

**ERICA HARNEY: ARTIST, CURATOR, SCENIC PAINTER & EDUCATOR**

**STUDIO:** 316 Wayne Ave. Lansdowne, Phila. PA 19050 **PHONE:** XXX-XXX-XXXX **EMAIL:** ericaharney@gmail.com

**WEBSITE:** www.ericaharney.com **ETSY:** EricaHarneyArtist **SCENIC WORK:** coroflot.com/ericaharney

**INSTAGRAM:** @erica\_harney\_artist **FACEBOOK:** Erica Harney, Artist

**COMMISSION FORM + CONTRACT FOR HOUSE PORTRAITS AND LANDSCAPES:**

*Last Revised: 2021.03.05*

*Prices Valid Through 2021.09.30*

**CLIENT INFORMATION.** *Please type or print neatly!*

**NAME:** \_\_\_\_\_ **DATE OF REQUEST:** \_\_\_\_\_

**SHIPPING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**BILLING ADDRESS (IF DIFFERENT):** \_\_\_\_\_

\_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PAINTING NEEDED BY (DATE):** \_\_\_\_\_

**YOU ARE (CIRCLE ALL THAT APPLY):**

THE HOMEOWNER/RESIDENT/TENANT

GIVING THIS AS A GIFT

A REALTOR OR DEVELOPER

**WHERE DID YOU SEE/LEARN ABOUT MY WORK? (CIRCLE ALL THAT APPLY):**

ERICAHARNEY.COM

FACEBOOK

INSTAGRAM

PINTEREST

GOOGLE

FRIEND/REFERRAL: \_\_\_\_\_

OTHER (EXPLAIN): \_\_\_\_\_

- *To ensure the highest quality of work, please allow ample time for the creation of your custom order. Turnaround time varies by time of year and the artist’s availability, as well as by the size, complexity and medium of your project.*
- *Prices and availability are subject to change. Holiday Pricing will be in effect from October 1 to January 1.*
- *Prices include shipping to the Continental US but do not include 6% PA sales tax.*
- *Full payment is due upon receipt of invoice. Late payments will be subject to 20% interest after 7 days, and 5% for each additional week. Payment plans are available upon request, PRIOR to project start.*
- *Client will be required to sign a contract prior to project start.*

**CLIENT INITIALS:** \_\_\_\_\_

## ORDER INFORMATION

Please complete the following information and follow all instructions carefully. Work on your project will not begin until this form has been signed and returned to [ericaharney@gmail.com](mailto:ericaharney@gmail.com) along with one CLEAR reference photo and any necessary detail/close-up images.

### 1. SELECT YOUR MEDIUM AND SIZE

#### Watercolor on Paper:

- A. White frame, white mat. Measures 13 x 17" when framed and matted (8x10" before frame) 150+
- B. Black frame, white mat. Measures 13 x 17" when framed and matted (8 x 10" before frame) 150+

*Note: these are the only framed options available*

- C. Unframed: 8 x 10" 120+
- D. Unframed: 9 x 12" 150+ *Note: Not a standard size*
- E. Unframed: 11 x 14" 190+
- F. Unframed: 16 x 20" 350+
- G. Unframed: 20 x 30" 530+

#### Oil on Canvas (Unframed Only):

- H. 9 x 12" 250+
- I. 11 x 14" 335+
- J. 12 x 16" 395+
- K. 16 x 20" 605+
- L. 18 x 24" 745+
- M. 24 x 30" 1,080+
- N. 24 x 36" 1,255+
- O. 36 x 48" 2,250+
- P. 48 x 60" 3,315+

### 2. SELECT YOUR ORIENTATION

PORTRAIT (vertical) *Recommended for twins, townhomes, and high-rise buildings*

LANDSCAPE (horizontal)

3. WHAT'S THE OCCASION? Tell me a little bit about why you're commissioning this particular work. \_\_\_\_\_

4. IS THIS A GIFT? IF SO, WHEN IS IT SAFE FOR ME TO POST THE COMPLETED PAINTING ON SOCIAL MEDIA?  
(Please list month and year) \_\_\_\_\_

5. OMISSIONS: The following items will **\*automatically\*** be omitted from your image unless requested otherwise: telephone poles and wires, cars, street signs, trash/recycling bins, AC window units, satellite dishes, human figures, bicycles, hydrants etc. Please indicate if there is any additional imagery you would like to be **OMITTED** from your painting (no additional charge). *Note: Imagery cannot be omitted once production has begun.*

6. ADDITIONS/MODIFICATIONS (up to +10% each): If your painting requires any ADDITIONS or MODIFICATIONS, please list them here and INCLUDE ADDITIONAL REFERENCE PHOTOS WHENEVER POSSIBLE. Commonly requested modifications include (but are not limited to): changing the color of the sky, changing the season, changing the time of day, adding figures/ cars/ bicycles/ pets, or creating a composite image from multiple photos. Please be as specific as possible. Note: +10% will be added/per modification on your final invoice. Imagery cannot be added once production has begun.

7. WOULD YOU LIKE GENDER-NEUTRAL, ALL-OCCASION GIFT-WRAPPING (Circle one)? YES (+5.00) NO

**\*\*\*8. REFERENCE PHOTO (MOST IMPORTANT PART!!)\*\*\*:** Please include ONE (1) \*CLEAR, WELL-LIT\* reference photo that showcases your home/landscape at the exact angle, time of day, time of year, weather etc. that you would like depicted. Detail photos are welcome if applicable/necessary. Remember, **THE BETTER THE REFERENCE PHOTO, THE BETTER THE PAINTING!** \*Note: PLEASE attach your reference photo(s) as a JPEG. Do NOT send via Dropbox, Google Drive, Instagram, Facebook, Etsy, embedded in the body of an email or in any other format such as snail mail, carrier pigeon or mental telepathy or 35mm film. Your cooperation helps to keep prices low\*

Tips for good reference photos:

\*Take your photo in clear light at the time of day and time of year that you want your home depicted from. Beware of shadows and backlighting that may make your home's details hard to see.

\*Make sure the front door is visible

\*Remove any unwanted objects from your image

\*Crop your image to include desired landscaping and exclude neighboring houses, whenever possible

9. EMAIL this form as a printable attachment (Word Doc or PDF preferred) AND your reference photo attached as a JPEG to [ericaharney@gmail.com](mailto:ericaharney@gmail.com). \*Please send both your form and photo together in a single email. Your cooperation makes my job easier and helps to keep prices low\*

10. I, the Client, have read and understand the above terms and information. I have listed any and all omissions, additions and modifications above and understand that additional requests may not be possible once production has begun. Initial: \_\_\_\_\_

I, the Client, will send this form (as a printable attachment) and my reference photo (as a jpeg attachment) together in a single email. Initial: \_\_\_\_\_

I, the Client, agree to pay the Artist (Erica Harney) IN FULL within 30 calendar days upon receipt of invoice or will be subject to interest. I understand that any additional fees (due to modifications, complexity of image, gift-wrapping etc) will be added to my final invoice.: \_\_\_\_\_

I, the Client, understand that the Artist retains rights to the image of the completed painting and that I may not reproduce this image without expressed written permission from the Artist (including but not limited to reproduction prints, greeting cards, etc). Initial: \_\_\_\_\_

---

Print or Type Name of Client

---

Physical or Digital Signature of Client

---

Date