

Vogel Art Frame Addition Form

Prince William Office of Administration (PWC Admin)

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Manassas, Virginia 20110

703.993.1621 phone / 703.993.8360 fax

1. Borrower information

NAME _____

DEPART. _____

ADDRESS _____

PHONE _____ FAX _____

EMAIL _____

2. Vogel Art information

CATALOGUE # _____

TITLE/INSCRIPTION/SIGNATURE _____

MEDIUM _____

FRAME INFORMATION

FRAMED BY: Company Name _____

Company Address _____

Contact Name _____ Phone Number _____

Description

FRAME: Size: _____ Molding No. _____ No. of Feet _____

Liner No: _____

MAT #1: No/Type _____ Color _____

MAT #2: No/Type _____ Color _____

GLASS: Yes No

HANGER: Wire Easel Sawtooth

Value of Frame: _____

MOUNT: Secure

LOCATION HUNG: Campus _____ Building _____ Room/Area _____

MISC: _____

Image of framed artwork



Framing/Hanging Guidelines

Mats must be archival quality and acid free

Frame art work in clear glass

Do not hang/expose to direct sunlight or high light levels

Avoid high and fluctuating temperatures and humidity

Must use a security hanging bracket

For Office Use Only

Print Name: _____

Signature _____

DATE: _____