

# Erica Harney, Artist

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## PRINTABLE ORDER FORM FOR CUSTOM WATERCOLOR PAINTINGS

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*Please complete and return via mail or email using the contact information above.*

*You will need to have your preferred reference photo(s) ready to complete this form and reserve your spot on my waiting list.*

### Section 1 of 3: Buyer's Information

**Buyer's name:\***

**Buyer's Email:\***

**Buyer's address (street, city, state, zip)\***

**Today's date:\***

**Date needed by:\***

**Please tell me a little about why you're commissioning this particular painting:**

**Are you a new or existing buyer?\***

- I am a new buyer
- I am an existing buyer

**Where did you learn about me/my work?**

- Artist's Website ([ericaharneyartist.com](http://ericaharneyartist.com))
- Etsy
- Facebook
- Friend/Referral: \_\_\_\_\_
- Google Search
- Instagram
- NextDoor
- Pinterest
- Other: \_\_\_\_\_

## Section 2 of 3: Order Information

*Please complete the following order information carefully. Your cooperation helps to ensure a successful painting.*

- To ensure the highest quality of work, please allow ample time for the creation of your custom order. Turnaround time varies by the size, complexity and medium of your project, time of year and my availability/current workload. The AVERAGE time for a custom watercolor is 7-10 business days, before shipping. The AVERAGE time for a custom oil painting is 3-4 months. Expect longer wait times on orders placed between November and December. Gift Certificates and Place-Holder Certificates are available upon request.
- Prices and availability are subject to change.
- Prices do not include 6% PA sales tax and shipping and handling.
- Full payment is due within 30 days of receipt of invoice, which will be generated upon project completion. Late payments will be subject to a 20% fee. Payment plans are available upon request.
- Buyer will be required to agree to payment terms prior to project start (Section 3 of this form).

**Do you understand and agree to the terms above?\***

Yes, I'm ready to proceed with my order!

Your initials \_\_\_\_\_

**SELECT YOUR SIZE FROM THE OPTIONS BELOW \***

Select one:

**FRAMED Watercolors:**

*Due to storage limitations I carry a very small selection of frames: basic black or white frames with white mat. For the safety, ease, and affordability of shipping, the frames I use are plexiglass, not actual glass. For the long-term legacy of your painting, professional framing with archival mats and UV-protectant glass (or similar) is always encouraged. I am happy to provide recommendations for custom framers upon request.*

- 5x7" + black/plexi. 100.00 (house portraits, businesses, and images with substantial architecture are not available in this size)
- 5x7" + white/plexi. 100.00 (house portraits, businesses, and images with substantial architecture are not available in this size)
- 8x10" + black/plexi. 175.00
- 8x10" + white/plexi. 175.00

**UNFRAMED Watercolors:**

- 5x7" unframed 75.00 (house portraits, businesses, and images with substantial architecture are not available in this size)
- 8x10" unframed 140.00
- 11x14" unframed 280.00
- 12x16" unframed 345.00
- 16x20" unframed 575.00
- 20x30" unframed 1,080

**OMISSIONS:** *The following items will \*automatically\* be omitted from your image unless requested otherwise: lawn signs, telephone poles and wires, cars, street signs, trash/recycling bins, AC window units, satellite dishes, human figures, bicycles, hydrants etc. Please indicate if there is any ADDITIONAL*

*imagery you would like to be OMITTED from your painting (no additional charge). Note: Imagery cannot be omitted once production has begun. Your answer:*

**MODIFICATIONS:** *It is always recommended that you send me the best quality photo that most closely resembles the painting you would like me to create. However, there are many changes that I can make. Please make all requests when you place your order as certain requests may not be possible once your painting is already underway. Additional reference photos may be required. Any and all modifications will be reflected on your final invoice. Select all that apply:*

- Modification: Add an ANIMAL to your painting
  - MIDDLE GROUND: Full body, middle-distance, some detail. +20.00
  - BACKGROUND. Full body in the distance, minimal detail. +10.00
  - FACE ONLY in a window/door. +5.00
  
- Modification: Add a VEHICLE to your painting
  - MIDDLE GROUND: Middle-distance, some detail. +20.00
  - BACKGROUND. Distance, minimal detail. +10.00
  
- Modification: Change the SKY (change of weather/time of day) +5.00
  - BLUE SKY
  - SUNRISE/SUNSET
  - OTHER:
  
- Modification: Change the SEASON +20.00
  - Make it SPRING
  - Make it SUMMER
  - Make it FALL
  - Make it WINTER
  
- Modification: Add TEXT (*Required for any painting that includes signage/lettering beyond a simple street address*)
  - Yes, my painting has text: +20.00

**COMPLICATED IMAGES:** *If your custom painting request is particularly complex, complicated and/or challenging (additional charges may apply and will be reflected on your final invoice). Examples include but are not limited to:*

- Paintings that require the use of multiple reference photos to create a single image (not including detail photos)
- Poor quality reference photos
- Complicated/unusual requests, such as creating a "collage" or composite of multiple locations
- An abundance of text and/or particularly elaborate/complicated text

