

Tel. 585-245-8612 ♦ Fax 585-245-8613 ♦ [Email: Minhkh@rochester.rr.com](mailto:Minhkh@rochester.rr.com). [Web site: www.ourladyofnewhelfta.com/](http://www.ourladyofnewhelfta.com/)

CONTRACT

(for painting, egg tempera icon and calligraphy commissions)

Project description: _____

Patron/contact person: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____ Email: _____

AMOUNT

Fee: _____

Tax: _____

(New York residents add your tax to the above Subtotal. Tax Exempt organizations, please include certificate with order)

Total Fee: _____

Terms and agreements:

I/ Seven months after the work is completed, the work needs to be returned to the artist to be glazed. The process will take about one week (for egg tempera medium only).

II/ There is a two-year restoration guarantee free of charge, if damage results from natural aging only. There will be guidelines given to the patron on how to care for the painting properly (for egg tempera medium only)

III/ The patron will receive three invoices for three payments:

1. To get the project started, one-third of the Total Fee is due in advance.
2. The second one-third of the Total Fee is due when the sketch is satisfied by patron.
3. The balance of the Total Fee plus Shipping & Handling Fee is due when the project is completed and delivered.

IV/ The work is not a Work for Hire. Under the copyright laws, the artist will retain all copyright ownership and reproduction privileges.

AGREED AND SIGNED

Artist: _____ **Date:** _____

Patron: _____ **Date:** _____

Please print and fill out the necessary information send it to:

New Helfta Atelier. P.O. Box 464 . Geneseo, New York 14454

[Invoice](#) / [New Helfta Atelier](#)