Commission Contract and Invoice

Date and city

The artist, *Chloe Kang*, agrees to complete one oil painting on canvas for the client, **_____**, with the following criteria:

Description of work: One painting of _____. The painting is unframed, but will be painted on all sides of the canvas. The piece is based on a reference picture previously reviewed and agreed upon by the artist and the client.
Size of work: The canvas will be __cm x __cm
Base price of work: $____
Medium: Oil paint
Support: Exhibition quality deep stretched canvas
Framing: No framing, but the painting will be painted on all sides and will be ready for frameless hanging option.
Copyright: The artist, Chloe Kang, retains the copyright of the work of art in this contract.
Estimated date of completion: _____ (or five weeks from acceptance of contract) or before, unless some unforeseen event occurs. If this is the case, the client will be contacted and the completion date or an alternative solution will be discussed.
Delivery of artwork: The piece will be delivered by the artist to the client's home (or place of choice), shipped within 3 days following the completion of the work. (If shipping is required, fees and method are included below).
Shipping: Courier will be used for the shipping of the painting. Tracking number will be provided to the client's email, where the status of the package can be tracked.
Conditions of contract and payment:

- In order to secure the specified estimated date of completion in the artist's schedule and for any work to begin, including work on the draft, a deposit of **25% (in this case $___)** of the total price is due upon acceptance of the present contract.
- Both the contract bearing the client's signature is required as well as the initial deposit in order for the contract to be valid.
- The deposit is required within 2 weeks from the time this contract has been sent. In this case, down payment is due by **_____.** If no payment has been received by this date at midnight Pacific time, this contract is void and the artist will have no obligation towards the client and vice versa.
- Once the work is done, the client will pay the remaining **75% ($_____)** and the painting will be delivered as agreed. If the client is not satisfied with the painting, the artist will keep the art and the initial 25% deposit but there will be not further obligation on the client's part or on the artist's part.
- Shipping and any new materials required for the painting (in this case, canvas) will be charged in addition to the base price for the piece.
- A receipt for the above fees will be emailed to the client for transparency.

Shipping fee: $_____

New Material fee: $_____

Payment: A deposit of 25% of the total price is due upon the acceptance of the present contract for work to begin, in this case $_____. The payment is the act of agreement of the conditions of the present contract.

Once the work is done, the client will pay the remaining 75% ($_____) and the painting will be delivered as agreed. If the client is not satisfied with the painting, the artist will keep the art and the initial 25% deposit but there will be no further obligation on the client's part or on the artist's part.

Method of payment: E-transfer, Paypal, cheques or cash payments. Please note that e-transfers are preferred to Paypal because of the low-fee.

Total price of art, delivered: $_____

Signature of artist: _____ Signature of client: _____