



Katie Southworth Art Standard Commission Policy

Katie Southworth Art

450 Harrison Avenue #412B

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Acceptances

Katie Southworth reserves the right to accept or reject all commission requests based on artistic abilities/style fit, availability, and/or mutually beneficial pricing. Katie Southworth Art does not accept or reject commission clients based on race, age, gender, sexual orientation, or ethnicity.

Planning & Communication

All Katie Southworth Art commissions are collaborations between her and her clients and therefore depend heavily on open and honest communication. All communication regarding commissions shall be documented via email, text, or instagram direct messaging. However, Katie prefers to finalize all commission details via either a phone or in-person consultation. Katie is happy to accommodate on-site consultations for clients who are committed to working with her in Suffolk County (including Brighton, Cambridge, & Sommerville), Fairfield County & Martha's Vineyard. Katie reserves the right to schedule on-site consultations when appropriate and at a time convenient for her schedule.

Prices & Payment

Prices are set by size and number of pieces. A 10% discount is offered for commissions that include multiple pieces. All commissions will be paid for in two payment installments of 50% of the total price. The commission size, general color palette, medium, style, total price (shipping/delivery price not included), payment method, timeline and delivery method must be agreed upon via a written proposal prior to the first 50% payment installment. **The first payment is nonrefundable.** Katie Southworth art accepts payment via all major credit cards through her website katiesouthworthart.com, venmo, zelle, check, or cash. Checks should be made out to Katie Southworth. The second 50% payment installment will be made if/when the finished piece is both accepted and safely delivered, shipped, or picked up. Katie reserves the right to offer discounts at her discretion. If clients are unhappy with their commission, they are relieved of responsibility for the second payment and the piece will remain in Katie's inventory. Clients may not put their first payment



toward a new commission, but may put it towards an existing piece in Katie's inventory as a credit. Katie reserves the right to alter or improve pieces towards client expectations at her discretion.

Shipping & Deliveries

Clients may select shipping, hand delivery, or pick-up to receive their piece. If a client selects shipment he or she will be prepared to reimburse Katie for the full price of shipping. Katie will provide an estimate upon consultation. If a client selects hand delivery Katie reserves the right to schedule said delivery at a time convenient for her schedule. Hand deliveries are a flat rate of \$20 and are only available to clients in Fairfield County, Suffolk County (including Brighton, Cambridge & Somerville), or Falmouth/Martha's Vineyard. All commission clients may opt to pick up their completed piece from Katie's studio at 450 Harrison Avenue in Boston MA, at a time she is there to assist.

Timing

Katie will only begin work on commissions upon receipt of first payments. Katie requires a minimum of two weeks to complete acrylic pieces, and a minimum of six weeks to complete oil pieces (shipping/delivery time not included). Clients should express any preferred delivery times upon consultation. If no specific time frame is expressed Katie reserves the right to take as long as 6 months to complete the commission.

I have read the entire commission policy and agree to comply with the terms.

Client Name: _____

Client Signature: _____ Date: _____

*If unable to edit & return this document with signature, an email agreeing the proposed terms will suffice.