

your details

name/address

phone

email

let's start with your ideas and preferences! please provide as much detail as you can.

if you aren't sure about something at this point, don't worry - we can discuss everything together before beginning the project, and continuously as it progresses. custom work is usually very collaborative!

<i>your idea</i>	
<i>budget range</i>	
<i>approximate size</i>	
<i>medium (eg. illustration / painting / drawing, etc)</i>	
<i>colour scheme (eg. black and white / soft pastels only / avoid greens, etc)</i>	
<i>style (eg. realistic / illustrative / abstract)</i>	
<i>references (eg. previous works similar to what you want / photos / links / anything visual)</i>	
<i>anything else</i>	

thanks for taking the time to make an enquiry. i will get back to you as soon as your submission has been reviewed, to have an in-depth discussion of what you are looking for, and what i can create for you. please ensure to read the terms and conditions below before proceeding. thank you!

please download or copy and paste this form into an email, complete, and send to felicityweststudio@gmail.com.

custom work terms and conditions

all artwork produced remains in principle the intellectual property of the artist, whether privately commissioned or purchased. please contact the artist directly for enquiries about specific commercial or copyright requests.

custom work rates vary greatly depending on elements such as size, materials, level of detail, hours worked, shipping costs, etc. for the benefit of both the client and the artist, an estimate for the project will be agreed upon prior to any work beginning. please note that the final rate may differ from the original proposal in some instances.

all submissions will be reviewed in full by the artist and custom works are subject to artistic interpretation. custom work submissions are very rarely turned down and, in these circumstances, the artist will provide an open discussion to consider other options for proceeding with the project, including the possibility of referral to other artists who may take the project on instead.

the artist will not reproduce any other artist's work. it is fine to send references for inspiration but do not ask for recreations of other artists' works. please contact those artists directly instead.

the artist will provide an estimated date of completion (and where relevant, expected date of delivery) upon agreeing to the project and rates. please let the artist know in advance if there is a specific date/deadline the piece is needed by and effort will be made to keep to this timeline. please note not all requests will be possible to complete if there is a short turnaround time needed. in these cases, the artist can provide a rough estimate of the time needed, and can negotiate another option if the requested project can be altered in some way to reduce production time. alternatively an express production time can be agreed upon for an additional fee if the client and artist deem it necessary in order to complete the piece to the client's timeline. in any case, it is best to submit any custom work requests well in advance of any deadlines where relevant.

the artist charges fairly for the time and materials for custom work. if the initially estimated cost is too high, please contact the artist and a negotiation can happily be made to accommodate any budget. rates are decided in line with the client's budget and the requested workload. please note that external factors such as printing, shipping, import taxes, custom packaging/crating, shipping insurance, etc. are outside of the artist's control and will be paid for by the client at the quoted rate. the artist will also provide a researched estimate for these additional costs depending upon the client's request, location, and shipping method preferences, but in some cases these costs cannot be accurately quoted until the piece is complete. (please note these additional costs are usually low and predictable for small-scale works and uk shipping, and are only usually higher in circumstances such as international shipping, or shipping higher value and/or large and heavy pieces, and pieces that require custom packaging).

payment is requested promptly as possible (within 30 days of invoice) after confirming and agreeing upon commission rates. on rare occasions where the confirmed estimate works out to be lower than the required amount (for example, in the case of unforeseen shipping costs), the artist retains the right to send additional invoices to cover unexpected incurred costs to be paid by the client.

in the case that custom work may be out of budget, please contact the artist to discuss options. art is accessible to all.

the artist will ensure an open line of contact while working on a custom piece, and will keep the client updated with all progress. discussion is encouraged to ensure the piece is perfect and in line with the client's request. all suggested changes/edits must be discussed prior to the agreed completion of the piece (for example, before sending an illustration to print, or before packing a painting to ship, etc). the artist is open to alterations or providing mockups/different versions to ensure the client is happy with their piece, within reason.

in the rare case that the client wishes to cancel the project, or that the artist cannot complete the project on time (due to unforeseen issues such as sick leave, etc), the client is still required to pay the base rate for time and materials as agreed upon at the beginning of the project. where relevant, anything additional to the base time and material costs (such as shipping/printing/packing etc) will be deducted.

please submit one custom project proposal per form. you are welcome to submit multiple forms.

for any other enquiries, please contact the artist at felicityweststudio@gmail.com.