

Commission agreement



Thank you for your interest in commissioning a custom acrylic painting. This contract will guide us through the commission process, from contracting to final delivery. If you have questions about the commission process, please reach out to:



amandablaineartist@gmail.com



780-970-3397



[@amandablaineartist](https://www.instagram.com/amandablaineartist)

1. Client information

Name (required): _____

Email address (required): _____

Phone number (optional): _____

Instagram handle (optional): _____

Preferred method of contact: ☐ Email ☐ Phone ☐ Text ☐ Instagram DM

2. Artwork details

Type of commission: ☐ Pet portrait ☐ Wildlife ☐ Other (specify): _____

Number of animals: _____

Standard prices for pet commissions include one animal. Multiple animals can be added to the same canvas at an additional cost of \$100 per pet. A minimum canvas size may be required in order to accommodate more subjects. Please discuss sizes with the artist to ensure your subject(s) will fit.

Name of animal(s) and breed(s): _____

Preferred/ideal canvas size: _____

Please [refer to the artist's published price list](#) for a list of readily available canvas sizes. Other custom sizes are available for a small fee. Depending on subject matter, a minimum canvas size may apply in order to match the subject's scale or capture a specific level of detail.

Substrate preference: ☐ 1.5" gallery-wrapped canvas (the default surface included in standard pricing)

☐ 1.5" cradled birch panel (subject to availability; additional charges will apply)

☐ Other (specify; additional charges may apply): _____

Varnish preference: ☐ Matte (no gloss) ☐ Satin (low gloss) ☐ Left to the artist's discretion

While high gloss varnish is commercially available, it's not recommended. Paintings sealed in high gloss varnish can be difficult to view at certain angles due to lighting glare. For this reason, either a matte or satin finish is best. If you're unsure of your preference, you can leave this detail up to the artist who will use their discretion to choose the finish that best complements your painting.

Reference photos:

For a custom pet portrait, please email your name and a selection of several (3-5) high resolution .JPG, .JPEG or .PNG images to amandablaineartist@gmail.com. Ideal reference photos are taken from the front or three-quarter profile with good, natural lighting (e.g., outside or by a window). The finished portrait will not replicate any background imagery unless requested.

The quality of the final painting depends on the quality of the reference photos you provide. The artist is not responsible for any client dissatisfaction resulting from poor-quality reference photos. The artist is creating an impressionist painting—not a realistic picture. Given the nature of impressionism, a perfect likeness may not be possible. The artist's focus is on capturing the animal's energy and spirit.

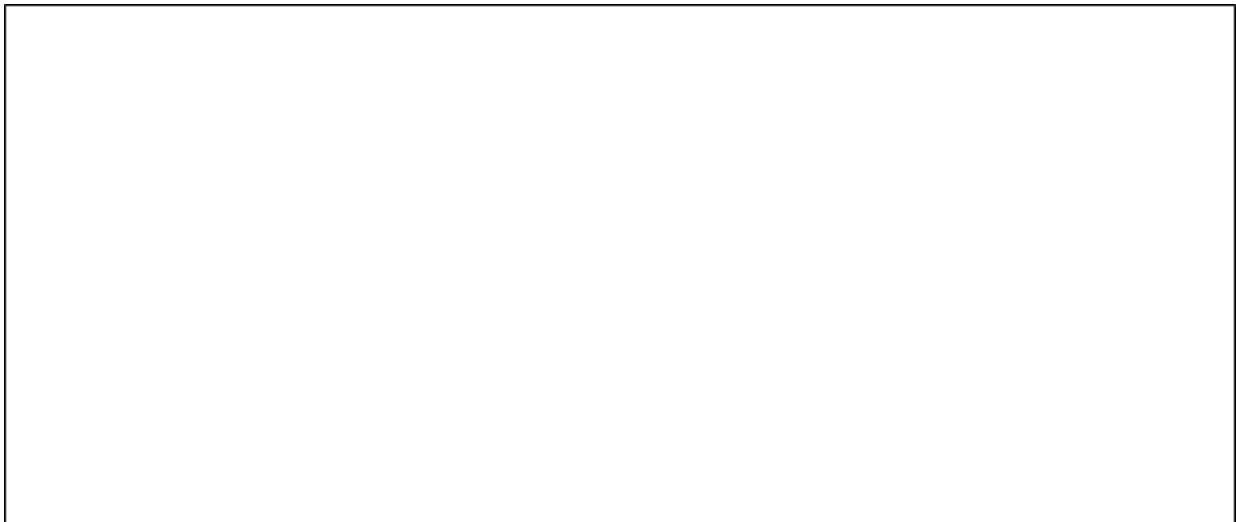
For wildlife commissions, you can provide your own reference photos or the artist can source reference images that translate well onto canvas. Final compositions may include artistic interpretation or stylization.

The artist cannot reproduce licensed images without express permission of the license holder. The artist also reserves the right to decline requests deemed inappropriate, offensive or outside her scope of practice.

Special requests:

For pet portraits, you can request a specific colour palette, background colour or small tweaks to the reference image (e.g., add or remove a collar, bow or bandana).

