

REGULATION

1. Respect and reciprocity

Respect and reciprocity are the fundamental words that will regulate the conduct of the commission.

Each job will be carried out with professionalism, cordiality and passion for your requests. If there may be any lack of respect or any form of rudeness, this will instantly block the execution of the commission. Refunds will not be accepted in these cases.

2. Information for the commission

If you want to request a commission, I invite you to be clear and sure of what you want to ask me right away, otherwise you can trust my work or ask me for advice. If you are undecided, have confused ideas or just want to have information, I will always be available for a prior consultation. The revision or modification during the construction phase can only be carried out on the basis of the type of package chosen (see Chapter 4).

Tell me directly your preferences on the material on which you want to make the final design: paper or digital and its size in centimeters or pixels. If not supplied or not of significant importance, standard materials and dimensions (indicated below) will be used.

Once your request has been approved, you will be able to send by e-mail the images for the realization of the commission. Low quality images will not be accepted.

Type of Commission with information necessary for their implementation:

❖ ***Caricature:***

- Minimum 3 frontal and / or $\frac{3}{4}$ images of the subject;
- Idea on the composition and description of any objects;
- Coloring (in color or black and white);
- Standard production in digital, A3 format in 300dpi.

❖ ***Realistic Portrait:***

- Image to reproduce;
- Pencil coloring (black and white only)
- Standard production on paper, A4 format.

❖ ***Tattoo design:***

- Composition idea;
- Type of tattoo style;
- Coloring (in color or black and white);
- Standard production in digital, A3 format in 300dpi.

❖ ***Logo:***

- Composition idea;
- Various and possible writings;
- Coloring (in color or black and white);
- Standard production in digital, A3 format in 300dpi.

- ❖ **Fan-Art:**
 - Subject (s) to be created;
 - Composition idea;
 - Coloring (in color or black and white);
 - Standard production in digital, A3 format in 300dpi.

- ❖ **Comic strip or board of Comic:**
 - Comic script;
 - Subject description;
 - Drawing style;
 - Grid structure if already set;
 - Standard production on paper, A4, B4, or A3 format.

- ❖ **Design for T-Shirt & Co .:**
 - Composition idea;
 - Various and possible images;
 - Coloring (in color or black and white);
 - Standard production in digital, A3 format in 300dpi.

- ❖ **Other Illustrations:**
 - Complete description of the requested project;
 - A consultation on its implementation will follow.

The illustrations completed digitally will be provided in two formats: .jpg and .png, except for any requests made in advance.

The images in paper format will be sent via Poste Italiane; any shipping costs (visible on the Italian Post Office website) will be added to the established price.

3. Prices and timing of implementation:

At the beginning of each job, the type of commission is agreed and an estimate is estimated. Each request is unique and the hours of work to be dedicated to it vary according to the request.

Below you will find a table with indicative, non-binding prices and timing:

KIND OF COMMISSION	PRICE (IN € -EURO)	TIMES OF REALIZATION	COLORING (OPTIONAL)
CARICATURE	€45,00	3-4gl (working days)	+ € 20,00 + 1wd
REALISTIC PORTRAIT	€90,00	4-7gl (working days)	Not achievable
DRAWING FOR TATTOO	€50,00 - €100,00	3-4gl (working days)	+€20,00 - €50,00 + 1-3 1wd
LOGO	To be agreed	To be agreed	To be agreed
FAN ART	€50,00 - €150,00	3-10gl (working days)	+€20,00 - €100,00 +1-5wd
STRIP, TABLE OF COMIC BOOK OR CHARACTER DESIGN	To be agreed	To be agreed	To be agreed
DESIGN FOR T-SHIRT & CO.	€50,00 - €100,00	3-4gl (working days)	+ €10.00 + 1wd

NB: (THE PRICES ARE INTENDED FOR A PRIVATE, NON-COMMERCIAL USE OR FOR NO-PROFIT ASSOCIATIONS).

4. Review and Consultation

Depending on the type of package chosen, there will be specific benefits and costs.

The packages are as follows:

- **ECONOMY: Relax and leave all the work in my hands!**
 - You will leave me carte blanche on the realization;
 - You will have a 5 € discount on the chosen commission;
 - The commission will end with an early business day.

- **STANDARD: Start taking part in making the commission!**
 - You will have the opportunity to review the draft with 1 complete modification proposal;
 - The price and production times are those listed in the table in Chapter 3.

- **DELUXE: Keep everything under control!**
 - You will have the opportunity to revise the draft with 2 proposals for complete changes;
 - You will get a preview of the commission shortly before its conclusion.
 - The additional piece is € 20,00;
 - 1 business day will be added to the timing of implementation.

