

The Center for Fine Art Photography

Last Name _____

Framing Order Form

First Name _____

Street Photography

Please make sure your work arrives by **February 25, 2007**
For questions please call **970-224-1010**

Please Note: The Center will be relocating during the month of February. Be sure to send your unframed print to 201 S. College Ave., Fort Collins, CO 80524

Send this form with your print to be framed
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 and/or frame unless your print is signed or there are specific instructions.)

Please provide the appropriate information

Title of Image _____

Showing White Border? No Yes _____ in/cm

*Mat Margins: Top _____ Left _____ Right _____ Bottom _____

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
 201 S. College Ave., Third Floor
 Fort Collins, CO 80524 (970-224-1010)
5. **Your work must arrive at the Center by February 25, 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 20" 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.

32x40	81x102	142.00
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

*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.