**GENERAL TERMS:**

* Sketches of any kind are not free. (See Extra FEES.)
* Any agreements reached will be followed up by an invoice and HALF OR WHOLE

Payment (50% or 100%) thereafter the invoice is signed.

* I have the right to refuse an order for any reason.

**PAYMENTS:**

* Payment can be accepted through Zelle, PayPal, and Venmo.
* Payment plans will be discussed and agreed on before the invoice is sent with the documentation of the agreement and its details of the payment plan.
* A deposit of 50% of the total agreed cost of the commission is due upon signature of the invoice. (The amount of the deposit will vary depending upon the agreed payment plan.)
* If there is no payment plan in place the default is the normal plan of 50% up front, upon signature of the invoice, and the other 50% right before you receive the final files, delivery information and/or Tracking Number.
* All payments will be collected after I send a payment request on the agreed amounts within the invoice.
* Payments have to be received within a 24 hour period of when the request was sent. i.e. If you receive the request at 7pm the payment has to be received the following day before 7pm.
* If the payment is not received within the 24 hour period that will result in the cancellation of the commission.

**REVISIONS:**

* THE FIRST REVISION INITIATED AFTER THE SKETCH REVIEW IS FREE.
* REVISIONS AFTER THE FIRST WILL BE $5 USD EACH. ALL REVISIONS AFTER THE FIRST WILL BE INCLUDED IN THE FINAL PAYMENT.
* REVISIONS ARE A SEPARATE CHARGE FROM THE DRAFT/ SKETCH FEE. THEY ARE NOT INTERCHANGEABLE.

**SHIPPING:**

* Shipping occurs only during the 5-day business week. Orders completed during the weekend will be shipped on the following weekday.
* I use Standard Ground Shipping for USPS.

Typically, packages will arrive within 2-10 business days.

* Shipping is included in the price quote.

**DAMAGE:**

* If the package arrives damaged by shipping, return the package to the sender. (THIS ONLY INCLUDES PRINTS, DOES NOT APPLY TO GICLEE AND ORIGINALS.)
* I will not be held liable for any damage due to handling by the client.

**REFUNDS AND CANCELLATIONS:**

A refund is due to the following circumstances:

PARTIAL:

* If the commission is started and before the FIRST progress photo is sent and the client requests a refund in that window of time they will only be entitled to a partial refund (50%) of the initial payment/deposit.

FULL:

* After the Initial Payment/Deposit is received and I did not start the commission. The client will be entitled to a full refund of the initial payment only In-between the time when that payment is received to when the commission is started.
* There will be no refunds after the SECOND progress photo is sent. Only cancellations.

**CANCELLATIONS:**

\*CANCELLATIONS WILL NOT INCLUDE A REFUND.

A cancellation on the customers behalf will be granted if:

* request of immediate termination of the commission before the initial deposit is sent.

A cancellation will be initiated by me for the following:

* INABILITY TO PAY THE INITIAL DEPOSIT WITHIN THE GIVEN 24HR PERIOD WITHOUT NOTICE OF EXTENSION.
* Failure to adhere to the payment plan, if the payment is not received within 24 hours of receiving the request.

* Initial Payments are NON REFUNDABLE after the second progress photo is sent.

**LICENSE, COPYRIGHT, AND USAGE:**

* I retain all copyrights of the commission, unless it is being used in a publication i.e books, magazines, novels, etc.
* I will be able to share the work on the internet, display it on my website, and/ or to have it included in any publications as it relates to me (the artist) or my work.

* If you, the client, intend to use the commissioned work for a publication, me , the artist is entitled a right of authorship, in which credit for the work will be due to the artist within the publication.
* If you, the client, alter the original work without the permission of the artist it will result in a violation of my terms and agreements.

**Extra FEES:**

Only for Books:

1. Draft I: $15 ( covers up to 2 drafts, only applies to one image)
2. Draft II: $25 ( covers up to 6 drafts, only applies to one image)
3. Draft X: $50 (unlimited drafts across multiple images)

(Drafts are not revisions, SEE REVISIONS)

Only for regular commissions and logos:

1. Sketch I: $15 (line work sketch, no detail)
2. Sketch II: $35 ( line work sketch with light details)
3. Sketch X: $55 (line work sketch in full detail)

**PROCESS:**

1. **Confirm all details of the commission.**

 References (Photos of Person/ Atmosphere if you want a background)

 Composition

 Colors

 Background

 etc.

1. **Come to an agreement**

 Payment Plan

 Deadline Confirmation

 Acceptance of Terms and Conditions

1. **Invoice (READ AND SIGN)**
2. **Payment for Initial Deposit (REQUEST SENT AND PAID)**
3. **Sketch Review**
4. **Progress Photos. Sent daily.**

1. **Revisions(See revision section)**
2. **Final commission photos sent.(FINAL PAYMENT DUE)**
3. **FINAL PAYMENT REQUEST SENT AND PAID**
4. **FINAL FILES SENT VIA EMAIL(IF DIGITAL)**

 10A. **SHIPPING ARRANGEMENTS- TRACKING NUMBER SENT**