1. Discuss what kind of order you would like to place with Carrie Taylor based on the number of animals you would like painted, what colors you would like for backgrounds, and if you would like to include name tags and/or quotes with your portraits.
	1. Select an order option from the “Options and Pricing List” provided, or create a custom option with Carrie based on your needs/wants
	2. Complete the order form and attached contract with The Taylored Spirit
	3. Provide a 30% non-refundable deposit + CT State sales tax based upon your option selection at time of order- I take all major credit/debit cards and cash (Sorry, no personal checks)
2. Once you have placed your order, you must submit picture(s) in jpeg format to The Taylored Spirit via e-mail to taylor\_carrie@att.net within
	1. 1 week (7 days) of order

 **OR**

* 1. 3 weeks (21 days) prior to “latest acceptable delivery date” – indicated on your order form

**(whichever comes first)**

* 1. \*The earlier you send me the photos, the easier it is for me to adhere to your deadline request. Any delays in submission of photos that cause a need for expedited shipping, will be at the client’s cost!
1. When I receive the photos, I will send you a return e-mail to confirm receipt and to show you the cropped (if necessary) version of the photo(s) I will be using as templates for the portrait(s)
2. I will get to work on the commissioned work as soon as possible and keep an open dialogue with the client if I have any needs to complete the work on time.
3. Once the work is completed, I will send you an e-mail with photos of the completed work for your approval at least 1 week (7 days) prior to the “latest acceptable delivery date”
4. Please respond to my e-mail to indicate your approval of the completed work.
5. Upon approval, you have two of options:
	1. Request Shipping
		1. If you require shipping, I will send you the final images for approval a minimum of 1 week (7 days) prior to the “latest acceptable delivery date”. Once you approve, I will send you an invoice through Square for the remaining 70% of the original purchase price, remaining CT State taxes, and Standard Shipping or Expedited shipping if requested. Square invoices can be paid using credit or debit cards. I will send you a receipt for the final transaction once paid and the USPS tracking number once shipped.
	2. Pick up at Studio in Torrington, CT
		1. If you are local to Torrington, CT- you may pick up the work at my home studio and avoid shipping costs
			1. If you would like to pick up work, please contact me via e-mail to confirm date and time of pick up.
			2. If picking up work, you can complete your purchase with payment of cash, credit card, or debit card at time of pickup. (Sorry, no personal checks)

The Taylored Spirit will make every reasonable attempt to work with the client and maintain an open line of communication throughout the commission process in order to achieve and exceed client satisfaction. If you have any questions or concerns or unexpected needs during the order and commission process, please do not hesitate to contact me!!!!