easy Calculation!**

$\frac{1}{2}'' = .5''$
$\frac{1}{4}'' = .25''$
$\frac{3}{4}'' = .75''$
$\frac{1}{8}'' = .125''$
$\frac{3}{8}'' = .375''$
$\frac{5}{8}'' = .625''$
$\frac{7}{8}'' = .875''$



Check Your Diagram
Imagine a line anywhere horizontally or vertically across your diagram. For each length of **mat** or **opening** it crosses, you should provide a measurement. To check your work, add up all measurements in each direction — they should add up to be equal to your defined outside dimensions.