

COMMISSION FORM & CONTRACT



COMMISSION INFO SHEET

PLEASE ANSWER THE QUESTIONS BELOW IN AS MUCH DETAIL AS POSSIBLE

Please share in as much detail as possible the commission you are interested in purchasing.

What size are you looking for?

Are there certain colors that need to be included (be specific as possible)? Paint or fabric swatches are welcomed if available.

Do you want this piece framed or unframed? I can help you pick a frame or frame with my framing vendor.

Please attach any images of my work that you are drawn to and would like for me to use as inspiration for this piece. I recommend scrolling through my website and Instagram and taking screenshots your favorite pieces.

Is there a strict timeline on this project?

Is there anything else I should know to best create the piece you are imagining?



CONTRACT

PLEASE READ AND SIGN BELOW

By signing this document you are agreeing to the following:

I require a 50% non-refundable deposit to begin creating the piece. Once this is received I will reserve the client's spot on my commission list.

I allow two reviews and edits during the commission process. I will send over images (or we will arrange a time to meet in person, if possible) and the client can explain any edits that need to be made. After two edits, I will begin charging 10% of the purchase price per amendment.

All pieces come with authenticity stamp on the back and a signature on the front of the piece.

Should you chose to frame your piece with an outside vendor, I am not liable should you be unhappy with the frame. The original frame and potential replacements will be included in the final payment, along with any additional time (\$50/hour) it may take to source a replacement.

At any time if the client does not wish to proceed with the commission, please contact me at alanafayart@gmail.com or 508-930-8215. I am happy to cancel the order, but the deposit will not be refunded.

If the client has any questions or concerns during the commission process please direct them to alanafayart@gmail.com.

The remaining balance is due upon notification of completion, prior to shipment. The piece will not be shipped until the payment has been made.

All pieces are carefully packed and mailed via (your carrier) or hand delivered. If a piece arrives damaged, please let me know within 7 days of receiving and the client and I will work together to create a plan to fix the damage.

After a piece arrives, it is non-refundable. We do not accept returns of commissioned pieces at this time.

Artist Signature

Date

Client Signature

Date

