



## **Commissioning an Artwork**

We enjoy and have fun with our art and we want this to extend to the way we undertake commissioned work. We also want you to feel 100% comfortable with the undertaking, so there are a number of essential phases to a commission:

### **Initial contact and discussions**

If you have a good idea of what you want, the first thing to do is contact us for an informal discussion.

Whether you only have a loose concept or more specific ideas, we will fuse your input with our style expression and interpretation. We can discuss the various art forms and mediums, i.e. ink, pencil charcoal, oil, acrylic, the artwork on canvas, paper or board.

Keep in mind that no commissions will be taken for copies of existing work.

### **Meeting and completing the Commissioning Contract**

Before a more formal commitment is made, a face to face meeting is preferred. This is where we can further develop and fine tune your requirements.

Without getting too technical, in this phase we will discuss the dimensions and shape of the desired work, colour choices, the level of abstraction, and in the case of more technically complex works, the overall likeness and essence of the subject.

At this stage we also provide indications of cost and timeframes. While a small drawing may be completed in a week, with paintings there are often several layers of paint needing time to dry. This could take anywhere from 8-10 weeks. The size and logistics of handling the materials and work also requires consideration.

Then, on agreed terms, a Contract for Commissioning Artwork is written up and signed by the client and the artist.

### **Preliminary sketches , designs, models**

Allow 2 weeks for us to complete some preliminary designs/studies based on the information you have provided us. There will be some costs associated with this work and we will require a 20% deposit. This is your opportunity to provide any final input and to feel fully comfortable to leave the commission in our hands.

### **Delivery of work**

We will work within the timelines and cost estimates provided, and keep you fully informed of any changes and the reasons for this.

We want you to be delighted with the final artwork so setting these expectations up front should help to make the commission process enjoyable for both parties.

Alan and Ellen Hodgetts, 2012

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