**Yes, I have a complicated image:**

Please explain

**RUSH MY ORDER:** *My turnaround time on custom watercolors is generally 7-10 business days. With a RUSH FEE your project will be bumped to the top of my waiting list and will turn around in approximately 3-4 business days. This only refers to the PRODUCTION TIME of your painting and does NOT include expedited shipping costs. Expedited shipping options are also available upon request. Optional*

- RUSH my watercolor painting +25%
- I would like a customizable Gift Certificate or Place-Holder Certificate for no additional charge

**WOULD YOU LIKE YOUR PAINTING GIFT-WRAPPED?**

- No thanks!
- Yes please! +5.00

**HOW WOULD YOU LIKE TO RECEIVE YOUR PAINTING?\***

- I will pick up from Artist's studio in zip code 19050
- I will pay for shipping from zip code 19050 (shipping and handling costs to be included on final invoice).

**RECIPIENT'S NAME AND SHIPPING ADDRESS** *(if different than Buyer's address)*

Your answer

### Section 3 of 3: Painting Title, Reference Photo and Terms

#### **PAINTING TITLE\***

*Suggestions: For house portraits, it is recommended that you use the street address (i.e. "1234 Main St., Anytown). For landscapes/cityscapes, use the location name ( i.e. "Bryce Canyon," "Midtown Atlanta"), etc. More creative titles are also welcomed. Note: the title of your painting will be handwritten on the BACK of the painting ONLY.*

Your answer: \_\_\_\_\_

**PLEASE SEND YOUR PRIMARY REFERENCE PHOTO TO ME AS A JPEG AT [ERICAHARNEY@GMAIL.COM](mailto:ERICAHARNEY@GMAIL.COM) ALONG WITH THIS COMPLETED FORM.**

- \*Your PRIMARY REFERENCE IMAGE file should be labeled Last name, First name\_PRIMARY.jpg**
- \*You may submit up to 5 additional images labeled Last name,\_First name\_02 , 03, etc.**
- \*Images must be submitted as JPEGS only.**
- \*If you are returning this form to me through USPS you must still email me your reference images. *Please do not send me any hard copies!!!!***

#### **TIPS FOR GOOD REFERENCE PHOTOS:**

- \*Take your photo in clear light at your preferred angle, weather, time of day and time of year.
- \*Beware of shadows and backlighting that may make your photo's colors and details hard to see.
- \*Remove any unwanted objects before taking your photo (garbage cans, cars, kids' toys, lawn signs etc)
- \*For House/Business Portraits, make sure the front door is visible!
- \*Crop your image to exclude unwanted background information.
- \*Head back to my website for more [Tips for Good Reference Photos](#)

#### **MISTAKES TO AVOID WHENEVER POSSIBLE:**

- \*Avoid using low-resolution photos and screenshots
- \*Avoid using images from Google Maps that show a distorted/warped view of your Home/Business
- \*Avoid using images taken from the window of a car (especially if the car is moving).
- \*Avoid waiting until the last minute to take your reference photos!!!
- \*Please do not send images that you don't have permission to use.

**REMEMBER:** *Your project will not be added to my waiting list until all three sections of this order form have been completed and submitted along with your reference photo. Remember: the better your reference photo, the better your painting will turn out! Poor quality images may lead to delays and diminish the quality of your painting. Your order may also be subject to additional fees.*

**THE TERMS:**

I, the Buyer, have thoroughly completed and understand this order form for a custom watercolor painting. I have listed any and all omissions, additions, modifications or other special requests to my order and understand that additional requests may be impossible to honor once production has begun.\*

Initial

I, the Buyer, will submit this completed order form along with one clear, primary reference photo (and any necessary details) as JPEGs in a SINGLE SUBMISSION to Erica Harney (“the Artist”) [ericaharney@gmail.com](mailto:ericaharney@gmail.com) as instructed above. I understand that failure to comply may cause mistakes or delays to my order.\*

Initial

I, the Buyer, understand that I will receive an invoice upon project completion that will reflect all sums and fees as per my order information (including but not limited to modifications, gift-wrapping, taxes, shipping, etc). I agree to pay the Artist the amount in full within 30 calendar days or will be subject to a 20% late fee.\*

Initial

I, the Buyer, understand that the Artist retains rights to the image of the completed painting and may share/use the image for promotional, marketing, and personal use.\*

Initial

I, the Buyer, understand that I do NOT own the rights to this image and that I may not reproduce it without expressed written permission from the Artist (including but not limited to: reproduction prints, greeting cards, t-shirts etc). I understand that I AM welcomed and encouraged to share this image with my networks IF AND ONLY IF appropriate credit is given to the Artist (including but not limited to tagging @erica\_harney\_artist on all forms of social media).\*

Initial

Once I have submitted this completed form along with my reference photos in a single email I, the Buyer, give the Artist permission to begin work on my custom watercolor painting!\*

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Buyer’s Signature

Today’s Date