

Specification Guidelines – Framed Artwork

Team Graphic Encounter wants to make your job a little easier. We know that there are many production issues that are easily overlooked when specifying framed artwork. When you specify art and mirrors for your projects, to process your order correctly and to ensure a smooth installation, please identify the following attributes:

- > **Image #**
- > **Image title**
- > **Artist name**
- > **Outside dimension of the image when matted and framed (outside dimension equals the image size + matting + the moulding width)**
- > **Cropping specifications (please provide drawing if anything more than removing the white border or the writing that is shown at the bottom from around image is required)**
- > **Frame style # and moulding source**
- > **Glass or Plexiglas type (regular or non-glare, Plexiglas not recommended in guestrooms except hospitals)**
- > **Outer mat color # and name — provide mat board source**
- > **Inner mat color # and name — provide mat board source**
- > **Mat configuration size — same on all sides or custom?**
- > **Any custom treatments such as hand-wrapped linen mats, wood fillets, etc?**
- > **Show or conceal image title?**
- > **Side marking instructions**
- > **Mounting hardware — i.e. anti-theft locking brackets, french cleats or wire?**
- > **Any additional attributes, questions or concerns**

If any of the items listed above require additional explanation, or if you have additional concerns that we have not addressed in this bulletin, please contact Graphic Encounter at 800.472.7445 or email us at artwork@graphicencounter.com