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:

**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: customercare@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 Advisors 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.

**Pricing for Custom Collage Mats**
- Off-White Core $2.65 / sq. ft + $3.50 cutting fee
- Black or Wht Core $4.15 / sq. ft + $3.50 cutting fee
- Suede $7.65 / sq. ft + $3.50 cutting fee
- Rag $6.40 / sq. ft + $3.50 cutting fee
- Acid-Free Suede $9.65 / sq. ft + $3.50 cutting fee

**View Our Mat Selection:**
pictureframes.com/matColors
List Exact Measurements For:

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

Quantity: _____ Color: __________

| __________________________________________ |
| __________________________________________ |
| __________________________________________________________________________________ |

Name
Address
(or Acct. #)

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

Custom Collage Mat Worksheet

Phone: __________________________

Email: ___________________________________________

I prefer to be contacted by:

View Mat Selection: pictureframes.com/matColors
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.

Does It Add Up?

\[
\begin{array}{c}
3.125 \\
8.750 \\
2.250 \\
10.750 \\
+ \\
3.125 \\
\hline
28.000 \\
\end{array}
\]