**Erica Harney, Artist + Curator + Scenic Painter + Educator**

**STUDIO**: 316 Wayne Ave. Lansdowne, Phila. PA 19050 **PHONE:** xxx-xxx-xxxx **EMAIL:** ericaharney@gmail.com

**WEBSITE:** [www.ericaharneyartist.com](http://www.ericaharneyartist.com) **ETSY:** EricaHarneyArtist **SCENIC WORK:** coroflot.com/ericaharney

**INSTAGRAM:** @erica\_harney\_artist **FACEBOOK:** Erica Harney, Artist

**PRINTABLE COMMISSION ORDER FORM**

*Valid February 10th 2022- August 31st 2022*

*Holiday pricing will be in effect from September 1st 2022-January 8th 2023.*

**I am almost always accepting orders for custom House Portraits, Business Portraits, Landscapes, Cityscapes, Interiors, Doors and other Scenes (including your pets and vehicles). I would love to create a custom watercolor or oil painting of your special place! I offer multiple options of size, medium and framing and can usually accommodate modifications and other special requests.**

**Please note: as of 2021 I am no longer accepting commissions for Figure Portraits. Instead, please reach out to my colleague, Lauren Rinaldi at laurenrinaldi.com.**

***Ways to complete this form:***

*\*Fill out and return as a .doc or .pdf to* *ericaharney@gmail.com*

*\*Print this form and fill out by hand (legibly) and return to ericaharney@gmail.com*

*\*Fill out this form online at ericaharneyartist.com/commissions-custom-requests*

*\*Order from my Etsy shop, EricaHarneyArtist.*

***\*You will also need to include your preferred reference photo to complete your order. (See Section 3 for details)\****

**SECTION 1: BUYER INFORMATION**

**NAME: \_\_\_\_\_\_\_ DATE OF REQUEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**DATE NEEDED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARE YOU A NEW OR EXISTING BUYER?**

I am a new buyer

 I am an existing buyer

**WHERE DID YOU SEE/LEARN ABOUT MY WORK?**

ERICAHARNEYARTIST.COM ETSY FACEBOOK INSTAGRAM

GOOGLE PINTEREST NEXTDOOR

FRIEND/REFERRAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE TELL ME A LITTLE ABOUT WHY YOU’RE COMMISSIONING THIS PARTICULAR PAINTING (optional)**

**SECTION 2: ORDER INFORMATION**

*Please complete the following order information carefully. Your cooperation helps to ensure a successful painting.*

\* To guarantee the highest quality of work, please allow ample time for the creation of your custom order.

\* Turnaround time varies by time of year and the Artist’s availability, as well as by the size, complexity and medium of your project.

\* Prices and availability are subject to change.

\* Prices do not include tax and shipping.

\* Full payment is due within 30 days of receipt of invoice, which will be generated upon project completion. Late payments will be subject to a 20% fee. Payment plans are available upon request.

\* Buyer will be required to sign a contract prior to project start (Section 3 of this Form).

**DO YOU UNDERSTAND AND AGREE TO THE TERMS ABOVE?**

Yes! I am ready to proceed with my order. (Buyer’s Initials) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.PAINTING TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*For* HOUSE PORTRAITS*, please list* ***street address*** *(i.e “316 Wayne Ave, Lansdowne PA”). For LANDSCAPES/CITYSCAPES, please list* ***location name*** *( i.e “Bryce Canyon,” or “Midtown Atlanta”). For BUSINESS PORTRAITS, please list business name (ie “Yvonne’s Restaurant”), etc. Additional titles are also welcomed. Note: the title of your painting will be handwritten on the BACK of the painting ONLY.*

**2. PLEASE SELECT YOUR MEDIUM AND SIZE FROM THE OPTIONS BELOW:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please allow 7-10 business days for the completion of Watercolors and 4-6 months for the completion of Oil Paintings. Gift certificates and Place-Holder certificates are available upon request.*

**Framed Watercolor on Paper:** *These are the only framed options available.*

1. White frame, white mat. Measures 9x11” when framed and matted (5x7” before frame/mat)

95.00+ *\*\*This size is an option for Landscapes and Cityscapes only\*\**

1. White frame, white mat. Measures 13 x 17” when framed and matted (8x10” before

 frame/mat) 175.00+

1. Black frame, white mat. Measures 13 x 17” when framed and matted (8 x 10” before

 frame/mat) 175.00+

**Unframed Watercolor on Paper:** *Custom framing recommendations available upon request*

1. 5 x 7” unframed. 75.00+

*\*\*This size is an option for Doorways, Landscapes and Cityscapes only\*\**

1. 8 x 10” unframed. 145.00+
2. 11 x 14” unframed. 230.00+
3. 16 x 20” unframed. 350.00+
4. 20 x 30” unframed. 600.00+

**Unframed Oil on Canvas:**

1. 9 x 12” 325.00+
2. 11 x 14” 460.00+
3. 12 x 16” 575.00+
4. 16 x 20” 960.00+
5. 18 x 24” 1,295.00+
6. 24 x 30” 2,160.00+
7. 24 x 36” 2,590.00+
8. 36 x 48” 5,185.00+
9. 48 x 60” 8,640.00+

