

## COMMISSIONS INTRODUCTION

# Let's Work Together

Thank you for your interest in collaborating on a commission. Here's a quick introduction to how I work with clients to create impactful visuals.

# How Commissions Work

- 1. Brief** Before our first consultation call, we'll go through six scoping questions
- 2. Call** On our first consultation call, we'll discuss the brief in more detail
- 3. Deck** After our first consultation call, I'll make and send you an introductory deck
- 4. Papers** After you've reviewed the deck, we'll confirm the deposit and contracts
- 5. Artwork** Once the paperwork's squared away, we'll start making the art  
Duration depends on brief
- 6. Delivery** Once we've finalised the artwork, you'll receive the finished product

Deck-building and contract preparation usually take 2-3 working days. Typically, steps 1 to 4 take a week to complete. Steps 5 to 6 vary in duration depending on the project specifications and brief.

## I. Brief

Before our first consultation call,  
answer the below questions using this form:

**1. In general terms, what will the artwork feature\*?**

Eg. A poster advertising a new restaurant, an animation of a hopping rabbit, a landscape of a beach resort

**2. What is the format of the final product?**

Eg. An archival paper print, a Photoshop file, a construction hoarding, 8,000 mugs

**3. What are your deadlines for the project?**

If the project has multiple phases, feel free to list these

**4. How will the art be used commercially and for how long?**

Eg. Are you planning to own, monetise, reprint, display, edit, create derivatives of, mint as an NFT, sell rights to, or distribute the artwork. If so, for what period of time?

**5. Who is the main point of contact on this project?**

Especially with big teams, having a go-to point-person becomes very helpful

**6. What is your budget for the project?**

Commissions usually start at HK \$20,000 (HK \$500 per hour for 40 hours of work inclusive of consultation calls, deck-building, feedback rounds, contract writing, overhead costs, and creating the art itself.)

\* Please note that I do not take commissions for *The Hong Konger* collection, but you are welcome to submit a request for a new *Hong Konger* for free [here](#).

## 2. Call

On our first consultation call,  
we'll discuss the brief in more detail

Usually there are gaps to fill or follow-up questions from both sides with respect to the brief. My goal for this call is to fully understand your goals for the project so I can build you an introductory deck in line with your objectives.

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## 3. Deck

After our first consultation call,  
I'll make and send you an introductory deck

Inside the intro deck, you'll find a brief of the project that you're welcome to review and amend, a quotation, a projected timeline, and potentially some follow-up questions for your review and approval.

## 4. Papers

After you've reviewed the deck, we'll confirm the paperwork

Once we're agreed on the project requirements and quotation in the introductory deck, I'll send a deposit invoice, a usage agreement, and work for hire agreement.

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## 5. Artwork

Once the paperwork's squared away, we'll start making the art

I'll begin drafting mock-ups for your review and feedback. We'll iterate through rounds of feedback over phone and email until the mock-ups become the final piece.

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## 6. Delivery

Once we've finalised the artwork, you'll receive the finished product

Depending on specifications, deliveries can range from anything to shipping shirts to emailing files. Deliveries are made after the final payment is made.

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# Next Steps

To get started on your commission, please answer the below questions on [this form](#). If you don't have answers for certain prompts — no problem. Include a note and we'll circle back on our first consultation call. Thank you.

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## Learn more about my services

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Commissions



Auctions



Talks & Demos



Exhibitions & Shows



Consignments



Licensing