



# The Pastel Society of Victoria, Australia Inc.

## How to Frame, Prepare & Post a Pastel Painting

If you've sold a painting, congratulations. You now need to communicate with your buyer regarding postage/delivery details.

### **If the painting is Unframed**

You will need to package it in a firm, lightweight parcel to avoid damage in transit.

Foam Core light weight board is suggested. However, when sandwiched together your parcel may get damaged in the post if not handled properly. 3mm MDF would be ideal but heavier, adding to the cost of postage.

### **If the painting is a half sheet size or smaller**

The following method would be suggested:

1. Cut two same size pieces of Foam Core lightweight board slightly larger than your painting size. Approximately 3 - 4cms space all around.
2. On one sheet of the foam core place your painting in the centre and tape down.  
If you have painted to the edge of your paper then you will need to hinge it down (one piece of tape attached to the back of painting then another piece of tape across that and onto the board. Do that a couple of times on each side so the painting won't move.
3. Cover the attached painting with a sheet of clean [Glassine Paper](#). If you don't have any glassine paper, a clean sheet of something like thin card or cartridge paper will do.  
Tape the glassine across the top edge of the painting, then a couple of pieces on the other edges so it is nice and secure and doesn't smudge or move.
4. Add top sheet of foam core.
5. Squeeze two sides together.
6. Mark which way is up and tape all around so your painting is nice and secure.



7. Mark **PLEASE HANDLE WITH CARE**

**OPEN THIS SIDE**

**Painting is protected with glassine paper**

**To keep the painting safe leave glassine paper on until framed**

8. Add some framing instructions, your business card, artist profile etc.
9. Wrap in brown paper or if your painting is small, a plastic sleeve.
10. Wrap in a few layers of bubble wrap and tape all around again.
11. Place your address label on the outside, right side up, and it is set to go.

### **If the painting is on a large sheet of paper**

You may find the first method fine, I would suggest 3mm MDF for a larger piece or try the method below in a large tube.

Posting in a large wide tube no less than 15cm diameter will also work.

1. You need to centre and attach one edge of your painting to another piece of oversized (2-3cms each side) paper about 200-300gsm thick
3. Now attach a sheet of clean glassine paper over your artwork along the same edge to make a sandwich and tape at centre at bottom.
4. Very gently roll the sandwiched painting along the taped edge. If it buckles a bit put a few darts in the tape. Place carefully into the tube.
5. Mark top and bottom on tube.
6. Attach *HANDLE WITH CARE SIGN* on tube
7. Put framing instructions, business card, artist profile etc in plastic sleeve and attach to inside of tube so it doesn't float around and damage painting.
8. Place ends on tube and tape down.
9. Place your address label on the outside, right side up, and it is set to go.



## To Post a Framed Painting

You will need to 'google' Art Courier Services for large paintings or deliver it yourself if you are able to and it is not an unreasonable travel distance.

Perspex instead of glass is preferable on a painting that is to be posted.

1. Your painting should be placed in an appropriate sized box. Ask your picture framer if they have any spare mount board boxes. They are strong and sturdy and you can cut to size.
2. Make sure you have labelled the back of your painting with:

**Painting Title, Medium, Price, Artist Name and Profile, Phone, Email,  
PLEASE HANDLE WITH CARE**

NOTE :

- **When transporting this painting ensure that it is carried with the painted surface and glass facing up.**
  - **Excessive vibration with the painting facing downwards may result in pastel dust falling onto the glass.**
3. Protect your frame corners with cardboard corner protectors or extra bubble wrap.
  4. Attach some business cards etc.
  5. Bubble wrap the whole painting so it is a snug fit inside the box.
  6. Mark which side is up and stick your address label on.
  7. Label **FRAGILE CONTAINS GLASS**
  8. Ready for delivery.



## **Framing a Pastel Painting - a few things to keep in mind**

1. Your picture framer should know how to do this (but not all Framers are familiar with the correct way to frame Pastel paintings).
2. Make sure you have given your painting a whack on the back to elevate any loose pastel dust before you deliver it.
3. Deliver it on a board with glassine paper secured to it. It may be sitting around for a few days before it gets framed and you don't want it accidentally smudged!
4. If you don't use fixative let the picture framer know this as they may fix it without your permission - it has happened!
5. The framer should put at least a 3mm spacer under the mount all four sides of the painting. This will allow any loose pastel dust to fall to any edge if it is carried the wrong way up and to keep the painting away from the glass.
6. Acid free board and tape should be used for archival purposes.
7. Wire, not string or cord, should be used and tied off neatly so does not stretch or scratch the person hanging it.
8. Try to avoid D-rings as they can stick out and damage other frames that may be placed next to them waiting to be hung.
9. Brown paper covering the back of the painting is a professional way to present your painting. If not available make sure a strong cloth tape is neatly covering all staples etc. around the edges. Place bump-ons on the bottom corners.
10. Choose a frame that suits the painting and that can also be reused for your next masterpiece. Framing can be expensive so if we can reuse them that's a good thing.

Happy Painting

*This information has been kindly written for us by Linda Finch*