**Sample Commission Contract**

Date: 0/00/00

**YOUR ARTIST LETERHEAD**

For: Customer name

 Customer Address

Re : Polymer Neckpiece Commission

‘The Artist’ shall create a neckpiece that shall be made of sparkle polymer clay with hand painted elements, silver leaf and sterling silver pins and clasp. It will be strung with Customers choice of freshwater pearls or sterling silver chain.

The neckpiece will be made based on the original drawing supplied by ‘The Artist’ and approved by Customer.

As discussed in our original meeting, I have supplied 2 price options. Please indicate your choice by initialing next to the cost.

Option 1. Necklace shall be strung with freshwater pearls. Cost: $000.00

Option 2. Necklace shall be strung with sterling silver oval chain. Cost: $000.00

This work is subject to ?% sales tax. (If Applicable)

Any changes or add-ons by the customer once the project has begun will result in a renegotiation of the original cost.

Costs for project- Option 1, with freshwater pearls $000.00 + Sales tax = Total Cost $000.00

Costs for project –Option 2, with sterling silver $000.00 + Sales tax = Total Cost $000.00

 A deposit of 75%, or $000.00 is required to start work. The balance of $000.00 shall be paid on (or before completion – specify timing) of the neckpiece.

Please sign this agreement where it says Customer and send it along with your deposit to the above address.

 Thank you for your interest in my jewelry. I am excited about this project and look forward to creating a beautiful neckpiece for you.

 Artist’s signature Customer signature

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