

Taking Commissions

I'm very happy working with people and enjoy taking commissions. Delivering a finished piece to someone who has specially asked for it is for me a highlight of being an artist.

People frequently ask how the commissioning process works so I have tried to outline the general idea below. For many small projects a lot of 'procedure' is not appropriate however for anything medium to large scale, several hundreds or thousands of pounds may be involved plus hundreds of hours of stitching.

In such cases a little structure is invaluable and helps ensure artist and client keep expectations aligned so that I can deliver something that is truly treasured.

1. I will spend time understanding what you need

There are many questions which we may need to think through – size, colours, fabrics, environment, lighting, budget, timescales ... Some of these will require no thought while others may require careful research. You may have a clear idea of what you want, or we can work together to discover this.

This task may require one e-mail or take several face-to-face meetings. Photos of the intended installation site are invaluable at this stage. In general, I do not charge for this work.

2. I will produce a proposal which we'll discuss together

The proposal will be in the form of an offer letter which will include a brief description of the concept and any preliminary sketches. It will list any choices that have already been made and areas where I'll be free to 'create'. It will make clear the start date and expected duration of the project and will set out the payment schedule, any delivery & installation costs.

3. We will kick-off the project

Once we have agreed and signed the proposal letter we will start work on the project and I will invoice you for start-up costs as defined by the proposal - typically 30% of total cost.

4. I will share with you progress while I work

This is usually by e: mail with photos but for larger pieces I recommend at least one early visit if possible. Early feedback is very valuable and can expose mis-understandings.

5. We will meet for pre-delivery review as I near completion

At this stage final arrangements for hanging / framing, delivery & installation date are discussed, and I will invoice you the majority of the outstanding - typically 50% total cost.

6. Together we'll close the project

As set out in the proposal I will either deliver the piece to you or you will collect from my studio. I will issue the final invoice - typically 20% total cost.