

## Custom Art Commission Contract

**Provide the following information:**

**Date:**

◆ Client's Name:

Address (full address for shipping quote/delivery):

Email Address:

Phone:

◆ **Project Details:**

Estimated Dimensions (inches/feet) -

Orientation (portrait or landscape) -

Surface Preference - Gallery Canvas (edges painted/not framed), Regular Canvas (to be framed) or Wood Panel

Colors - List preferred 2-4 colors (provide color samples)- If there is a color(s) NOT to be used please list -

Describe the project concept (as much detail in the subject matter as possible) -

Include any existing Jill Alexander artwork to be referenced for inspiration.

Include any additional information about the decor/space where this artwork will be hung.

Provide reference photos.

◆ **Together in the Creative Process:** Photos of the work in progress will be provided via email or allow studio visit(s) for the work to be inspected. Upon completion, the artist will notify the client for one final inspection before delivery. Communication is key in the success of this project.

# JILL ALEXANDER

www.jillalexander.ca

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- ◆ **Price:**  
The selling price is determined by the size and complexity of the completed work and will be consistent with other comparable works by the artist at the time of sale.
  
- ◆ **Payment:**  
50% deposit due upon agreement. A non-refundable deposit of 50% of the estimated total price is required before artwork commences.  
The remaining payment is due in full after final approval, before delivery.  
When the deposit is received your project will be included into the creative work schedule.  
Method of payment accepted - By e-transfer - Paypal - Mastercard - Visa
  
- ◆ **Timeline/Scheduling of Project:** The creative process averages 1.5 to 3 months.  
If there is a time constraint contact me at [jill@jillalexander.ca](mailto:jill@jillalexander.ca) to discuss a proposed feasible schedule.  
From the date the deposit is received, the artist will have three weeks to complete the initial sketch.  
Upon acceptance of the sketch, the artist will have one month to provide to the client photographs of the work in progress or make the piece available for inspection.  
Upon substantial completion, the artist will, through photographs or personal inspection, make the piece available to the client.  
Upon completion and prior to delivery, the client will be given the opportunity to inspect the finished artwork.
  
- ◆ **Copyright:**  
Upon acceptance of the artwork by the client, the client owns the physical piece.  
However, the artist retains the copyright to all work commissioned by the client.  
The client has no rights to duplicate, reproduce, scan or alter the artwork without the written permission of the artist.  
The only exception is if the copyright is purchased in addition to the price of the actual work.
  
- ◆ **Right of Refusal:** It is the intent of this contract that the artist creates artwork for the client and that the client will purchase the work. However, in the event that the client does not wish to purchase the commissioned artwork, the client may refuse. In that case, the artist will retain the refused artwork and the non-refundable deposit.  
The non-refundable deposit covers the invested time, labor and art materials.  
The client will not owe any additional fees to the Artist.
  
- ◆ **Return Policy:** All commission sales are final once approved and delivered.
  
- ◆ **Delivery:** If you are local to the Ottawa area, you are welcome to pick up the artwork to avoid shipping costs.  
The studio is located 1 hour west of Ottawa.

**Client's name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Artist's name:** \_\_\_\_\_ **Date:** \_\_\_\_\_