

Thank You  
JEAN DAMEN



Hello art lover!

So you've decided to let me help you create a special work of art for your space. I can't even explain how excited I am to get going on this project but there are a few things I need from you in order to make sure that together, we create your perfect expression. Below you will find a commission process. It'll start with a quick set of questions that will help me as a reference along the way.

**The process:**

*Step 1*

1. Size of painting and orientation (horizontal, vertical, or square)
2. Determine whether you want a canvas or mixed media paper painting
3. Provide links or photos to your favorite 2-5 Jean Damen paintings that you would like to inspire your painting
4. Provide other thoughts on what you're hoping to get from your commission. Please provide as much detail as possible to ensure a successful commission

5. Colors you love
  
6. Colors you would like me to avoid (this can be left blank if you want me to go with the flow)
  
7. Specify if you are willing to have your piece shown on Instagram during the creative process.

**Agreement between Artist & Collector**

*Step 2*

This Agreement is made on the date of

between the following:

**The Artist**

Name: Jean Damen

Phone: 773-949-2707

Email: artist.jeandamen@gmail.com

**The Collector**

Name:

Shipping Address:

Phone:

Email:

**Artwork:**

The Purchaser has commissioned the Artist for the following work of art:

**Medium:**

**Canvas:**

**Dimensions:**

**Price:**

**Description:**

The artist will create a work of art based on the description above and email process work to the purchaser for approval. All sketches or process work and images are the property of the artist.

**Payment Schedule:** A non-refundable deposit of 50% is required before the Artist begins work on the commission and is due upon signing this contract. The balance of payment is due upon satisfactory completion and delivery of the artwork described above.

Price of Artwork: Total \$ (Less Deposit of half)

3. **Delivery:**The artist agrees to complete and deliver the commissioned artwork on or before the following date

All necessary shipping expenses will be added into the final total.

6. **Copyright:** The artist retains the copyright to all works commissioned by the Purchaser, including all reproduction rights and the right to claim statutory copyright. No artwork may be reproduced or altered without the written consent of the Artist.

7. **Right of Refusal:** In the event that the Purchaser does not wish to purchase the commissioned artwork, the Purchaser may refuse. In that case, the Artist will retain the refused artwork and the non-refundable deposit. This is free of any claims or interests of the Purchaser and the Purchaser will not owe any additional fees to the Artist.

8. **Returns:** There are no returns once the Purchaser takes possession of the artwork.

*IN WITNESS WHEREOF* the Artist and the Purchaser have executed the Agreement on the day & year written above.

**Artist**

**Collector**