

Thank you for enquiring about a commissioned piece. This is to give you some information about the process.

## **Design**

Much of my work is done on commission and all my work is based on my own original designs. Each piece, whether functional or decorative is unique. Although if clients are inspired by an existing work, I am very happy to use that as a starting point to arrive at a new work or to use an idea you have as a jumping off point. Please don't ask me to copy someone else's existing art work.

## **The process**

### **Site Visit**

The commission process involves working closely with you as a client. It starts, where practicable, with a site visit to see how the piece will fit into its surroundings. If we can't do that then email, photos and Skype come in. I will bring sample materials and my portfolio of work. Some people like to have a lot of input, others are happy for me to produce a design brief and go from there. The starting point can be almost anything; from an original drawing or photograph to an idea inspired by landscape, a person or a special occasion. At the initial meeting I discuss possible designs with you and this usually gives me enough information to go away and come back with some rough design ideas and an outline of the process together with a ball-park estimate of the final cost. There is no charge for this.

### **Design Phase**

If you wish to go further, the next stage is for me to produce up to three concept designs, together with suggestions of materials, for you to choose from. At this point, I charge a flat rate design fee, usually between \$400 - 600 and the payment of this books you a definite place in my schedule. If you decide to go ahead with the project, then the design fee is part of the total cost, else the design fee is not refundable. For this, you initially get up to three concept designs, suggestions for materials and ball park costings. We then go on to refine one of the concept designs to choose a final design. As part of that you get detailed drawings, sample materials, and an accurate quotation as to costs.

### **Construction phase**

The work begins with me providing detailed sample materials and a sample section, to scale and using the actual materials for your approval. For some pieces, I might do a maquette (a small version) instead.

I also keep you informed weekly of progress with pictures throughout the fabrication process. You are welcome to visit the studio by appointment while the work is in progress. The remainder of the fee is due on completion.

### **Installation**

Installation is costed separately and may involve working with a tradesman, either provided by you or by me.

## **Materials**

Mosaic materials may include marble, vitreous glass, fused glass, unglazed ceramics and other materials. I only use very high quality materials and cut all materials by hand and assemble them in my workshop, ready for installation.

## **Construction**

People often think that having a permanent mosaic on a backsplash or wall means the mosaicist taking up residence in their home for weeks on end. Don't worry! Mosaics are supplied ready to install, or, in the case of art pieces, ready to hang. The mosaic method and materials used will vary as appropriate for the materials used and the eventual location of the piece.

## **Design Copyright**

All my mosaics are unique and I never repeat exactly (unless a single customer wanted multiple copies of the same thing). My standard arrangement re copyright is that I can use images of the designs and finished pieces for my own purposes; publicity, website etc, I also reserve the right to use them as jumping off points for further designs. I also reserve the right to use designs which have been prepared for one client, but never fabricated, to present to other clients. As I hold copyright, any public display of the work must be credited to me with a link to my website. For public works, a plaque must be displayed identifying me as the artist responsible for the work.

## **Payment Schedule**

Once the timescale, design and materials have been formally agreed, I invoice for 50% of the fee and start when the monies are received.

The second 50% is invoiced on completion of the piece

Installation and delivery are costed separately.

Any major changes requested by the client may involve a fee which will be mutually agreed.

I take cheque, PayPal, credit card or electronic transfer

I hope the above information is useful. If you have any questions, please do not hesitate to contact me.

*Marian Shapiro*