Invoice Number:

PROFESSIONAL FINE ART SERVICES

GALLERY AND MUSEUM CUSTOM FRAMING & ART HANDLING

1455 Monterey Pass Rd. Unit #107
Monterey Park CA. 91754
www.professionalfineartservices.com

BILL TO: _____

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ CELL _____

CONTACT _____ E-MAIL _____

PURCHASE ORDER _____ PROJECT _____

DATE IN: _____

DATE DUE: _____

☐ HOLD SHIP TO: _____

☐ SHIP

☐ CRATE _____

☐ DELIVER _____

SPECIAL INSTRUCTIONS and MATERIAL:

Quantity	Size	1/16	1/8	3/16	1/4	1/2	Lustre Lamination	Matte Lamination	Glossy lamination	Lexan lamination	Adhesive Back	Foam core	Museum Board	Gator	Sintra	Dibond	Plexi	Aluminum	Wood Inset frame	Vinyl Edge Tape	Costs

TRACKING CODE: All Departments; date, initial when received & mark location in box

Sales		Framing		Mounting		Will Call Bin No.		Storage	

PACKAGING INSTRUCTIONS:

Paper & Foam ☐ Paper & Bubble Wrapped ☐ Paper & Cardboard ☐ Corral ☐ Wooden Crate ☐

Total

TERMS and CONDITIONS: **Professional Fine Art Services** is not responsible for any defects found in the client's Art. It is the responsability of the Customer to inspect and deliver ready to mount art. If a flaw is found after framing and or laminations, then Customer will reprint the Art at their own expense. If Art is left beyond 30 days from the completion day, then it will be stored at Customer's expense up to a period of three months at $35 per month per frame. Items over 20 square feet will be stored at $50 per month. Any Art left over four months **Professional Fine Art Services** will continue to store the Customers Art only if and the storage payment has been received prior to the end of the fourth month. Storage on our Premises is very limited and we will not be responsible for any Art left beyond the fourth month unless arrangements have been made with our office.

Customers Signature: _____ **Date:** _____