



Artwork Commission Intake Form

Process

This form starts our creative journey and guides us as we bring your unique artwork to life. After you submit the form and relevant photo references, we will have a video call to confirm the composition for the artwork. Your custom art will be created using high-quality archival paper and lightfast media ensuring your artwork can be enjoyed for generations. It is also protected and enhanced with professional framing. Basic framing is included, but you will have the opportunity to upgrade the framing with designer mats and frames. Once the piece is completed, your art will be professionally framed and ready for you to hang. The final package will also include a certificate of authenticity and a compilation of the progress photos.

Contact Information

Please enter your contact information and check a box to indicate how you prefer to communicate.

Client name:

Mailing Address:

Cell phone/Text:

Home phone:

Email:

FB/IG Messenger:

Configuration

The configuration of the artwork is influenced by the subjects and composition, but also where you plan to hang the final piece. Below please indicate any preferences or requirements.

Artwork configuration Horizontal Vertical Square Any

Desired approximate dimensions without framing:

Desired approximate dimensions with framing:

References

Who/what are the subjects of the drawing? If you are unsure of any details, we will discuss in our follow-up video call. You will need to provide **at least one high quality photo reference for each subject**.

- The higher the quality and more detailed, the better. High resolution, in focus digital photos are preferred.
- Take photos from a lower level instead of looking down - with the light source ideally behind the photographer and not behind the subject.
- If you would like me to simply copy a single photo, it **must** be one you have taken yourself or you can obtain **written** permission from the photographer.
- If you prefer and are local to me, for an additional fee, we can arrange a time and place where I can take reference photos of your subject.

I may use multiple sources and references to develop the composition. Please complete the table and questions below so that I can develop an understanding of the gathering and the relationships of those present.

	Subject 1	Subject 2	Subject 3	Subject 4
Name				
Description				
Additional details				

Is there a story/background or is there special message you would like to convey with the artwork?

[Click to enter text.](#)

If this is a gift, I will coordinate with you and refrain from publicizing the artwork until the recipient has received it. Will this be a gift? Yes No

Occasion:

Due date:

Final Delivery

You will receive the artwork professionally framed and ready to hang. Your artwork may be picked up in person. If this is not possible, I can arrange for your piece to be carefully shipped to you with professional packaging. After delivery, if minor changes are requested, I will be happy to re-work the artwork at no extra cost, but there will be a fee for un-framing and re-framing. Please wait four weeks after delivery to request modifications.

Timeline and Payments

Commissioning artwork is an opportunity for you to create something unique in our modern mass-produced culture. Depending on the size of the piece, it will take approximately eight weeks from start to framing. In addition, please note that I maintain a waiting list. Once we agree on the artwork composition, I will send you a written quotation including expected timeline and payment schedule based on the planned drawing. Please note that the most current pricing is posted on my website. As soon as I receive your 50% installment, I can begin drawing. After the art is finished and framed, the other 50% is due. Any additional framing costs will be included in the second payment as well as any shipping charges. Note that fees are only for the original artwork and do not include copyrights or reproduction rights, which remain with me as the artist.

Your heirloom artwork is a unique blend of appearance, personality, and inspiration. You have selected me to be your artist. I am honored by and grateful for the confidence you have placed in me and my ability. I pledge to do my utmost to deliver pleasing artwork that captures both likeness and personality.

Email this form to meredith@meredithmossart.com and attach your reference photographs. After review we will schedule a video call to discuss composition, details, and size.