



# PRIVATE COMMISSION POLICIES

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# PRIVATE COMMISSION POLICIES

All private commissions are intended for private use only and are not to be reproduced, edited or used for any commercial purposes, including advertising and sales. If you wish to gain exclusive rights to a commissioned piece, please read the commercial commission policies.

## INQUIRY

Commission Inquiry – Please send me an e-mail ([Lenamo.art@gmail.com](mailto:Lenamo.art@gmail.com)) with a general idea of your commission with references and/or descriptions. Feel free to use the Commission Form from my website [www.Lenamo.art](http://www.Lenamo.art)

Please note, that I hold the right to reject any commission.

Price – After analyzing your inquiry I'll contact you with the estimated price of the image. The given price includes the PayPal fee.

Payment – Unless agreed otherwise, the Client agrees to pay the full amount of the Artwork via PayPal ([Lenamo.art@gmail.com](mailto:Lenamo.art@gmail.com)) before the work begins.

## PROCESS

Sketching Stage – I will send a rough sketch to you, the Client, for approval. All revisions of the image's general idea must be made during this stage of the process. Once agreed upon, I will move on to painting.

Please note, that major changes made at later stages, if accepted, will result in additional charges that must be paid upfront.

Painting Stage – I will provide you at least one (1) e-mail update of noteworthy progress for your approval. During this stage only small changes may be requested. Minor changes include slight colour changes or small points of interest like jewellery. Once agreed upon, I will move on to polishing the image.

Please note that any major changes regarding general idea of the image are impossible at this stage.

Polishing Stage – At this point the commission will be mostly completed, but I'll add some special visual effects such as air particles, noise or light glow. If the Client requests the Artwork be

substantially remade during this stage, it will be treated as a separate commission and additional fees will apply.

Revisions – The Artwork price quoted does NOT include an unlimited number of revisions. Only two (2) rounds of adjustments are included in the price:

- sketch stage - major adjustments can be made only during this phase
- painting stage - small changes after the first update of progress

This is to provide the best pricing possible and to ensure the Artwork is delivered within a timely manner.

## TIME FRAME

I always keep my Clients updated on progress and on any circumstances that may cause delays.

I'll begin the Artwork once the payment is made, and conclude the Artwork by date agreed via e-mails. Generally, private commissions are completed within two weeks, depending on the complexity of the piece and communication's smoothness. Please note, that if you do not set a deadline finishing the Artwork will take longer than usual.

The final Artwork will be a high quality JPEG or PNG file and it will be delivered via the Client's e-mail to direct download or as a link to access a file on the server.

## LICENSE

I retain ownership of all Artworks to be used for commercial, educational, and promotional purposes. In the event of cancellation, I retain all Artwork related materials and progress ownership.

Please note, that any activity that generates a revenue or is meant to promote your product or brand is considered a commercial activity.