

STEEVE'S COMMISSION TERMS OF SERVICE (**May 2022**)

Changes are in bold

- Contacting for a Commission -

Depending on how I am taking commissions, (which may frequently change based on convenience) I may do so in these ways:

1. Slots via a Journal post - Announced in advance before opening, roughly between 3-5 slots and the time at which they'll be available the day before.

When the time comes I'll post a journal, for which it will be first come first serve. ONE slot per person.

2. In Stream Commissions - They may be announced occasionally when I'm not working on Queued work in between new slots announcements. Special discount sketch rates may apply but aren't always guaranteed. Usually only sketches, or pictures I can finish within the same sitting.

3. Open for Commissions - If my status on FA is set to Open I'll be generally open for around 3 slots for regular illustrations. If there is ever a free slot once a piece is finished, anyone can claim it at any time. (This does not apply to Sequences or larger works.)

4. Waitlist - I may start a waiting list if there are several commission images I'd be interested in doing but lack the time to do them all at once. If you are on a waitlist then I would contact you when I am available to take your commission and slot rather than waiting for me to open. List queue would be decided by type of commission and size of the project, and what I feel comfortable doing at the time.

Note: If none of the above options are stated anywhere on my page, or my commission status is listed as "Closed", then I'm not actively seeking work and I ask that you refrain from inquiring.

By claiming a slot you agree to the terms and conditions in the TOS.

Once you are confirmed for your slot, send all information regarding your commission to me via note or email. My commission email for the time being is Stickmanwww@gmail.com

YOUR COMMISSION INFORMATION MUST INCLUDE:

- the **TYPE** of commission you want
- **your email for me to send paypal invoice**
- subject **references** and all relevant information for me to determine price estimates

Any further information will be discussed with you when I go to begin your commission.

All commission information online will be backed up in notepad for offline use should access to the internet be ever unavailable.

If you are unsure of what I will and will not draw, do not hesitate to contact me to clarify it for any niche content. I keep a list on both Trello (at the bottom of the rules section) and on Furaffinity under my commissions tab.

- Queued and Waiting -

When you are in line, I will contact you when I am prepared to begin work on your piece.

Please do not contact me to ask to be bumped forward in the queue.

If you need to request that your commission be put on hold due to financial delays or other reasons, let me know ASAP and I'll skip over it for the time being.

If you need your commission done by a specific deadline, please stress/specify the date in your initial contact, this may incur an additional rush fee based on the size of the work and how soon it needs to be completed by, any rush fee will be determined and broken down in advance and must be agreed upon by you before any work begins.

- Special Requests & Streaming-

If your work needs to be a specific dimension or size for print, or you wish to be more involved in the creative process and only want me to work on it when you are available to watch it be streamed, please let me know in advance.

- Method of Payment -

Once your email is provided to me, and the final price is settled, I will send you your invoice.

For sketches, payment is ALWAYS upfront, otherwise I will only ask that you pay once the initial rough draft is ready for approval by you.

If you want the final commission to be a surprise, then I will request payment upfront before beginning. (This is only if you accept the risk of not being satisfied with the final commission.)

Tips: The ability to tip will be included in the invoice, should the commissioner wish to do so. If they wish to send an additional tip after seeing the completed work they can request another invoice.

Payment will only be accepted through Paypal Invoice, in CAD(\$) (Canadian Dollars).

I cannot accept the following payment methods: cryptocurrencies, cash by mail, Square, or e-checks*. (* For record keeping purposes)

Once your invoice is received, I expect payment within 3-4 business days. And will not resume work on your piece until it is received. If your work is only a sketch, you will not receive the associated files until it is paid. If I do not hear back from you in regards to payment for an extended period (i.e. 1 month of no response after 3 attempts to contact you), I will cancel your commission at my discretion and likely will not work with you in the future.

- Cancellation & Refunds -

If I have not started on your commission, and you wish to cancel for any reason such as unavailable funds or unforeseen circumstances, please contact me as soon as possible so I can move on quickly to the next client. Please don't leave me waiting on your decision as it may impede work for others.

If you have paid upfront for a sketch and wish to cancel BEFORE I've started any work on it, I will do my best to fully refund you.

If your request to cancel a commission is for a larger piece/project and I've finalized the sketch phase with you, I will only allow a partial refund upon cancellation mid-completion and send the files for any already finished rough work.

The same refund rules apply to any commissions that I may decide to cancel myself due to any extenuating circumstances.

- Alterations -

If for any reason you're unsatisfied with the initial rough draft of your commission, feel free to ask for any changes/tweaking in anything as far as pose, expression, or composition are concerned and I will happily change them before moving on to blocking in lineart or colours.

This does not mean however that I will redraw your entire commission from scratch several times. If I feel that the alterations are being abused to get extra sketch works at no additional cost, I will cancel your commission and blacklist you.

If I have moved on to colouring and you notice something minor is off or missing from your character, I can add it in at no additional cost. As long as it's small or within reason. (Eg: missing accessory or marking.)

If you wish for a major change or addition, after the commission is completed, I will charge an alteration fee, amount depending on the estimation of extra work that needs to be done.

- Rights and Usage -

Unless otherwise agreed upon, I retain all copyrights to any images I create on commission. The client MAY use their image for personal uses only, this is anything from printing for decoration, sharing freely on social media and with friends, etc.

The client MAY NOT commercially distribute, alter, resell, repurpose for advertising, or **mint NFTs** using their commissioned artwork(s) without consulting with the copyright holder to negotiate a contract for legal usage rights. The client may not seek to change/alter/edit my completed works in any way, or remove my signature without receiving my permission. **Only the client may colour or seek to have a black and white commission coloured by whomever they choose, but for best results I ask that they request from me the full resolution file in the format they need so they are working with the original resolution of the piece. And if possible, share with me the results because I enjoy seeing how they turn out!**

If you are NOT the client of a private picture, and wish to get a full resolution copy, you must ask the client of the piece, as it is not within my rights to share their files with anyone but them. Do not ask me for them as I am required to say no. **If the client is okay with sharing their commission's associated files, they will be shared through patreon.**

- Age Restriction -

When contacting me for commissions depicting adult situations, nudity, or anything considered not safe for work (NSFW), if the client's age is unknown/questionable I may ask for ID to confirm proof of legal age.

If the commissioner fails to comply, I will decline.

By initiating ANY commission with me, you are confirming you are over the legal age of majority in your country and have read/comply with all terms.

Disclaimer -

I retain the right to reject any commissions that contain scenarios/subject matter I am uncomfortable with drawing. This also applies to scenes that I feel may be too difficult or time consuming to portray, or containing subject matter I'm unfamiliar with.

Additionally I am not required to post all commissions I do in my personal galleries. The commissioner will always be allowed to share/post their image within personal usage rights, however they wish.

Last Edited: May 1th, 2022