



www.ambergittins.com | ambergittinsart@gmail.com | ambergittinsart  

## COMMISSION INFORMATION

---

Hi there,

I do get asked a lot on the process of a commission painting so please find below a detailed description of how it all works.

### Step 1. Contact Me

You have seen a painting of mine that has already sold and you love it so much you just have to have one yourself. Or you need a different size to one you have seen. The first step is to contact me via email [ambergittinsart@gmail.com](mailto:ambergittinsart@gmail.com) and let me know you are interested in getting a commission done.

### Step 2. The Discussion

Some of the things we will chat about are: where you are from, the size of the painting, which painting you would like to base it on, any changes, did you want it framed (if within Australia), time frames and costs.

### Step 3. Beginning

Once all our discussions are complete and you would like to proceed, then I will invoice you a non refundable 30% deposit to be paid upfront. This is to help cover my materials ie paints, canvas, brushes. Once this has been paid then the painting of the artwork begins.

### Step 4. Completion

On completion of the painting I will email you some final photos and once you are 100% happy with the final work I will invoice you for the final payment. Final payment is to be made within 7 days from the date the final invoice is sent. If final payment is not made within these terms the artwork can be onsold and I will keep the 30% deposit to cover the material costs. The varnishing of the artwork is also done at this stage.

### Step 5. Shipping

Shipping occurs after the final payment has been received. All artworks are shipped within 1-3 business days after final payment. You will receive a tracking number via email once your order has been shipped.

Shipping is free worldwide, with it fully insured whilst in transit.

If you're an international buyer (outside of Australia) it will be taken off the stretcher bars and sent rolled in a sturdy tube. In which you will need to get it stretched at your local framers and at your own time and cost.

### Step 6. Arrival

It arrives on your doorstep, pop some screws in your wall, hang it up and love it forever. Yay!

### Terms and Conditions

Copyright and reproduction rights reserved by the artist Amber Gittins. No copying. The artist reserves the right to promote/advertise her work using the commission painting.

For international orders, any taxes and duties due upon delivery are the sole responsibility of the purchaser. Also please understand that I will insure each artwork for the full price and cannot reduce the insurance price to suit your countries import tax laws.

**Thank you and looking forward to hearing from you soon.**

**Amber x**

**Email: [ambergittinsart@gmail.com](mailto:ambergittinsart@gmail.com)**