

# Terms of Service



Email: [kxmolo@hotmail.com](mailto:kxmolo@hotmail.com)

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# 1) General guidelines

Please state your **budget**, a **clear and detailed description of what the commission entails**, the **size you require the outcome to be in** and the **deadline** in a clearly titled email. Please also state the format you require the work to be in e.g. A4, tile format for Instagram.

The default format for my illustrations is A3, 600 dpi in .png format so please let me know if you want a specific format.

Requests via social platforms such as Twitter and Instagram will **not be accepted**.

If you find it easier to explain the nature of the commission verbally then please let me know so that we can arrange a phone/video call.

Provide plentiful references, sketches, moodboards, colour palettes etc especially if you are asking me to illustrate something in its likeness. The references should be provided in an acceptable format such as a word document, presentation or Pinterest link. **Please note I will not recreate any existing artwork that is not owned by you or your organisation.**

References should be clear and good quality, preferably with a high resolution. Photo references should be in **colour** and not black and white, unless you intend for the piece to be in this colour scheme.

## 2) Payment

50% of the fee must be paid prior to the beginning of the commission, along with a valid proof of payment. An invoice for the first half of the payment will be sent before the commission has begun and a second invoice for the remainder of the fee will be sent once the commission has been completed.

If full payment has not been received two weeks after completion, an extra fee of **£100** will be added to the total fee.

If a commission is cancelled for any reason during the preliminary stage (sketch), 50% of the first payment can be refunded.

**If a commission is cancelled from the lineart stage onwards, no refunds will be given.**

Requests for commissions to be completed within a short turnaround time (3-5 days) have an additional **£100** fee.

Costs for any resources required to complete the work that I do not have access to will need to be covered. I will inform you of these costs before carrying out the work.

**I do not currently provide printing services.**

### **3) Process**

Initial sketches and drafts of the service will be sent to you prior to the completion of the final outcome for your input and further consultation to ensure that it is to your liking.

A preliminary sketch/lineart of the illustration will be sent, followed by a first draft, second draft and possible third draft, depending on if the work requires further amendments. If the work has been commissioned within a short turnaround, please do not expect a sketch or lineart to be sent in sufficient time.

If the final outcome(s) have been sent to you after full payment and you still wish to make amendments to the commission, there will be a fee of **£10** per correction/amendment.

A change in background will cost **£20**, addition of another character or object in the work will cost **£30**. Change of format from one to another e.g. change from square format to A4/A3 will cost an additional **£30**. Any other additional changes will be charged at my discretion.

**Extra revisions outside of the agreed number of revisions will amount to the cost of my hourly rate.**

## 4) Ownership

I retain all rights and ownership of my work. If you wish to retain exclusive ownership or reproduce my work for profit in any shape or form my consultation is needed and additional fees or royalty fee payment needs to be discussed.

By commissioning me, you are purchasing my artist labour and a digital copy of your commissioned work. Without my permission you do not have the right to distribute, reproduce, copy and/or use the image as a sample for sales or self-promotion.

I reserve the right to post, publish and reproduce the commissioned work as and when I see fit. If the work is to remain private, this will come at an extra charge at my discretion.

I reserve the right to refuse any commissions that do not align with my ethics or ideologies.