

Novella Cooper Illustrations Commission Policy

Hello there,

If you are considering being one of my clients, be sure to read my commission policy below. If you have any questions or concerns, do not hesitate to email me at ncillustrates@outlook.com

So you are looking to have me commission something for you. Here are some questions that you may have that can help you understand how I freelance for clients.

So I would like to have you illustrate a poster for me, can you do that?

Absolutely! As an illustrator, I specialize in visual story telling by creating drawings that can cater a wide-range of things from advertisements, books, cards, weddings, etc.

I need a logo design. Can you do that?

I can definitely create some visual aspects of the logo. As for the typography, unfortunately I am not able to provide that and you would need to hire a graphic designer for that job. If you can't find any, I have a few I am in contact with that might be able to help.

So, I want you to create an illustration for my business cards.

Sounds great. Keep in mind that I do charge an additional \$100 for any projects that are made with the intent to market and advertise, such as books, flyers, etc. Once that's paid, you are free to use the product in any way you choose.

I want you to illustrate a photo of me and my pet for my home. Can you do that?

Absolutely! In this case, that would be considered a *personal* project, which you would only pay for the project and not the rights to own the illustration.

However, if you ever decide you want to use it for a marketing project, a book, etc, feel free to email me and I will send you an invoice of \$100 for the licensing fee.

PLEASE NOTE: If you ever decide to use a personal project for advertising without consent, that will terminate you from receiving any future services.

Where do we begin?

First, I will need your email address in which you will receive a contact file, which you will need to fill out within **30 days**.

If the contract is NOT filled out within that time period, You will be waitlisted and placed in the queue if I am booked.

I signed and emailed you back the contract. What's next?

Great! Next, I will send out an invoice with a security deposit, which you will need to pay to secure your spot and for me to start working on your project within **14 days**.

If deposit is not paid within that 14-day period, your inquiry will override and we will need to start back at the beginning.

What if I already paid part of the deposit?

Not to worry. If you haven't paid your deposit in full within those 14 days, you will be refunded the money and we will need to start over.

What if I change my mind on something mid-way through the negotiation?

Not a problem. I will allow a one-time change to anything in regards to your project, whether you want to add or remove something.

Any more revisions and/or additions without a firm commitment will result in cancellation and I will override the process. You will NOT be refunded if I have already started to work on your project.

I have an emergency and we are mid-way through a project. What can I do?

Life happens and I completely understand. For business sake, I can place a hold on the project for 30 days until things recover. If you need an extension, I can offer a 90-day period. If I do not hear back or you are unable to finish the project for any reason what so ever, depending on my completion of the project, I will be sending you whatever I had finished up and you will not receive a refund for that work.

If I have not started yet on anything and you still paid your deposit, as always, you will receive a refund.

So I have received your invoice and I am ready to get started on your project. Is there anything else you will need from us?

Yes. I will need you to email me all your reference files and images you have, so I can get a clearer vision of what you are looking for in the project.

I will create a folder in google drive, which I will send to you via email where you can import everything safely.

I have sent out all my references and am checking up on how it's going?

Awesome. In most cases, during the beginning I am rough drafting and will send out 1-4 samples of what I am envisioning for that project.

Depending on how big the project is, we may have to do this a couple of times until we have slimmed down to those that fit the idea best.

We are done with the project! What's next?

This is the most exciting part of the job, in which I will send out an email with a link to the folder in google docs of the completed file(s) of my work that you can download.

What if I want you to add something to the already finished project?

Of course! I offer add-ons starting at \$30.

Prices vary on detail, time, etc.

How long will you keep my files in the folder?

I will hold your folder for 30 days for you to download everything and store before I have to delete them due to limited space.

In the meantime, if you have any specific questions, do NOT hesitate to email me at **ncillustrates@outlook.com**