

COMMISSION POLICIES AND PROCEDURES

I am happy to accept commissions. They get me out of my comfort zones, and are mostly a lot of fun to do for everyone involved. Generally problems can be solved, and everyone is happy with the results. The following info are guidelines by which I can anticipate any difficulties and to nip any problematic situations in the bud. Please feel free to contact me with any further questions you may have....

Upon acceptance of commission and the signing of a contract:

1. There will be an initial consultation to discuss the nature of the work desired to be created. This can include simple impromptu sketches to make sure that the artist understands the basic ideas sought by the client.

- A rough estimate (which will include purchasing of the materials needed to execute the work, as well as necessary shipping costs if applicable..), will be given at this time....this may merely be a “ballpark” figure to give client an idea of what to expect from such a commission.

- The contract will be signed at this time and a deposit fee provided by client.

*(A signature will be necessary again before the actual work is embarked upon.)

2. The artist will then have a set amount of time, agreed upon by artist and client, to work on sketch/ concept drawings. (Time will be stipulated in contract.)

3. Once initial sketches are complete, and presented to client, any reediting will take place within a time-frame that the artist/client will agree upon. (This constitutes the 1st consultation.)

4. Upon final agreement of images/ materials, etc. for the creating, of the piece/project, the artist and client will agree upon a set amount of time in which to execute/complete, and deliver piece to the client. (Signature pending agreement). (This constitutes the 2nd consultation.)

-At this time half of agreed upon total fee (including materials) will be due to the artist.

-(If it is agreed upon at this time **not** to continue with the work/project, the holding fee will be kept for services rendered up to the point, and contract will be considered null and void. No further monies need exchange hands. (Holding fee will be deducted from first half owed if project continues from this point on.

-* If, due to circumstances beyond the control of the artist (Medical considerations, or other unforeseen obligations, etc.) further time is needed for the completion of said project, this will be agreed upon by both parties, and signed off to the satisfaction of both parties in the contract.

-** Anything after a 2nd consultation will be charged an additional consultation fee of \$75.00 per consultation. (This is to prevent unreasonable expectations for services involved in the completion of said project.

The artist believes that 2 consultations should be sufficient time to flesh out the parameters of said commission, if both parties enter into discussion in an open and reasonable manner. (If artist feels that extra time is in fact required, then fee may be waived at the discretion of artist-to be signed off on and noted in contract.)

-Any additional consultation fees will be added to the final payment.

5. Upon completion of commissioned work, and the delivery of the piece to the client, the client will pay the final installment of the 2nd half of total fee. (** This may include tariffs, custom fees, etc. if international shipping is required, and will have been discussed prior to the beginning of said project.

-If piece is to be delivered via courier/ shipping service, then payment of final half must be received prior to delivery. Artist then has up to 3 weeks to have commission received by the client (taking into account any possible delays that are beyond the control of the artist).

-Shipping fees will have been previously agreed upon, or estimated if unable to make exact quote, as piece has not been completed yet and therefore physical data on the piece (weight, dimensions, etc.) are only speculative.

-If piece is to be delivered in person by the artist, the client will pay the artist upon delivery of commission to the agreed upon location. (Cash, card, or cashier's check.)

PLEASE NOTE: While I do everything within my power to listen attentively to my client's needs and insure that I am accurately representing their desires, I would point out that **you** have come to me: this means that you acknowledge that there are qualities in **my** process and work that speak to you rather than the work of another artist. In light of this fact, the above stipulations are put into place to protect both parties. **YOU:** as the client, that you will be given adequate considerations so that the end product will make you happy to welcome it into your home. And **ME:** to protect from unreasonable, overly controlling, or disingenuous clients. The signing of a contract ensures that **BOTH** parties will do their best to keep this process as honest and enjoyable as possible. Thank you.