

Process

- 1)Request** Fill out form and send to shaylabunce@gmail.com
- 2)Acceptance** If your request is accepted;
- 3)Confirmation** Receive email with invoice
- 4)Deposit** 7 days max to provide 15% deposit on invoice
- 5)Creation** Depending on Dimensions & Contents of painting;
(*Approximate timelines, 3 day allowance on each estimate)
Small 6-14 Days
Medium 6-21 Days
Large 14-21 Days
- 6)Final Confirmations** Received an email with photos of finished piece.
- 7)*Revisions** This is where you have a chance to request a ***revision**.
(See below for full detail on the revision process and fees)
- 8)Final Payment** Once you have confirmed the final commission piece, you will get a finalized invoice.
**This is your chance to confirm or change shipping address. (See below for packing details)*
- 9)Shipping** Once final payment is received, your piece will get packed up as per your specifics if applied. You will receive an email with final receipt and tracking information for your package.

*Revision Information

- 1st Revision:** Once Revision is requested & accepted by artist. You will receive an updated invoice. The first revision of every commission is 15% of the Original Invoice(NOT AN EXTRA CHARGE)
- Extra Revisions (2-3):** Any other revisions on a commission are added to the invoice (15% of original invoice) as additional charges.
- Revision Reasons:** Revisions can be requested to fine tune details before the price is finalized. You will get a photo to confirm that a revision is completed.
- Revision Payments:** Revisions Will Not Start Until Payment for Revision is made.
- Revision Cancellation:** If more than 3 revisions are requested, either the artist or client may open communications to close the commission and generate final receipt for all the revisions paid during commission project and shipping if client still wishes to receive the final revision they paid for.
- Not Revisions:** If you are wanting to add another piece to the commission, this is not a revision it is a new commission and should be requested as such.
If you are changing your references, this is not a revision this is a new commission and should be requested as such.

*Payment Information

**See our Privacy Policy for our Third Party Provider List*

- Original Invoice:** Outlines what you will be charged for based on your commission request. The First Deposit is required for the artist to start work on your commission piece. You will receive an updated invoice with your deposit included showing the new total remaining in your commission project.
- Revision Invoices :** Every Revision is 15% of Original Invoice Total. The first revision is deducted from Invoice total. Additional revisions are added to original invoice total. You will receive an updated invoice for every revision paid showing the amount remaining on your commission project. Revisions will not start until payment for them has been received by the artist.
- Final Invoice:** The final invoice will be sent once you confirm the final artwork.
- Final Receipt:** Once the final payment is received, the receipt and shipping information will be sent to your email.

*Shipping Information

**See our shipping policy for in depth breakdown of our shipping profiles & third party providers*

- Standard** Standard Shipping with tracking
Express Express Shipping with tracking

*Packing Information

Basic: Art piece wrapped in tissue paper to protect paint
COA
Letter from artist
All bubble wrapped and in a cardboard box

Add ons: Gift Wrap (over top tissue layer)
Card & Note