



**CAROL FRANCES**

PET PORTRAIT & ANIMAL ARTIST

## Pet Portrait Information

Thank you for downloading this information sheet. I hope this will answer all your questions but please do not hesitate to contact me if you need any further information.



### Initial Contact

Please contact me via the 'Contact Me' page on my website or via email (info@carolfrancesart.co.uk). I aim to respond within 24 hours and if you contact me during normal working hours, it's usually on the same day.



### Step 1 - Send Your Photos

I work from photos (ideally digital) and to help with this, I will send you tips for taking/sourcing photos.

I realise that sometimes portraits can be memorial portraits and that good quality photos may not be available so please just send me your chosen photo(s) - I'm more than happy to work with what you have.

Please send as many photos as you like!



### Step 2- Choose Your Size

These are the things to consider when choosing which size portrait:

- The wall space you have available
- Whether you would prefer square or rectangle
- Budget (current prices are displayed on my website)
- The size of the animal - for instance the smaller the animal, the smaller the drawing you might like
- Whether you just want head and shoulders or the whole animal



### Step 3 - Book Your Slot

Once we've agreed on a photo and size, I ask for a 50% booking fee to secure your pet portrait slot, with the balance payable on completion. If preferred, a £20 payment will secure a slot in my diary with the balance of the 50% payable before I start work. Payment can be made via bank transfer. At the same time, I will let you know when you can expect your portrait.





#### **Step 4 - Drawing in Process**

One week before starting your portrait I will email to let you know, and will let you know the expected completion date (normally within 2 weeks). At this point I will provide a mock-up and it's possible to change the size if you change your mind. Up until I start working on the portrait, the booking fee is refundable. Once I've started working on the portrait (including layouts/mockups) the booking fee becomes non-refundable. I'll keep you informed at all stages of the process.



#### **Step 5 - Approval**

Once the drawing is complete, I will send photos for approval and request the balance payment. Once the balance has been paid, I will post the portrait to you, or arrange collection.

I really hope this has provided all the information you need. Please don't hesitate to contact me if any questions remain unanswered. This information should be read in conjunction with my Terms and Conditions.

You can use the contact form on my website or email me directly at:

[info@carolfrancesart.co.uk](mailto:info@carolfrancesart.co.uk)