**New Commissions Client Questionnaire 2013**

Thank you for your interest in commissioning John Avon. In order to establish your requirements could you please complete the following set of standard questions. These are intended to benefit both parties and ensure John’s artwork and way of working is appropriate accordingly. Please note John is sometimes booked months in advance.

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| **Client** |  |
| **Contact name** |  |
| **Contact email** |  |

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| 1. **Summary of Subject Matter.** Specifically, what will be required for the artwork, If possible please send visual examples as this will make it easier to understand what is needed. |
| 2. **Format.** John primarily works digitally now however oil/acrylic may still be possible. Please advise which medium you prefer and what size piece you require (for digital please indicate the size of the published reproduction). |
| 3. **Timing.** When does the artwork need to be completed (a) visuals or roughs and (b) final artwork? |
| 4. **Publication.** Exactly where and how will the artwork be used? |
| 5. **Copyright.** Will the client want to buy full copyright ownership of the image (or single specific usage etc.)? |
| 6**. Costs**. What is the maximum fee the client can pay for the work in GBP or USD (needs to be higher if includes copyright buy-out) for each item. Please appreciate John has been working for over 30 years and fees are commensurate with his talent and experience. There may be room for negotiation based on the subject, format, number of pieces etc. |
| 7. Is there anything else you would like to add? |

**Commissioning & Payment.**

Once we have agreed terms the commission will proceed with a standard artist’s agreement form. Half the fee will be required prior to the visual stage and full payment requested at the completed final artwork stage (preview will be supplied by low resolution email, full art delivered on receipt of final payment).

Thank you for completing this form, please return it to guy@johnavon.com, we will get back to you as soon as possible.