

HOW TO COMMISSION K. HINES

1. Select photographs from which the desired portraits are to be drawn.
2. Contact us with your request specifying the type and number of portraits you wish to commission. In response, **Gifts of Art** will email you an estimated date of completion.
3. Fill out the Commission Agreement below completely and sign it. Printer Friendly Version.
4. A fifty percent deposit is required before commission work begins, so please make out a check or money order to **Gifts of Art** for the appropriate amount. See Price List.
5. Include the photos, the signed Commission Agreement and the fifty percent deposit in a packet addressed to: **Gifts of Art**, P.O. Box 2226, Oregon City, OR 97045
6. When your packet is received, and your check has cleared; we will contact you with a confirmation number and the approximate date of completion.
7. When your graphite portrait(s) are completed, you will be e-mailed water-marked proof(s) for your approval.
8. Mail your final payment to **Gifts of Art**. If changes are needed, please contact us.
9. After we receive your final payment, your graphite portraits will be insured and shipped to you with your original photos enclosed.

COMMISSIONED PORTRAIT AGREEMENT

1. I request that artist Kathleen M. Hines draw _____ (restorative, age regressive) graphite portrait(s) of _____ (name as you wish it to appear on portrait) based on the _____ (number) photograph(s) I have enclosed and labeled.
2. Enclosed you will find a fifty percent deposit on Mrs. Hines' commission payable to Gifts of Art. I agree that the balance is due before the completed artwork will be shipped.
3. I agree that Mrs. Hines reserves the right to refuse any photograph(s). If the photograph is not acceptable, the deposit will be returned; otherwise, the deposit is non-refundable.
4. I agree that the copyright remains with the artist, and I will abide by the terms specified in Gifts of Art's Legal Statement.

Date: _____

Signed by: _____

Print Name: _____

Address: _____

State/Zip: _____

Phone: _____ Email: _____