

Aside from your name, business name, and method of contact, answers to these questions need to be in your first email with a creative.

### ***What is the project?***

Offer a brief description of the project. Are you requesting vector icons, podcast art, or a birthday present? Include the specific sizes and if this will be printed afterwards.

### ***How many images are you requesting?***

Please know how many items you want. If after seeing finished sketches, you would like to add another - just say so. Please understand this will increase the price. This will need to be discussed as well.

### ***Do you have a deadline?***

Statements like “Eh, whenever you have time :)” will have your commission on the end of the list. Remember it takes time to create sketches + interpret your vision the best way I can. At the very least, give our collaboration 2 - 3 weeks for completion.

### ***What is your budget?***

Based on the number of items + the deadline to finish the project, help to determine the price of a project.  
It's best for me to know your budget beforehand.

### ***What is your method of payment?***

PayPal? Check? Compliments?  
If you need a payment plan understand you will not receive the finished sketches/artwork until the final payment is completed. Heads up, my commissions will not be under \$100.

# DETAILS AND MORE

Let's get to the fun part, okay!

Please provide references for illustrations that may be harder to describe through email. The more the better. Make sure reference pictures are current and not blurry.



***Is there a required color scheme? Include it :)***

***Is there a specific style of mine that you enjoy? Send the link :)***



***Saw something that really inspired you? Throw that in there :)***

## ***Original Illustrations***

Please send style/design samples if you are unsure where to start. These are for tattoos, vector icons, and decals. Knowing the audience (kids, adults, vampires) will also be helpful.

## ***Portraits + Illustration***

These require lots of photos, depending on the subject. If there is an outfit you would like me to place on members, please provide that reference as well. Include the theme and colors.

## ***Couples + Cartoon Style***

Provide style references from the show, outfits you'd like to wear, a pose, and of course a nice pic of y'all being cutie pies.

# MAGICAL PROCESS

After we chat about commission details (price, deadline, ect) I begin sketching.

## *Sketches*

Typically you will receive 1 to 5 sketches depending on our conversation. The client has the opportunity to review them, then provide feedback. Once clear instructions for the editing process are provided, %50 of the payment is due.

## *Editing*

Here I apply all the new information! By now I'm focused on one illustration. Updates and questions will be sent through email. Adding details that were not discussed during the sketch phase, will result in an additional fee of \$50. If you really really loved a sketch and wish to include it, please let me know.

## *Delivery*

Congratulations! The moment is finally here! A final image will be sent for review. This copy is watermarked, until the remaining balance is paid. Once all parties are happy, we can have a party!

***Hopefully this small guide was helpful!  
If you have any quesitons outside of this  
PDF, feel free to ask***

# COMMISSIONER'S CHECKLIST

THIS APPLIES TO PERSONAL GIFTS  
AND FICTIONAL CHARACTERS IN  
ILLUSTRATION MY STYLE

## ***DEADLINE DATE***

TWO WEEKS OR LESS  
IN ONE MONTH  
IN THREE MONTHS

## ***WHAT IS THE PAGE SIZE***

PAPER SIZE (8 X 11)  
SQUARE (7 X 7)  
POSTCARD (5 X 7)  
PERSONALIZED STICKER SET  
SOMETHING LARGER

## ***# OF CHARACTERS/PEOPLE***

MORE THAN FIVE  
LESS THAN FIVE

## ***PHOTO REFERENCES***

SEND SELFIE  
FULL BODY  
SPECIFIC OUTFITS  
SIDE PROFILE

## ***METHOD OF PAYMENT***

PAYPAL  
OTHER

## ***IS THERE A COLOR PALETTE***

YES  
NO

## ***IS THERE A THEME***

YES  
NO

## ***PRINTED vs ONLINE***

PRINTED (CMYK FILE)  
ONLINE (RGB FILE)  
BOTH PLZ

## ***WHEN CAN I SHARE ONLINE***

CAN SHOW THE PROCESS  
CAN SHARE A SPEEDPAINT  
AFTER PAYMENT  
AFTER THE DEADLINE DATE

 **YOU DID IT!**