

Acrylic Frame Specification Worksheet

Complete this page and attach artwork or a marked reference image.

Seven inputs prevent a vague quote: insert size, orientation, outer panel size, mount or closure, acrylic grade/thickness, quantity per design, and packing destination/freight term.

1. Frame brief

INSERT / DOCUMENT SIZE

ORIENTATION

☐ Portrait ☐ Landscape ☐ Dual-use

OUTER PANEL SIZE / CLEAR BORDER

FRAME FORMAT

☐ Tabletop ☐ Floating ☐ Certificate ☐ Poster ☐ Double-sided

MOUNT / CLOSURE

☐ Slot-in ☐ Magnet ☐ Standoff ☐ Cleat ☐ Other

ACRYLIC GRADE, COLOR, THICKNESS

BRANDING / ARTWORK

☐ None ☐ Engrave ☐ UV print ☐ Foil

QUANTITY PER DESIGN

☐ 100 ☐ 250 ☐ 500 ☐ 1,000+ Other:

PACKING, DESTINATION, FREIGHT TERM AND REQUIRED IN-HAND DATE

2. Approval checks

☐ Insert fit and visible border approved

☐ Mount / closure function approved

☐ Logo position and artwork proof approved

☐ Edge finish and acrylic color approved

☐ Packing sample and carton marks approved

☐ Inspection criteria and shipping plan approved

3. Published FOB planning references

Named specification	100 pcs	500 pcs	5,000 pcs
5×7in tabletop · 3mm clear · slot-in	\$4–8	\$2–5	\$1.50–4
8.5×11in certificate · 5mm clear · engraved logo	\$8–16	\$5–11	\$4–9
11×14in floating · 5mm clear · standoffs	\$11–20	\$7–14	\$5–11

100 pcs
MOQ per design

3–5 days
Paid sample

15–20 days
Production

24 hours
Complete-brief reply

Sample fees are paid separately and never credited. Prices are planning bands, not quotes. Final price follows the approved drawing, material, hardware, artwork, packing, destination, and freight term.