For wildlife pieces, you may request specific species, poses, colour palette or environmental elements (e.g., forest, mountain or water etc.).



Design process notes:

Clients are responsible for providing timely reference materials, feedback and approval to ensure the project stays on schedule.

After commissioning a piece, you will receive a digital or hand-drawn mock-up for review and approval before painting begins. One round of revisions to the initial concept/mock-up is included in the commission fee. Additional revisions or significant changes to the approved design may incur an additional fee of \$25 per hour, charged at the artist's discretion.

Mock-up(s) are a guideline only. The artist cannot guarantee a direct translation of a mock-up onto canvas but will do her best to bring the spirit of the mock-up to life with paint.

3. Timeline

Required completion date (if applicable): _____

The artist requires time to make your piece the best it can be. Flexible deadlines are always appreciated. At least one month's lead time is ideal but the artist may be able to accommodate a faster turnaround if this is a special gift for a birthday or special event. Rush orders may be available for an additional fee. Holiday orders are completed on a first-come, first-served basis and may involve a waitlist.

The artist always requires **at least two weeks** to create your piece after receipt of your deposit and design approval. This is the minimum amount of time required for canvas preparation, painting, curing, application of the isolation coat and two layers of varnish. To ensure quality artwork that lasts, the artist cannot deliver a custom piece faster than two weeks. If you require a piece faster than the two week minimum, the artist would be happy to show you finished pieces that are in stock and ready to go.

4. Collection or delivery

Delivery method:

- ☐ Local pickup (free; pick-up address will be provided upon receipt of final payment)
- ☐ Local delivery within the greater Edmonton area (\$30 delivery charge applies)
- ☐ Ground shipping (buyer pays cost)
- ☐ Expedited shipping (buyer pays cost)

Delivery or shipping address:

Items will be shipped via Canada Post and costs are charged in accordance with [Canada Post's rate guide](#). The artist is not responsible for delays, lost packages or damage caused by shipping carriers. Insurance is not included but can be added at the buyer's request and expense. If Canada Post is not available, the artist may select another courier service to complete your delivery.

International buyers, please note that you are responsible for paying any customs/import fees, tariffs and/or taxes that may apply to merchandise shipped into your country. Please refer to your country's customs and import rules to estimate your final import costs.

Shipping insurance requested?: ☐ Yes (not recommended; see note below) ☐ No

While you can add insurance to your shipping cost, most shipping services will not insure the full value of original art, even if it's purchased at the time of shipping.

As customs/import fees may apply and most companies will not properly insure original art, the value of your painting will be *listed as the material cost only* (i.e., canvas, primer, paint, varnish and hanging hardware) to minimize any customs/import fees you may be charged.

5. Licensing and usage rights

All original works, including commissioned pet portraits and wildlife imagery, are sold with physical ownership only. The artist retains full copyright and reproduction rights to all work, including the right to photograph, publish and reproduce the artwork for promotional, portfolio or commercial purposes (e.g., prints and merchandise), unless otherwise agreed in writing.

Clients may not reproduce, distribute or commercially use the artwork without prior written consent of the artist. Unauthorized reproduction or commercial use may constitute copyright infringement under Canadian law and may result in legal action. Licensing for personal or commercial use (e.g., branding, resale, merchandise) is available for a fee upon request.

The artist may reproduce commissions unless exclusivity is requested and agreed upon before execution of the contract. Exclusive pieces may incur additional charges. If you'd like your artwork to remain fully exclusive, please contact the artist to discuss terms and pricing. Exclusive rights apply only to the final artwork. The artist retains rights to preparatory sketches, mockups and concept designs unless otherwise agreed.

If you prefer your piece not be used for promotional purposes, please indicate this at the time of booking. You may also specify a future date after which publication is permitted (e.g., after a piece is gifted).

In case of a licensing or usage violation, the artist may take appropriate steps to protect her work. Clients are encouraged to reach out with questions to avoid any misunderstandings.

You're welcome to share photos of your artwork on display. If posting online, please credit Amanda Blaine (St. Albert, AB) and/or tag [@amandablaineartist](#).

By commissioning or purchasing a piece, you agree to these terms.

Initial one: ____ **Full consent:** I acknowledge and agree to the licensing and usage terms above.

☐ **Optional social media tag:** I, the purchaser, consent to being tagged or mentioned in any social media posts that feature my commissioned artwork.

____ **Delayed sharing:** I acknowledge and agree to the licensing and usage terms above. I further request that my artwork not be used or published for promotional or social media portfolio purposes until an agreed-upon date. The artist shall not disclose project details prior to (specify date): _____

☐ **Optional social media tag:** I, the purchaser, consent to being tagged or mentioned in any social media posts that feature my commissioned artwork.

____ **Limited public sharing:** I acknowledge and agree to the licensing and usage terms above. I further request that my artwork not be used for any promotional or social media purposes whatsoever at any time.

