

Your Request Information

Contact Information

Today's Date: _____ Requested Delivery Date: _____

Your Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ or Cell Phone: _____

Email Address: _____

Subject

- | | |
|--|--|
| <input type="checkbox"/> Child or Adult Portrait | <input type="checkbox"/> Historical Setting |
| <input type="checkbox"/> Animal Portrait (Dogs, Cats, Horses, etc) | <input type="checkbox"/> Landscapes and/or Seascape |
| <input type="checkbox"/> Home or Vacation Home | <input type="checkbox"/> Personalized Name Sake Illustration |

Medium Preferred

- | | |
|---|---|
| <input type="checkbox"/> Pencil (black & white) | <input type="checkbox"/> Acrylic Paints |
| <input type="checkbox"/> Colored Pencil | <input type="checkbox"/> Combined Watercolor/Colored Pencil |
| <input type="checkbox"/> Watercolor | <input type="checkbox"/> Other _____ |

Fine Art Sizes—Prices will be determined once subject matter has been chosen*.

- | | | |
|-----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> 8 x 10* | <input type="checkbox"/> 12 x 16* | <input type="checkbox"/> 18 x 24* |
| <input type="checkbox"/> 9 x 12* | <input type="checkbox"/> 14 x 18* | <input type="checkbox"/> 24 x 36* |
| <input type="checkbox"/> 11 x 14* | <input type="checkbox"/> 16 x 20* | <input type="checkbox"/> Other _____ |

Additional Options

Fine Art Print duplicates (indicate quantity on the line next to the size requested)

____ 4 x 6 (\$24) ____ 9 x 12 (\$108) ____ 12 x 18 (\$216)
____ 5 x 7 (\$35) ____ 11 x 14 (\$154) ____ Other _____ (prices will vary)
____ 8 x 10 (\$80) ____ 12 x 16 (\$192)

Framing and Matting—can be requested with each piece. An additional cost will vary per order.

Notecards with your fine art print & matching envelopes.

(Blank inside unless otherwise noted. Inside printing add \$25).

Fine Art Note Card 5.5 x 4.25:

1 (\$3) 10 (\$25) 25 (\$60) 50 (\$110) 100 (\$200)

Fine Art Note Card 5 x 7:

1 (\$4) 10 (\$35) 25 (\$85) 50 (\$160) 100 (\$300)

Special Instructions _____

Ordering Information

To submit your order, please return this form along with your photo(s) and 50% deposit to:
Lisa Greenleaf, Greenleaf Design Studio, 379 Amherst Street, Box 355, Nashua, NH 03063

Thank You!

Lisa Greenleaf
Design Studio

How To Commission a Fine Art Piece



Lisa@Lisagreenleaf.com • 603.566.3104

379 Amherst Street, PMB 355, Nashua, NH 03063

www.Lisagreenleaf.com

How To Commission a Fine Art Piece

Commissioning a fine art/illustration is simple. Once started, the normal completion time is 6 to 10 weeks. The completion time will depend on the medium, number of subjects, complexity, etc. At times there may be a waiting period. To reserve your place and hold the price for six months, a deposit is suggested. Whenever possible, every effort to accommodate special gift dates will be made.



1. To arrange for a personal face-to-face consultation, call Lisa at 603-566-3104. If distance prohibits, consultation may be done by phone and/or e-mail, Lisa@LisaGreenleaf.com
2. During the consultation, we will discuss size, price, medium, and your wishes. We will also talk about pose, mood, scenes, setting, colors, etc.
3. Each portrait, landscape, historical setting or illustration is composed from photographs taken by Lisa or by the client. A time will be scheduled if photographs are taken by Lisa. Photo sessions may take place in your home, an outdoor setting, or any interesting setting of your choice. If photographs are supplied by the client, we will meet and select the best composition or reference. Photographs can also be mailed and a discussion can be done over the phone.
4. We will then review a sketch. Changes in composition, if any, will be made at this time. A file copy can be e-mailed for your approval.
5. After the portrait, landscape, historical setting or illustration is created, we will review the final work.



Additional Options and Extras:

- **"In Memory" Portraits of Loved Ones:** If the subject is no longer living, a memorial portrait from your photographs can be used. It is helpful to have several clear photographs, but it may be possible to complete the portrait only using one photograph.

- **You can have a fine art piece created and used as a fund raising piece:** If you are organizing a fund raising event. I can create a fine art piece from which numerous reproduction prints and notecards can be created.
- **Fine Art Giclée Print**—reproductions can be made from your original. A high-res scanning process is created and each piece is then printed on fine art archival paper with special pigment based inkset. Each print will last for many generations. The cost will vary.
- **Fine Art Notecards**—can be created from your fine art masterpieces. Each piece is individually created and produced on Strathmore acid free note cards. Size and cost will vary.



Satisfaction Guarantee: Great effort will be made to communicate throughout the process so that your satisfaction is guaranteed.

Payment Procedure: A deposit of one-half of the agreed upon price is required on or before the first photo session or once a photo from the client has been chosen. The final payment is due upon delivery of portrait.

Pricing Portraits: Prices begin at \$300 and will vary due to size, medium, and composition. When determining the price of a portrait, several factors are considered, including pose, medium, size, complexity, number of subjects, etc. For example, a head and shoulder portrait will cost less than a full-length portrait. Special objects, as well as a more detailed background, will raise the portrait cost. Each additional subject in the same painting is approximately 50% of the fee for a single subject.

Pricing Fine Art Scenes, Settings & Illustrations:

Prices begin at \$275 and will vary due to size, medium, composition and complexity.

Additional Costs: Travel, mileage, shipping, and other associated expenses are additional. These are itemized and billed separately from the portrait.

Contact: Please contact Lisa directly if you have any questions, or to commission a fine art/illustration. Call 603-566-3104 or email at Lisagreenleaf8@comcast.net