



# **ANNA STEAD/THISTLE MOON**

## **ILLUSTRATION COMMISSION TERMS & CONDITIONS**

### **RATES**

The cost of each illustration is quoted on an individual basis, based on the brief. Once a clear brief has been provided I will give a quote for the overall cost, taking into account licenses where appropriate.

Additional design work and any additional post-sketch stage changes are calculated at an estimated hourly rate of £25. Additional changes are charged on completion (see Process section below).

Prints and other print mediums are available on request at a custom price.

### **PROCESS**

Once an initial idea and quote has been agreed upon, I take a 50% non-refundable deposit before starting work on the illustration(s) (see payment details below).

On receipt of the deposit and in mind of any issues relating to timescales (see below) I will start a sketch of the proposed illustration(s). Once the sketches are complete I will send to the client for approval. Any adjustments should be requested at this stage, particularly if the illustration is to be finished in ink. I allow up to three rounds of changes at the sketch stage as part of the initial quote.

Following approval from the client, I will complete the illustration. I will send through an image of the completed work for final approval. I allow for one set of minor changes at this final stage (providing they are possible – the sketch stage should rule out any major issues).

The remaining balance is due before final delivery of the finished work.

### **TIMESCALES**

I am happy to discuss specific timescales and deadlines where required and I will always do my best to accommodate. In the event that more than one commission is in process or waiting to begin, I will clearly state to the customer the impact on the timescale to ensure there are no concerns.

## **PAYMENT**

Payment consists of 50% when work commences (non-refundable deposit) and 50% on completion of the work. I accept payment by any of the following methods:

Bank Transfer:

Lloyds

Thistle Moon

Account No: 36554568

Sort Code: 30-63-94

PayPal: Payments can be made to [info@thistlemoon.co.uk](mailto:info@thistlemoon.co.uk)

Etsy: If you would like to make payment via Thistle Moon Studio, I will create a custom listing to take payment (allowing for credit card, PayPal or Etsy gift cards)

## **POSTAGE/DELIVERY**

If you have requested a physical illustration, I post using Royal Mail unless a courier is requested. Postage is included in the commission quote unless the client opts for courier shipment.

Digital illustration image files will be sent either via email or Dropbox/WeTransfer depending on the file sizes and the client's preference. Other file types are available on request if necessary.

## **RIGHT OF REFUSAL**

If, after the work is completed (and all reasonable attempts to make changes have been made within the scope of the discussed brief), the customer does not wish to complete the purchase, I will retain the refused artwork and the non-refundable deposit, free of any claims or interests of the customer and the customer will owe no additional fees. In this event I would be free to sell the artwork to another customer.

## **COPYRIGHT**

I (Anna Stead/Thistle Moon) reserve the intellectual property rights and common-law copyright to all works commissioned that are created by myself, including all reproduction rights and the right to claim statutory copyright. No work may be reproduced without my prior approval. For projects in which the client requests the right to reproduce my artwork, they purchase the reproduction rights of that particular commissioned piece, as long as I am clearly credited. A suitable fee covering the right to reproduce will be agreed upon in advance.

I reserve the right to display all my artwork (including private commissions) on social media, on my website and in my portfolio, unless the client specifically requests confidentiality.