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'The Original Frameless Mount'

P.O. Number	
Order Date	
Needed By	

Office Use Only	Ref #	
	In	By
	Ready	
	Called	By

Bill To	
Address	
City/State/Zip	
Phone #	
Email	

Ship To	<input type="checkbox"/> Same as Bill To
Address	
City/State/Zip	
Phone #	
Email	

	1	2	3	4	5	6	7	8	9		
#	Description of Art	Quantity	Style	Finish	Edge Color	Size of Image Width Height	UI	Paper Color	Border Size	Unit Price	Extended Price
A											
B											
C											
D											
E											
F											
G											
H											
I											

<p align="center"><b>Notes</b></p>	<b>Other Fees</b>			
	<b>Packing</b>			
	<b>Shipping/Local Delivery</b>			
	<b>Rush Fee</b>			
	<b>Sub-Total</b>			
	<b>Sales Tax - 8.75% (CA Only)</b>			
<b>Total</b>				

Instructions for filling out this form are on the reverse side along with Mount Care, Hanging Instructions, Warranty Information, and our Terms of Sale. Using our services constitutes an acceptance of the Terms of Sale.

### Form Instructions

- 1 - Describe images so they may be easily identified.
- 2 - Number of prints of the image to be mounted.
- 3 - Mounting Styles:

#### Reprint Mint Styles

**ML - Mount & Lacquer**  
**MLB - ML with Bevel**  
**OS - Original Style**  
**OSX - OS No Bevel**  
**EB - Edge Brace**  
**PP - Push Pin**

#### Lamiframe Styles

**LM - Laminate & Mount**  
**PL - Plaque**  
**FL - Float**  
**SB - Solid Box**  
**HB - Hollow Box**

- 4 - Type of Finish:  
Standard Finishes: L - Luster Laminate & A - Acrylic Lacquer.  
Custom Finishes: M - Matte Laminate & G - Gloss Laminate.  
Call our office for details on ordering Custom Finishes.  
Acrylic Lacquer not available on LM, PL, FL, SB or HB.
- 5 - BL - Black, WH - White, GL - Gold, & SL - Silver.  
ML, MLB, OS & OSX - Black Only.  
EB & PP - Black or White Only.
- 6 - Please give size to within 1/8 of an inch.
- 7 - United Inches equals Height + Width of image.  
Round fractions up to nearest even inch.
- 8 - Width of border to surround image in inches.
- 9 - Mat Paper Color Name and/or Number.  
From Color Chart (In Wholesale Manual & On Website)

### Hanging Instructions

Do not hang your mount in direct sunlight. Even our high quality UV coatings do not offer 100% protection from sunlight and your mounted image can still fade. Keep your mount away from high heat including from direct sunlight, heaters, heater vents and stoves. High heat can cause warping and promote failure of the braces.

Each mount comes with a hanger. The best method of attaching the mount to the wall is to use a screw of the appropriate size to hold the weight of the mount, and screw it into a wall stud. Never hang your mount where it could fall on and hurt someone. It is your responsibility to make sure that your mount is hung safely and securely.

We have for more detailed hanging instructions that describe the various hanging systems available on our mounts and how to use them. Please request these, if you have any questions about properly hanging your mount.

Traditional picture hanging hooks and wire should never be used. However, we have literature available upon request that explains how to use a similar method for hanging mounts.

### Sales Terms and Conditions

You, the customer, by choosing to use our service agree to the following terms of sale. Mounting is an industrial process and there is always the risk that an item could be damaged. We do not recommend mounting for items that are expensive, irreplaceable or that have investment value. If an item is damaged, we will pay for the replacement cost up to a maximum of \$50.00. We are not responsible for any economic losses due to late completion of an order, late delivery, or damage in shipping.

### How to Transport Mounts

Prolonged high heat can cause damage to mounted items including warping of the board upon which the image is mounted. Do not leave mounts in direct sunlight or in hot, closed vehicles where temperatures can reach 120 degrees or more.

Packages containing multiple mounts should be arranged with the mounts carried face-to-face with a soft insert between the faces or back-to-back with a protective covering over the faces of the mounts. Care should also be taken to protect the edges of the mount.

### Cleaning Your Mount

All mounts are specially finished to protect the image/print. This finish protects against moisture, dust, finger prints, and airborne pollutants. A slightly damp, soft cloth can be safely used to wipe off the surface. The finish is thin, so only light pressure should be used in cleaning the mount. If the surface becomes badly soiled, you may use a small amount of a mild soap (like Ivory or Woolite) diluted in water. Do not spray the mount with water or get it too wet and do not use any other household cleaners as they can damage the finish.

### Warranty

All products are covered by a Limited Lifetime Warranty. This warranty covers the following, if caused by defective materials or workmanship: 1) the boards or braces themselves; 2) de-lamination of the image from the board; 3) de-lamination of the braces from the face board; and 4) de-lamination of decorative edge materials from the boards or braces.

Upon receiving a claim under this warranty, a copy of a receipt for the purchased item and the item itself, we will examine the mount and, if we determine a valid claim exists, will either repair the mount, replace the mount, or provide a refund. However, in no case will be liable for any amount greater than the original price of the mounting. Further, we shall not be responsible for any damages, losses or expenses, directly or indirectly associated with the use of the mounting by the customer or end user.

The following are not covered by this warranty: fading of the mounted image; broken or damaged corners; water or fire damage; damage from dirt, spills or stains; anything that is determined as customer abuse; any damage as a result of failure to follow Cleaning, Transporting, Mount Care or Hanging Instructions; or any shipping or delivery expenses.