**4. OMISSIONS: The following items will \*automatically\* be omitted from your image unless requested otherwise:** lawn signs, telephone poles and wires, cars, street signs, trash/recycling bins, AC window units, satellite dishes, human figures, pets, bicycles, hydrants etc**. Please indicate if there is any additional imagery you would like to be OMITTED from your painting (no additional charge).** *Note: Imagery cannot be omitted once production has begun.*

**5. ADDITIONS/MODIFICATIONS:***Please review your options below to make additions/modifications to your painting (up to and including adding an animal, a vehicle, changing the season/time of day, creating a composite image of two or more photos, and rushing your order. Other modifications may be available upon request. Any and all modifications will be reflected on your final invoice.*

**Select all that apply:**

+ Add an ANIMAL:

 Watercolor:

 Foreground: +40.00 Middle ground: +20.00 Background: +10.00 +Face only: 5.00

 Oil:

 Foreground: +80.00 Middle ground: +20.00 Background: +20.00 +Face only: 10.00

+ Add a VEHICLE: (Car, boat, plane, bicycle)

Watercolor:

Foreground: +40.00 Middle ground: +20.00 Background: +10.00

 Oil:

 Foreground: +80.00 Middle ground: +20.00 Background: +20.00

+ Change SKY (time of day, weather):

Watercolor: +10.00

 Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oil: +20.00

 Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

+ Change the SEASON

Watercolor: +20.00

Make it SPRING Make it SUMMER Make it FALL Make it WINTER

Oil: + 40.00

Make it SPRING Make it SUMMER Make it FALL Make it WINTER

+ COMPOSITE IMAGE of multiple photos:

 *Options available upon request*

+ RUSH MY ORDER:

*In general, please allow 7-10 business days for the completion of watercolors, 4-6 months for the completion of oil paintings (not including shipping).*

*\*Rush fees begin at 25% depending on size, complexity, medium, and required turnaround time.*

*\*Expedited shipping can also be arranged*

 *\*Printable Place-Holder Certificates can be created at no extra charge (recommended for oil paintings)*

**Select all that apply:**

+Yes, please rush my order

+Yes, I would like to upgrade to expedited shipping

+Please make me a printable Place Holder Certificate

**6. CHOOSE YOUR GIFTWRAPPING OPTION:**

 Yes please! (+5.00)

No thanks!

**Gift Message (optional):**

**7. CHOOSE YOUR DELIVERY METHOD:**

 I will pay for shipping and insurance from zip code 19050 (To be included on my final Invoice)

I will pick up from Artist’s Studio in zip code 19050

**SECTION 3: REFERENCE PHOTO AND CONTRACT**

*Your project will not be added to my Waiting List until all three sections of this Order Form have been completed and submitted with your Reference Photo as a JPEG in a SINGLE EMAIL. Photos and order forms sent separately may cause your order to be delayed or neglected.*

**TIPS FOR GOOD REFERENCE PHOTOS:**

*The better your reference photo, the better your painting will turn out! Photos MUST be sent as JPEGS. Poor quality images may lead to delays and diminish the quality of your painting. Your order may also be subjected to additional fees.*

\*Take your photo in clear light at your preferred angle, weather, time of day and time of year.

\*Beware of shadows and backlighting that may make your photo’s colors and details hard to see.

\*Remove any unwanted objects before taking your photo (garbage cans, cars, kids’ toys, lawn signs etc)

\*For House/Business Portraits, make sure the front door is visible!

\*Crop your image to exclude unwanted background information.

\*Avoid using low-resolution photos and screenshots

\*Avoid using images from Google Maps that show a distorted/warped view of your Home/Business

\*Avoid using images taken from the window of a car (especially if the car is moving).

\*Avoid waiting until the last minute to take your reference photos!!!

\*Do not send images that you don't have permission to use.

\*Only send JPEGS. Photos in any other format may not be accepted.

I, [print or type name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”the Buyer” have thoroughly completed and understand this order form for a custom painting. I have listed any and all omissions, additions, modifications or other special requests to my order and understand that additional requests might not be possible once production has begun. Initial:\_\_\_\_\_

I, the Buyer, will send this completed order form along with one clear, primary reference photo (and any necessary details) as JPEG attachments in a SINGLE EMAIL to Erica Harney, “the Artist,” at ericaharney@gmail.com. I understand that failure to comply may cause a delay or rejection of my order. Initial:\_\_\_\_\_\_

I, the Buyer, understand that I will receive an invoice upon project completion that will reflect all sums and fees as per my order information (including but not limited to modifications, gift-wrapping, taxes, shipping, etc). I agree to pay the Artist the amount in full within 30 calendar days or will be subject to a 20% late fee. Initial:\_\_\_\_\_\_

I, the Buyer, understand that the Artist retains rights to the image of the completed painting and may share/use the image for promotional, marketing, and personal use. Initial:\_\_\_\_\_\_

I, the Buyer, understand that I do NOT own the rights to this image and that I may not reproduce it without expressed written permission from the Artist (including but not limited to: reproduction prints, greeting cards, t-shirts etc). I understand that I AM welcomed and encouraged to share this image with my networks IF AND ONLY IF appropriate credit is given to the Artist (including but not limited to tagging @erica\_harney\_artist on all forms of social media). Initial:\_\_\_\_\_\_\_\_\_\_\_\_\_

Once I have submitted this completed form along with my reference photos in a single email I, the Buyer, give the Artist permission to begin work on my commissioned painting!

Print or Type Name of Buyer

Physical or Digital Signature of Buyer Date