I understand that while my piece will not be used for promotional or social media purposes, the artist may still keep private photos of the piece for record-keeping and personal portfolio documentation. The artist may still reproduce my image for commercial purposes such as prints or merchandise.

____ **Full exclusivity:** I acknowledge and agree to the licensing and usage terms above. I further request that my commissioned artwork remain fully exclusive and available only to me. I request that the artist not use the final piece for promotional, print or digital reproduction or any other commercial uses.

I understand that while my piece will not be shared or reproduced for the reasons noted above, the artist may still keep private photos of the piece for record-keeping and personal portfolio documentation.

I further understand that exclusivity limits the artist's ability to generate additional revenue from their work and standard pricing will not apply in this case. I agree to discuss exclusivity terms and associated costs with the artist before the project begins. Exclusivity charges will be documented as part of the final contract and due prior to delivery.

6. Cancellations and refunds

Once a deposit is received and the commission process has begun, cancellations are subject to the following terms:

- **Cancellation before design approval:** If you choose not to proceed with your project after reviewing the initial concept design and/or mock-up, the artist will refund your deposit minus an hourly design fee of \$25 per hour for the time invested in design. This is typically about two hours but time may vary based on project complexity. If the design fee exceeds the deposit amount paid, no refund will be issued and no further balance is due.

- **Cancellation after design approval:** If you cancel your project after approving the design concept, the deposit is non-refundable and may not be applied to future commissions.
- **Cancellation due to non-response:** If you buyer are unresponsive for more than 30 days, the commission will be considered cancelled. The artist will retain the deposit to cover time and materials invested. To resume the project after cancellation, a new agreement and deposit may be required at the artist's discretion.
- **Artist cancellation:** If the artist must cancel the commission due to unresolvable creative differences or unforeseen circumstances beyond the artist's control (e.g., illness, natural disaster, postal disruption), timelines may be adjusted or the contract may be cancelled with full refund.
- **Refunds after pickup, delivery or shipment:** Once final payment is received and the artwork is collected, delivered or shipped, the sale is final—no refunds will be issued and no further payment is required. The artist is not liable for delays, loss or damage caused by shipping carriers. Insurance can be added at the buyer's request and expense, though most carriers won't insure the full value of original art. If damage occurs during shipping, contact the artist within 48 hours of delivery with detailed photos to discuss possible resolution. The buyer is responsible for any customs fees, import charges or taxes.
- **Disputes:** In the event of a dispute, both parties agree to attempt resolution through direct communication before pursuing legal remedies.

7. Pricing

Base price for selected canvas size:

\$ _____

Additional animals (if applicable): \$100 per animal × _____ animals =

\$ _____

Custom canvas size/substrate fee (if applicable):

\$ _____

Gift wrapping (if applicable; \$20):

\$ _____

Local delivery fee (if applicable; \$30 within the greater Edmonton area):

\$ _____

Shipping and insurance fee(s) (if applicable):

\$ _____

Rush fee (if applicable):

\$ _____

Discount (if applicable; e.g., bundle pricing for multiple works):

(\$ _____)

Licensing and/or exclusivity fee (if applicable):

\$ _____

Additional charges may apply for exclusivity and/or licensing of the finished work. Please see section 5 for licensing and usage terms.

Total price (\$CAD):

\$ _____

8. Payment

- **Deposit:** A 50% non-refundable deposit is required to secure your commission and place in line. This deposit is necessary before any work begins, including concept design and digital mock-ups.
- **Final payment:** Final payment will be due within seven days of notification that the artwork is complete and shall be paid before pickup, local delivery or shipping.
- **Payment methods:** You can make payment via cash, e-transfer (blaine_amanda@hotmail.com; for Canadian buyers), PayPal (blaine_amanda@hotmail.com) or Wise.
- **Late payment:** If you are not able to issue payment within seven days, please contact the artist to discuss the possibility of extension. If you do not contact the artist to make arrangements, a small interest/late fee may apply. If final payment is not received within seven days of notification that the artwork is complete (or within the otherwise agreed upon payment window), the artwork will remain the property of the artist and the deposit is forfeited.

9. Agreement

By signing below, you agree to the contract terms outlined above. Both print and digital signatures are accepted. If completing a digital copy of this form, please return the signed agreement via email. Digital signatures are legally binding.

Client signature: _____ Date: _____

Artist signature: _____ Date: _____

FOR ADMINISTRATIVE USE

Reference photos

Reference photos provided?: ☐ Yes ☐ No Date received: _____

Completion and payment record

Deposit amount due: \$ _____ Date due: _____

Deposit payment received?: ☐ Yes ☐ No Date received: _____

Deposit method: ☐ Cash ☐ E-transfer ☐ PayPal ☐ Wise

Completion notification date: _____

Notified by: ☐ Email ☐ Phone call ☐ Text ☐ Instagram DM ☐ Other: _____

Final payment due: \$ _____ Date due: _____

Final payment received?: ☐ Yes ☐ No Date received: _____

Final payment method: ☐ Cash ☐ E-transfer ☐ PayPal ☐ Wise

Delivery record

Date delivered or shipped: _____ Tracking number: _____