

## How it Works ~ Commissioning a Drawing

1. A **suitable photograph** or digital image is obtained (photographs can be posted, digital images emailed or, where appropriate, photographs taken by Vivienne)
2. A **budget** for the drawing is agreed, which will not be exceeded
3. A minimum **drawing size** is agreed
4. Terms and **requirements are agreed** (e.g. preferences, delivery, contact details and other arrangements)
5. A **deadline** for completion is agreed
6. A £25 non-**refundable deposit** is required to secure the commission
7. The **drawing is produced**
8. A **copy** of the finished drawing is provided **for approval**
9. **Full payment** is made (if unhappy, there is no obligation to purchase)
10. The **finished drawing** is **despatched**
11. Original photographs returned, where appropriate



**Vivienne Coleman**

### **Distinctive Pencil drawings**

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**Commissions Welcomed**