



Open Frame Instructions

The following is a list of details that need to be monitored on all open (empty) frame orders. We will not tolerate any inconsistencies on these key points. It is very important to us that we deal only with suppliers that ship top quality merchandise in a timely manner. When unacceptable merchandise is received, it will be rejected and shipped back to the supplier at the supplier's cost or it will be reworked here and all expenses accrued (including labor) will be billed back to the supplier. If unacceptable merchandise is received from the same supplier more than once, we will source these products from a more reliable supplier.

1). **Size Allowance:**

All open frames must have a 1/8" allowance added to the size of the frame on each side. (Example: 16" x 20" frames must measure 16 1/8" x 20 1/8") Anything other than 1/8" will be rejected. *Please see the "Open Frame Allowance" instruction sheet.*

2). **Colored Gesso:**

When gesso is used on any mouldings, the gesso should match the outside finish color. For example, all black frames should have black colored gesso. This will reduce the visibility of scratches and other mars to the finish as well as corner cuts.

3). **Corner Protectors:**

All corner protectors should be corrugated cardboard. A sample of this protector will be sent to you immediately if you are not familiar with them or are not sure what to use. When stapling these to the frame, make sure that the staple is driven flush.

4). **Price Label:**

It is very important that all open (empty) frames have all of the following information on a 1" x 1" sticker.

- FRAME "FAMILY" NAME
- ITEM NUMBER (IN ACCORDANCE WITH THE PURCHASE ORDER)
- RETAIL PRICE
- FRAME SIZE
- COUNTRY OF ORIGIN

Please see the "Preprice Label" instruction sheet.

5). **Packaging:**

All open frames are to be strapped five frames together. Make sure the corner protectors and price labels are on each frame before they are strapped together, as this bundle will become the master pack. The middle part of each side rail will then need to be wrapped in corrugated and marked as a master pack. The markings should include our shipping mark, quantity (5), and our item number. By not boxing the frames, the master packs can then be nested into the container, thus saving on shipping costs. *Please see the "Open Frame Packing" instruction sheet.*