

The Center for Fine Art Photography

Last Name \_\_\_\_\_

Framing Order Form

First Name \_\_\_\_\_

If sending your photograph for framing by the Center:

Send it to The Center for Fine Art Photography, 201 S. College Ave., Fort Collins, CO 80524  
Please make sure your work arrives by April 18, 2007

**DIA Invitational**

**Include This Form with Your Art Work**

It is recommended that you place your image in either a flat double walled box with packing on all sides or a doubled walled (4" minimum diameter) sized shipping tube with a protective sheet over the image.

Please Print Clearly

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ State/ Province: \_\_\_\_\_ Zip: \_\_\_\_\_

Country \_\_\_\_\_

Telephone: Include country code if not in the U.S.

Home \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

(Please note, the framers will frame up to the image with the mat and/or frame unless your print is signed or there are specific instructions.)

Provide the appropriate information

TITLE of WORK to be framed	2" or 3"*** Mat Border	Black Wood Frame Size*	Single, Double or Triple Mat	White Border on Image?
1) _____	_____	_____	_____	<input type="checkbox"/> No
2) _____	_____	_____	_____	<input type="checkbox"/> Yes
				<input type="checkbox"/> Inches/Cm_____

\*Add image dimensions, plus mat size (x 2), plus frame width (estimate 1" – 1 1/2" x 2) plus white border, each direction when estimating frame size.

\*\* Mat can be larger than 3". Suggested minimum is 2 or 3 inches. Additional charge for archival mat, plexiglass.

Specific Instructions for framing: \_\_\_\_\_

Payment: Include a check drawn on a U.S. Bank, International Money Order or Credit Card information

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Credit Card Holder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Credit Card Holder's Name Printed

# Optional Framing Service for Exhibitions by

## The Center for Fine Art Photography

The Center provides exhibitors the option of sending their work to the Center for framing. The cost of framing is based on the table below. In the event your work is not sold, your framed work will be returned. **It is recommended that you place your image in a flat double walled boxed with packing on all sides or an appropriate (4" minimum diameter) sized shipping tube with a protective sheet over the image.**

If you wish to take advantage of this service do the following:

1. Mark your Exhibitor's Information Form that you are sending your image for framing.
2. Print the Framing Order Form and provide the required information.
3. Include the Framing Order Form with your print in the mailing container.
4. Send your work to the following address:  
The Center for Fine Art Photography  
201 S. College Ave., Third Floor  
Fort Collins, CO 80524

**5. Your work must arrive at the Center by April 18, 2007**

**Unless you contact the Center regarding an exception to the framing requirements below, the Center requires that all work adhere to the following:**

- Framed image should be a minimum of 16" X 20".
- A **simple black** wood or metal frame. If the Center frames your image, the frame will be black wood. (No cheap metal or plastic frames)
- A **minimum 2" or 3" WHITE** single, double or triple mat. (No off-white or cream). There is an additional charge for archival mats.
- Images can be floated on top of a mat
- The frame can be with glass, without glass or with a Plexiglas type material. Non glare glass is not recommended as it reduces the contrast. There is an additional charge for Plexiglas
- **Maximum frame width may not exceed 40 inches / 76 cm**
- **Call for approval if image is smaller than 16" x 20" or larger than 40" in width.**

Pricing revised 4/06. All prices are based on the finished framing sizes, with mat and frame. There is a \$20.00 charge billed by the framer for work received after the deadline (rush orders) in order to meet the opening date. You may also email or call the Center and we can request an estimated price quote for dimensions that do not appear below. Price increase anticipated in February 2007.

Frame Size Inches Outside Dimension	Size CM 1 cm.	Total with Single Mat	Total with Double Mat
16x20	40x51	65.00	80.00
18x24	36x61	78.00	85.00
16x30	40x76	86.00	93.00
20x30	51x76	90.00	95.00
24x30	61x76	92.00	100.00
30x30	76x76	102.00	110.00
30x40	76x102	120.00	126.00
32x40	81x102	126.00	132.00