

RALPH GARAFOLA, ARTIST – COMMISSION A PAINTING  
OIL ON CANVAS

THE PLANNING CHECKLIST

**The Function of the Painting**

- Gift of affection
- Private/Home
- Business/Office

**The Spirit of the Painting**

- Landscape
- Seascape
- Still Life
- Animal/Pet

1. What is the subject? I will paint from photographs/pictures. Adjustments and changes can be discussed to your liking at time of commission.  

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2. Is the mood to be formal or informal?  

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**The Size of the Painting**

- Horizontal       Vertical

Standard Canvas Sizes

- 11"X14"
- 12"X16"
- 18"X20"
- 20" x 16"
- 24" x 20"
- 30" x 24"
- 24"X36"
- 36" x 30"

Custom Canvas Sizes

- 40" x 30"
- 42" x 36"
- 50" x 36"
- 60" x 42"
- 70" x 44"

Price of the painting \$ \_\_\_\_\_ Price of the frame is \$ \_\_\_\_\_

One-third deposit is required upon commissioning of the painting and full payment due upon delivery.

## STUDIO DETAILS

Date Commissioned \_\_\_\_\_  
Date Painting is due \_\_\_\_\_

**Painting Location** Name \_\_\_\_\_  
Company and title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ email \_\_\_\_\_

**Client** Name \_\_\_\_\_  
Company and title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ email \_\_\_\_\_

**Size of painting Price** Tentative \_\_\_\_\_ Final \_\_\_\_\_  
\$ \_\_\_\_\_ (not including frame)

**Frame** Style \_\_\_\_\_ Insert \_\_\_\_\_  
Frame Retail Price \$ \_\_\_\_\_  
Ordered from \_\_\_\_\_

### Artist's Studio Records

Date Delivered \_\_\_\_\_

Shipping Expenses \_\_\_\_\_

Payment			
Deposit	_____	Date Received _____	Amount _____
Balance	_____	Date Received _____	Amount _____

Photographer's copy negative no. \_\_\_\_\_

### Schedule

Plan/Meeting Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

First Sitting Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Second Sitting Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Third Sitting Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Final Sitting Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_