

Pencil Portrait by Valda Robison
Order Form/Contract

Client: _____

Mailing Address: _____

City/State/Zip _____

Phone: _____

Email: _____

This commission is for one pencil portrait on heavy-weight white art paper, mounted behind a 3-inch white mat. (The finished portrait is unframed.)

List Reference Photo(s) _____

Name of Subject(s) _____

Comments/instructions: _____

Valda will contact you after receipt of this order form and your reference photos to discuss the portrait and to let you know when to expect it to be completed.

Contact Valda Robison at:

Phone: 913-341-1195 (Overland Park, Kansas)

Email: vrpaints@ValdaStudio.com

Website: www.ValdaStudio.com

Mailing Address:

Please contact Valda for the address to mail this form.

PENCIL PORTRAIT BY VALDA ROBISON

I am commissioning a portrait with the following specifications and charges:

___ one-person (\$175) _____

___ additional person(s) (\$85ea) _____

___ Background (\$35) _____

___ Detailed Clothing (\$35/person) _____

___ House Portrait (\$210) _____

PORTRAIT COST \$ _____

Additional charges:

- Shipping** (\$14.00) _____

- Kansas resident add 7.525% sales tax _____

TOTAL \$ _____

less deposit* - _____

* \$75 for one subject and
\$50 for each additional subject

AMOUNT DUE AT COMPLETION \$ _____

**Shipping within the US is \$14.00, which includes insurance and delivery confirmation.
There is shipping charge if arrangements are made for pickup or delivery.

Included with this Portrait Order:

___ deposit (check or money order, payable to Valda Robison)

___ reference photo(s)

___ Copyright Permission (if photo is a by a professional photographer)

___ Model Release (if subject is not a family member)

I understand that this order is for one portrait as described on this document and on the Portrait Information Sheet, to be completed approximately three weeks from the date the artist receives the reference photos, signed order form, and deposit.

Date _____

Signature of Client
