

# **Mary Kozmor's**

## **Art Commission Terms and Conditions**

### **1. GENERAL TERMS**

Any ill behavior will not be tolerated and your commission will be canceled if it occurs.

Follow the rules provided in the document.

If you fail to follow the rules provided I have the right to decline your commission.

### **2. PAYMENT**

All commissions must be paid in 2 payment installments. If you need more payment options contact me directly in a separate email. I request half up front and the rest after I send you the final image files.

The currency accepted is USD

Payment can be paid through Cash, Venmo, or Paypal.

Don't send me any payment before I have agreed to give you a slot and requested you to send me the payment.

#### **OTHER PAYMENT OPTIONS:**

If you are an artist or have a skill/good you could trade/teach for (woodworking, canning, brewing, farming, etc.) that is an acceptable form of payment. (Knowledge is valuable too!) Please send me a separate email with ideas.

### 3. PROCESS AND DELIVERY

The time it takes to finish your commission varies from 2 weeks - 2 months depending on factors such as the complexity of the piece, seasons, health, etc.

Once the piece is finished you will receive the full-resolution image along with a web-friendly size. Note that there is no physical product. Depending on where you live, we can arrange to print your artwork. Just ask :)

### 4. SATISFACTION / ALTERCATIONS

I will do everything I can to make my clients happy.

However after a commission is finished, only small changes are allowed to be made.

*Such as color, font, etc.*

Any larger changes will cost extra. *Such as an outfit change, additional new elements, background change, or anything that makes me have to redraw it completely.*

When contacting me give as many details/reference photos as possible. (The more the better!) Examples of things you could mention:

The color pallet, poses, style, backstory, character's appearance, expression, background, text style, etc.

## 5. COPYRIGHT / USAGE POLICY

### **I, "Mary Kozmor":**

- I reserve the right to cancel and refund the order at any time for any reason.
- I retain all copyrights over the commissioned artwork.
- I will NOT profit further from the commissioned artwork unless you (the customer) break any of the terms.
- I reserve the right to post the commissioned artwork online, in my portfolio as well as in publications. (Let me know if you're not okay with me posting)

### **You:**

- You may upload the commissioned artwork on any website and social channels as long as you tag and or credit me and don't claim the work as your own.
- You may NOT make profits from the commissioned piece (reselling, redistributing, uploading to POD services, making prints, etc.)
- You may NOT alter the commissioned artwork without my (Mary Kozmor) consent.
- You may NOT use the commissioned artwork for commercial purposes. (Contact me for different pricing)

**The following is considered copyright infringement:**

- Reproducing/using the copyrighted artwork commercially - means making money off it in any way not excluded from these terms.
- Claiming the artwork as your own
- Altering the artwork without my consent
- Removing Watermarks/signatures

If you break the copyright infringement in any way, every right you had to the drawing will be retracted.

## **6. CANCELING/REFUNDING POLICY**

- The client is not allowed a refund once I start working on the commission. (with some exceptions)
- If for any reason I am unable to do your commission you will receive a full refund.
- If you cancel your order before I started it, you can get a full refund.

**I have read and fully understand the contents of this document and I agree to the terms and conditions stated above**