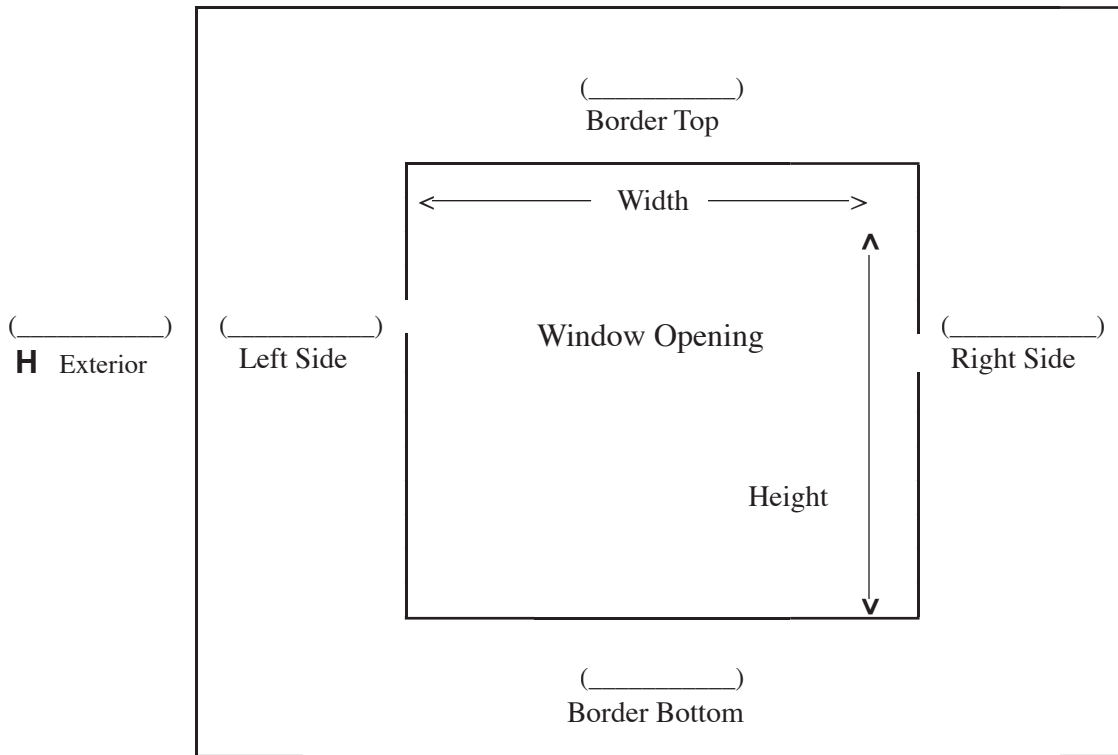


# Custom Mat Cutting Worksheet

( ) **W** Exterior



1. Dimensions of artwork. Record the exact size of the image:

Width \_\_\_\_\_ Height \_\_\_\_\_ Portrait/Landscape \_\_\_\_\_

2. Mat Board: List the type of board, size, color, and ply (2 or 4).

Rag Board: Bright White \_\_\_\_\_ Warm White \_\_\_\_\_ Black \_\_\_\_\_

Cons Board: White \_\_\_\_\_ Snow White \_\_\_\_\_

Size \_\_\_\_\_ Ply \_\_\_\_\_

3. Backing Board: 2Ply \_\_\_\_\_ 4Ply \_\_\_\_\_

4. Hinging: Long Side \_\_\_\_\_ Short Side \_\_\_\_\_ None \_\_\_\_\_

5. Window Opening: Height \_\_\_\_\_ Width \_\_\_\_\_

6. Borders: Top \_\_\_\_\_ Bottom \_\_\_\_\_ Sides \_\_\_\_\_

7. Quantity of mats on this order \_\_\_\_\_

8. Quantity Discounts on cutting charges

1-9	10-29	30-99	100+
\$5.00	\$4.50	\$4.00	\$3.50