

4310 Minnetonka Blvd, #410C
St. Louis Park, MN 55416

Date: _____

Phone/Fax: 952.922.8615 ❖ e-mail: simsscratchboard@yahoo.com ❖ www.simsscratchboard.com

Client Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____ Cell Phone No. _____

Work No.: _____ E-Mail: _____

The following information is requested in order to provide a price quote.

Subject(s) to be Drawn	Drawing Size	Orientation	Background
	5" x 7" 14" x 18"	Artist's Discretion	Artist's Discretion
	8" x 10" 16" x 20"	Vertical	Solid Black
	9" x 12" 18" x 24"	Horizontal	Backlit
	11" x 14" 24" x 36"		Other Preferences
	12" x 12"		(Indicate in comments below)

Any additional comments or special preferences regarding the drawing:

Client's preferred drawing delivery date: _____ (A minimum lead time of three weeks is required, and the final delivery date may also subject to the backlog of the artist at the time a deposit and Work Agreement is initiated.)

Source Materials

The client may provide photographs subject to approval of artist. Multiple photographs are preferred showing the subject(s) from varying angles. Unless client has a specific photo preference, it is recommended that for portraiture and pet portraiture drawings, photographs be provided showing various expressions and moods to the greatest extent possible. Alternatively, the client may request that the artist photograph the subject(s).

Client is enclosing _____ photos for artist's review. (Source materials will be returned)

Client requests that artist photograph subject(s).

Upon receipt of this request the artist will contact the client to discuss any unresolved details and provide a price quote based on the information furnished. If client wishes to proceed, the artist will prepare a Work Agreement for services to be provided, schedules, progress reviews, agreed upon delivery date and other details as appropriate.

A protective glass for the drawing is recommended. The price quoted normally includes a single mat and standard framing with protective glass. Double matting is optional for a nominal charge. If a client prefers to make his/her own arrangements for custom matting and framing, an appropriate price adjustment will be factored in the quote.

Should you have additional questions, please contact the artist at (952) 922-8615.

1. The artist retains all rights to the artwork and may use the image reproduced for sale, display, publication or promotional purposes.
2. The artist takes utmost care with respect to the images produced and services provided. However, in the event that the artist fails to comply with the terms of this request due to any event or act outside the artist's control, the artist's liability is limited to refund of the amount already received.
3. **NOTICE OF COPYRIGHT:** It is ILLEGAL to copy or reproduce these images elsewhere without the artist's permission. Violators of this Federal Law will be subject to its civil and criminal penalties.