



Commissioned Work Agreement – No. xxxx

Date xxxxxxxx

Between: Sally Sturges Pet Portraits & Wildlife Art

And the Client: [client's name]

Thank you for entrusting me with your commission. I look forward to working closely with you to create an artwork that you will treasure. This document is to ensure we are in agreement on how to proceed.

1. The project: One original [SIZE ?] painting of [name of pet/person], in pastels on Pastelmat paper, based on reference photos by yourself. The portrait will be mounted but unframed and delivered to you at: [Client's address] in appropriate packaging. This is usually via Royal Mail Special Delivery (at no extra cost).
2. Deadline and additional terms: The commissioned work will be completed on or before [DATE?], with the final piece deliverable upon receipt of the final payment.
3. Right of Refusal: I truly hope to create a satisfactory work that you will enjoy. However, if after the work is completed, you decline to purchase the finished artwork, I will retain the artwork, rights, and deposit to cover materials.
4. Photographs provided need to be clear and representative of the pet and colouring. They must have been taken by you, or the permission for use obtained in writing from the person who took them. If the project is to be a gift you accept responsibility for sourcing and using images that are of the recipient's pet.
5. Copyright: As the artist, I reserve all copyrights and reproduction rights to all commissioned works, unless agreed otherwise.
6. Adjustments: I will share photos of the artwork for approval as it progresses. Minor revisions and adjustments to the work as it progresses will be allowed at no extra charge. Any revisions requested once the work is completed will be charged at a rate of £25.00 per hour of work.
7. Payment terms: Total due for the completed work is £xxx, which includes shipping costs. Payment in full is due upon completion and prior to shipment. The total fee will be collected in 2 payments - a booking deposit (non-refundable) of £xxx, to reserve a timeslot. Then a final payment of the remainder of £xxx, when the painting is complete.
8. Payment Methods: Payment by bank transfer is preferred and bank details will be provided with your invoice. Other payment methods are available by arrangement.
9. I often share my work on social media and my website. If this presents an issue, please let me know. Please feel free to share my work on your own social media sites, crediting me with the work.

Payment of your deposit indicates your agreement with my terms stated above.

Sally Sturges Pet Portraits & Wildlife Art