- **EXCELSIOR: So that's just how I want it!**
 - You will have the opportunity to constantly review the commission, evaluating any changes from time to time;
 - The additional price is € 45,00;
 - The timing of implementation will depend on the amount of changes required.

- **FLASH: Faster than light!**
 - You will have the opportunity to request a commission with a shorter time frame than indicated in Chapter 3;
 - Whoever makes this request must always evaluate the fact that a commission begins only and exclusively upon receipt of the remuneration.
 - It will not be possible to make changes during the execution of the commission;
 - The additional price is half of the commissioned price;
 - The lead times are reduced by 1-2 days.

NB: FOR THE CREATION OF THE LOGO, A STRIP OR A COMIC TABLE, GIVEN THEIR COMPLEXITY, IT WILL NOT BE POSSIBLE TO DECIDE A PACKAGE IN ADVANCE, BUT ONLY AFTER A CONSULTATION AND A QUOTE.

However, if there is a need to have the job completed by a set date, feel free to ask me in advance for advice on how to proceed. We will evaluate together which package is best for your needs, so that we can offer you the best possible service.

If a package is not specified during the commission request, the option will be used by default: "STANDARD".

If you want to make changes to your commission already in the work phase, outside of your option type, a payment of €10,00 will be provided for each add revisions and/or detail to be modified; if these changes were to be more demanding, their cost could be greater. In this case, the commission will be blocked until payment is received for the single or multiple changes.

NB: WITH A "COMPLETE MODIFICATION" PROPOSED IN THE VARIOUS PACKAGES YOU CAN REQUEST TO MODIFY FROM A DETAIL UNTIL THE COMMISSION IS COMPLETELY REDOED. WITH THE "MODIFICATION BY DETAIL" YOU WILL VALUE EVERY SINGLE DETAIL THAT YOU WILL WANT TO MODIFY, UNTIL THE COST OF A NEW COMMISSION IS REACHED.

5. Method of Payment

Payments are accepted via:

- *PayPal*;
- *Wire transfer*.

The type of commission you requested must be entered in the reason for this together with your name and surname (examples: Caricature for Mario Rossi, Tattoo design for Giacomo Carli, etc.).

Payments must be made in advance in a single solution below € 77,00.

For amounts over € 77,00, you can opt for a split of the payment, 50% in advance and the remainder in half commission; in this case the reasons must state:

- "Type of commission" for "personal name and surname" 1/2 (for the advance);
- "Type of commission" for "personal name and surname" 2/2 (for the other half).

Should the price of the commission exceed € 150, it is possible to opt for greater subdivisions in relation to the amount to be paid.

Once I have received full or partial payment, I can start working on the commission.

An invoice will be issued upon payment, so billing information is required:

- PRIVATE: full name, tax code, address, ZIP code, municipality, province, state, PEC or e-mail.
- COMPANY: VAT number, tax code, company name, address, ZIP code, municipality, recipient code, PEC.

NB: Invoices with an amount higher than €77.47 will present the payment of €2.00 of the revenue stamp.

Invoices will present the 4% GS INPS recoupment.

We do not accept credits or acts of faith on "future" payments, if the payment is not made, the commission will be blocked. Furthermore, if there are no movements or explanations on non-payment, the commission request will be completely canceled, at any stage.

6. Refunds Policy

Reimbursement for a commission may occur if I am no longer able to conclude the commission due to force majeure. In this case there may be a total or partial refund, defined on the basis of the work carried out so far and that the commission agent will be able to receive.

For a serious and documented problem, the commission agent may request a total or partial refund, which, however, before its acceptance, its nature will be assessed and if deemed correct, a refund will be issued appropriate to the situation.

I remind you that the final decision regarding the refund request remains at my discretion, to protect against any fraudulent behavior.

The revenue stamp and 4% GS INPS recoupment will not be assessed in the issuance of the refund.

6. Use of commission

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The rights regarding the work remain with the author of the same.

Commissions are strictly for personal use.

The alteration of any form, commercial use, removal of any signatures and certificates is prohibited, unless previously agreed between the parties.

If the client intends to make commercial use of the commission, he **MUST** declare it in advance in the request for the work. In this case the prices will vary significantly. It is specified that the client may use the commission only by keeping it unchanged.

If the client intends to purchase the work and all the rights associated with it (if he wants to be able to distribute it, use it for commercial purposes, modify it and request not to have any signature or symbol of recognition of the original author, without any limitation of intent and action), is free to do so **ONLY** with the written agreement signed by both parties in the form of a contract or private agreement. In this case, the prices of the work and the transfer of its rights may vary significantly from those indicated above.

For misunderstandings or further information, I am always available for a consultation.


Gabriele Estini Purlan