

# COMMISSION PURCHASE INSTRUCTIONS

## ARTWORK *of* JASON KOIZUMI

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*I would love to create an original artwork for you!  
Let me know how I can be of service to you.*

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### Step 1

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#### *Contact Me About Artwork*

Please send me an e-mail about the type of commission you are interested in and send photo(s) of the subject you would like drawn or painted. I will respond to you letting you know that I got your e-mail and when the next availability in my schedule is to do your commission. Please allow up to 48 business hours for me to digitally touchup your photo(s) to bring out the subject's best features that would make for an outstanding painting or drawing. Once completed, I will then e-mail the photo back to you for any changes you would like to make or for approval. The e-mail will also include an estimate that will list a rough timeframe for artwork completion and cost for the project. Up to two (2) e-mails about photo changes/edits will be allowed.

#### *Summary*

E-mail me the artwork type (drawing or painting) and the photo(s) you would like to have drawn or painted.

Allow up to 48 hours for me to touchup the photo and send back to you for approval.

The e-mail will include an estimate for the project

Let me know of any changes corrections you would like to make. Up to two (2) e-mails about photo changes/edits are allowed.

*(continued below)*



## Step 2

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### *Contract*

If you agree to the estimate, I will send you another e-mail with an e-contract attachment that you will have to digitally sign and send back to me. A printable contract is also available upon request; however, this will make the purchase process slower since step 3 cannot be started until I receive your signed contract. I will send you one last e-mail that includes a copy of the contract signed by both parties. Please keep this for your records. This e-mail will also include instructions on how to make your 1st payment via PayPal.

### *Summary*

Digitally sign E-Contract. (Printable Contract available upon request)

I will send you an e-mail of contract signed by both parties.

## Step 3

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### *Payment 1 of 2 (Downpayment)*

Once the contract is signed, you will need to make your first (1st) NONREFUNDABLE down payment via PayPal in the amount of 75% the total commission price as listed in your contract. Once payment is received, I will begin working on your artwork.

### *Summary*

Please make payment 1 of 2 (nonrefundable) to my PayPal in the amount of 75% total commission price as listed in contract.

## Step 4

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### *I Will Begin Working On Your Artwork*

Your artwork will be completed within the timeframe listed in your contract. Normally, this is up to two (2) weeks for normal size drawings and three to six (3-6) months for oil paintings. Oil paintings require longer timeframes to allow for proper curing (drying). If you try to ship non-cured oil paintings, they can be easily damaged during transport. To make the long wait period feel a tiny bit shorter, I will take progress and completion photos to share with you along our journey in creating a masterpiece that only you will get to own!

## *Summary*

Please make payment 1 of 2 (nonrefundable) to my PayPal in the amount of 75% total commission price as listed in contract.

## Step 5

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### *Completed Artwork & Payment 2 of 2*

Upon completing your commission and when it is ready to be shipped to you, I will send you an e-mail with high-resolution photos of the artwork as proof that it is finished. At this time, you will be required to make your second and final payment to my PayPal account. When I receive your payment, your artwork will be shipped the following business day.

## Step 6

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### *Shipment of Artwork*

Your artwork will be shipped via UPS 2-Day and include a tracking number so that you can keep tabs on your art piece from the time it leaves my studio until it arrives on your doorstep. It will also include shipping insurance and require an adult signature upon delivery. I will ship your artwork per the agreement within the contract. Contents of your shipment will include the artwork, a Certificate of Authenticity, and a pair of French cleat picture hangers (if you ordered a painting). Drawings are rolled and shipped in a tube while paintings under 48 inches long are packed and shipped in a cardboard packing box. Paintings larger than 48 inches are shipped in a crate.

## *Summary*

Your artwork will be shipped by UPS, 2-Day Air.

A tracking number will be e-mailed to you

Add-on shipping services also included are:

Shipping Insurance

Adult Signature Required for Delivery

*(continued below)*

Your shipment will contain:

- Original Artwork
- Certificate of Authenticity
- French Cleat Picture Hanger (Paintings only)

How Artwork is shipped

- Drawings are rolled and shipped in a tube.
- Paintings under 48 inches long are shipped in a cardboard packing box.
- Paintings over 48 inches long are shipped in a crate.

## Step 7

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### *What To Do After Artwork Delivery*

You (the buyer) have seven (7) days from the time you receive your artwork from the courier to decide whether you are keeping the artwork. Please look over your artwork carefully for any flaws or damages that may have incurred during transport. If there are any, send clear photos of the damages to me at [orders@jasonkoizumi.com](mailto:orders@jasonkoizumi.com). At this time, we can discuss the next steps into repairing or returning your artwork. Save all original packaging in case artwork must be returned.

### *Summary*

What to Do After Receiving Artwork

- Check artwork for damages.

What to Do if Artwork Arrives Damaged

- Notify me within seven (7) days of artwork delivery at [orders@jasonkoizumi.com](mailto:orders@jasonkoizumi.com).
- Take photos of damages and send them to [orders@jasonkoizumi.com](mailto:orders@jasonkoizumi.com).
- Keep original packaging in case artwork must be returned.
- I will contact you to discuss what to do next (repairs, returns, refunds)