

# COMMISSION AGREEMENT, Page 1 Artists - Cindy Simms

Please Print Clearly except for Signature

Web site - [www.cindysimms.net](http://www.cindysimms.net)

This agreement is made between the quilt artist, Cindy Simms and the commissioner,  
 \_\_\_\_\_, on this date \_\_\_\_\_

Address \_\_\_\_\_  
 Street \_\_\_\_\_  
 City & \_\_\_\_\_  
 State \_\_\_\_\_ Zipcode \_\_\_\_\_  
 Phone # \_\_\_\_\_ cell # \_\_\_\_\_  
 E mail address \_\_\_\_\_

Title of artwork, (if given)	
Size of artwork (given in inches, width x height)	
Description & Colors wanted	
Materials- Commissioner can buy Fabrics, thread & etc with recommendations from artist or artist can buy fabrics & other materials and add cost to total.	
Design Progress Presentation - Artists sketch to scale -  - Changes allowed – 1	I will provide you with a to-scale sketch with color suggestions, if applicable *, on or before Date _____.  _____ Initials of commissioner. Each additional change after 1st change, will cost \$ 100.00 each _____ Initials of commissioners. <u>NOT included in fees.</u>
Completion Date	On or before _____

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<p>Fees          - - Design fee</p>	<p>A non-refundable design fee of \$125.00 is charged for the preparation of a to-scale sketch with color suggestions, of the proposed work. If the commissioner accepts the contract, this fee will be deducted from the initial total payment fee.          Initials of commissioner _____</p>
<p>- - Delivery fee          Shipping &amp; Handling _____          Insurance _____          Delivery Signature _____</p>	<p>I will hand deliver the quilt to you within a 30 miles radius Woodbridge/Dale City, VA. Otherwise, it will be shipped to you, with insurance and delivery signature fees, at your expense.          Initials of commissioner _____</p>
<p>- - Payments          Can be made by Money Order or Check</p>	<p>A) Payment of design fee is due with signing and submission Of this contract.          B) Payments will/can be made in three (3) stages.          1. Initial payment of 50% upon sketch approval and Color selections, less the design fee.          2. Payment of 25% due on approval of quilt top          3. Final payment of last 25% due on completion, along with insurance and delivery signature fees. All due before quilt is delivered.</p>
<p>Copyright</p>	<p>The copyright of this artwork and all design preparation work is held by the artist, Cindy Simms, who reserves the right to reproduce one (1) quilt, photographs, prints or works derived from this artwork in any medium. The commissioner, _____, agrees that any publication of images of this artwork must be pre-approved by the artist. NO such images may be sold by the commissioner. And I must ALWAYS be credited as the artist.</p>

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\*\* If the commissioner requests a piece to be created from a personal photograph, color suggestions may not be necessary, unless commissioner wants different colors.  
Just a to-scale design.

**SIGNATURES:**

Artist \_\_\_\_\_

Date \_\_\_\_\_

Commissioner \_\_\_\_\_

Date \_\_\_\_\_

Make two (2) copies- one(1) is sent to Artist with design fee and commissioner keeps one (1)

Any changes and Artist will make copies to be sent to commissioner.