

## Commissioned Art Order Form

### Client Information

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### Ordering Information

Please include one or more photos with subject in good, natural light, which shows the subject's correct colors. All photos will be returned with completed order. Number of photos enclosed: \_\_\_\_.

A pre-cut single mat of a standard color is included in all sizes. A frame is not included. Painting size indicated in inches, is the approximate working area within the mat opening. Prices are in US dollars and include shipping cost. A sales tax will be charged to California residents.

Please check your order size and number of subjects:

Painting Size*	Painting Description*	Price* for One Subject	Price* for Two Subjects
8x10	Head only	( ) 150.00	Not available
9x12	Head and neck	( ) 200.00	Not available
9x12	Full body	( ) 275.00	Not available
11x14	Head and shoulders	( ) 375.00	( ) 457.00
11x14	Full body	( ) 425.00	( ) 522.00
12x16	Head and shoulders	( ) 475.00	( ) 587.00
12x16	Full body	( ) 525.00	( ) 652.00
16x20	Head and shoulders	( ) 575.00	( ) 717.00
16x20	Full body	( ) 625.00	( ) 782.00
18x24	Head and shoulders	( ) 675.00	( ) 847.00
18x24	Full body	( ) 725.00	( ) 912.00

Special orders for more than two subjects are available, please contact me for pricing. For detailed background add 20%. The painting background is the art paper used for soft pastels, a grayish color. I like to add a background color that compliments the subject (there is no additional charge for this background color). If you have a background color preference, please indicate here \_\_\_\_\_.

Please advise portrait subject name here \_\_\_\_\_. Do you want the name of the subject included in the painting as an added collar tag (no additional charge – not available on the 8x10 size) Yes – No?

### Conditions of ordering\*

**After receiving your order form, I will contact you to confirm all order details, confirm total order amount (with sales tax for California residents) and give you an estimated completion date. Mailing your payment in full by personal check or USPS Money Order at the time of order confirmation is expected.** Sorry, not currently setup for credit cards.

All orders will be mailed using UPS at their least expensive rate (insured for value).

Completed orders: I retain all rights to reproduce in any form, printed or electronically for any purpose, including painting a similar original for public sale.

Canceled orders before mailing completed order: Your payment will be fully refunded. I retain the right to sell the painting to the public and retain all rights to reproduce and duplicate in any form, printed, electronically and/or painting multiple originals of the subject for any purpose.

Client's request to return painting to me for refund: If not completely satisfied with the painting, you may return it within 10 days of receipt. The painting must be returned to me in the same condition as mailed to client, using the same UPS service. Cost of mailing and insurance will be at client's expense. After receiving the painting, I will send a full refund (less mailing cost). I will retain the right to sell the returned painting to the public and all rights to reproduce and duplicate in any form, printed, electronically and/or painting multiple originals of the subject for any purpose.

### About Soft Pastels:

Soft pastels give you a very realistic and beautiful painting of your subject, but they are delicate and should be handled with the same care as all valuable works of art. Even though I use a fixative to hold the pastels onto the velour paper, it is very common to have a little residue come off the painting. If this happens, lightly blow the residue away, use a clean cloth and wipe away the excess from the mat and/or glass of your frame.

### Enjoy your painting!

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10-15-2008\* Prices, painting and mat sizes, descriptions and order conditions may change without notice before order confirmation.

For Jan's use:      A copy of this order will be returned to you as your receipt

Order number: \_\_\_\_\_ Order completed date: \_\_\_\_\_ Order ship date: \_\_\_\_\_

Painting: \$ \_\_\_\_\_ Tax: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Tax rate \_\_\_\_\_% for California residence