

Framing Order Form

All Things Horses

Please make sure your work arrives by **August 1, 2008**

For questions please call 970-224-1010

Be sure to send your unframed print to:
400 North College Ave., Fort Collins, CO 80524

Send this form with your print or email to exhibition@c4fap.org
Please Print Clearly

Address: _____

City/State: _____ State/ Province: _____ Zip: _____

Country _____

Home _____ Cell _____ Country Code _____

Email: _____

(Please note, the framers will frame up to the image with the mat unless your print is signed or there are specific instructions. Also, images do not have to fit specifically to the sizes on the chart (2nd page). Images can be any shape and size as long as they are framed larger than 16x16 and smaller than 40x40).

Please provide the appropriate information

Title of Image _____

Showing White Border? No Yes _____ in/cm

*Mat Margins: Top _____ Left _____ Right _____ Bottom _____
*Framers will frame to image size. Please **do not** write in outside frame dimensions.*

Number of Mats: Single Double Triple

Frame Width: 1.25 in 2 in

**Dry Mount: Yes No

Glazing (glass type): Regular Glass Plexi UV Plexi UV Glass

Permission to trim excess paper: _____ in/cm

**Minimum width is 2". You are free to have wider margins if you like, otherwise leave blank if you want framer to use discretion in choosing.*

***Dry mounting is permanent. Due to varying nature of paper, we cannot be held liable for damage to artwork. However, extreme care will be taken in handling your print.*

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 as it appears on card

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 estimated cost of framing is based on the table below. In the event your work is not sold or donated to the Center, 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 and 1/8' thick wall) sized shipping tube with a protective sheet over the image.**

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 this 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
400 North College Avenue
Fort Collins, CO 80524 (970-224-1010)
- 5. Your work must arrive at the Center by August 1, 2008**

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

- Frame dimension's longest side should be at least 20in, 51cm.
- **Maximum frame width may not exceed 40 inches / 76 cm**
(Call for approval if framed image is less than 16" on its longest side or larger than 40" width.)
- 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 BRIGHT WHITE, CRESCENT #1607** single, double or triple mat. (No off-white or cream).
- Images can be floated on top of a mat
- The frame can be with glass or with a Plexiglas type material. There is an additional charge for Plexiglas. Other types of glass are available so please ask the Center of specify on form. The Center that you consider Plexiglas; especially if you are having your image shipped a long distance.

*Pricing revised 7/07. All estimated 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.

Frame Size Inches Inside Dimension	Size CM 1 cm.	Total with Single Mat
16x20	40x51	73.00
18x24	36x61	85.00
24x30	61x76	107.00
30x30	76x76	105.00
32x40	81x102	142.00