

Please print this form, complete the information, sign 2<sup>nd</sup> page, and mail it with your photos to the address below.

<b>SOLD TO:</b>		<b>SHIP TO: (if different than Sold To address)</b>	
Name:		Name:	
Address:		Address:	
City/State/Zip		City/State/Zip	
Phone:		Phone:	
Email Address:		Date Portrait Required:	

<b>PASTEL PORTRAITS</b>			
Pose	Matt Size	Price Each	Comments
1 Subject - Head & Shoulders	16" x 20" or 18: x 24"	\$150.00	
1 Subject - ¾ figure w/hands	16" x 20" or 18: x 24"	\$200.00	
2nd Subject (in same pastel portrait)	18" x 24"	\$100.00	
3rd Subject (in same pastel portrait)	18" x 24"	\$100.00	
Custom backgrounds or special details		\$ 50.00	
<b>Subtotal</b>			
<b>Shipping</b>		\$15.00	
<b>Total Portrait Order</b>			

Each pastel portrait is hand rendered by the artist on high quality paper, mounted with a matt on archival backing, and is ready to frame. Pastel portraits can be completed and shipped within 2 weeks, except if there are changes. Pricing is the same for people, pet portraits, alter-ego portraits or combination of people and pets.

**Note:** Each additional figure in the same portrait is charged separately. Please add 2nd or 3rd subject to the main portrait price.

<b>OIL PORTRAITS</b>			
Pose	Canvas Size	Price Each	Comments
1 Subject - Head & Shoulders	16" x 20" or 18: x 24"	\$300.00	
1 Subject - ¾ figure w/hands	16" x 20" or 18: x 24"	\$350.00	
2nd Subject (in same painting)	18" x 24"	\$200.00	
3rd Subject (in same painting)	18" x 24"	\$150.00	
Custom backgrounds or special details		\$100.00	
<b>Subtotal</b>			
<b>Shipping</b>		\$ 25.00	
<b>Total Portrait Order</b>			

Oil paintings are rendered by the artist on stretched archival canvas, and are ready to frame. Oil paintings take a minimum of 6 to 8 weeks to complete to allow for drying time. We will try to accommodate rush orders if possible. No oil painting orders for Christmas delivery can be accepted after November 1st. Pricing is the same for people, pet portraits, alter ego portraits or combination of people and pets.

**Note:** Each additional figure in the same portrait is charged separately. Please add 2nd and/or 3rd subject to the main portrait price.

**Background preference:** Indicate what type of background you would like to have in the portrait or the artist will choose what best compliments the subject.

## Order Information

Please follow these 4 easy steps to order your custom portrait.

### 1. Choose size of painting / fill out the Portrait Order form.

- Make sure you fill out all appropriate fields and sign the order form.
- All sizes listed above are standard frame sizes. All pastel portraits are mounted with a matt (image window size is 10.5" x 13.5") and ready to frame.
- Custom or larger sizes will be charged according to size or complexity. Please contact us for pricing.
- For special backgrounds, objects, or other custom details contact us for pricing.

### 2. Choose your photos

- Enclose at least 2-4 photographs of the subject or subjects (the more the better). It is important for the artist to have good close-ups of the subject's face. Include at least 1 photograph of your favorite pose. If you want a painting with more than one subject and do not have a good shot of them together, just send separate photos and the artist will combine them in the painting. All photographs will be returned with the finished painting.

**Note:** the artist will contact you if there are any questions or for more information to ensure a good likeness.

- Photo size: 3' x 6' and above (variations are acceptable).
- Digital photo or scanned photo: If choosing a digital photo please use a photo of minimum 500 KB.
- Other tips:
  - Small photos: If you have an old photo or photo of a smaller size than recommended, send it to us for evaluation. The artist will contact you for more information or if a portrait can not be created.
  - Photo protection: Use protective envelopes to insure that your photo will not get damaged. Icon Art Studio does not assume responsibility for any possible shipping damage to your photo

### 3. Choose payment option

Payment is easy and convenient. To protect your privacy and maintain safety, Romero Art Studio does not keep any records of customer credit information. We accept credit cards through PayPal. All payments by check or money order should be made payable to "Citty Kitty Enterprises" and mailed with the completed Portrait Order form.

### 4. Mail your completed Portrait Order form and photos to:

RJ Romero Art Studio  
295 Buckingham Way, Suite 905  
San Francisco, CA 94132

## Portrait Process

- The artist will provide a photo of the finished portrait by e-mail attachment or mail for customer approval, along with a Portrait Proof form. This is the customer's chance to suggest any changes.
  - If you are satisfied with the photo of the portrait, just sign the Portrait Proof form and we will ship your finished portrait immediately.
  - If, for any reason, you are not satisfied, please clearly state the reason for your dissatisfaction on the Portrait Proof form. The artist will address your concerns, make any necessary changes, and send you a second proof with for your approval. If we can not achieve your satisfaction after the third proof, we will give you a refund, less any shipping costs. All portraits come with a 100% quality and satisfaction guarantee.
- Please allow 2 weeks for pastel portraits. Each pastel portrait is hand rendered on archival quality paper, mounted, matted, and is ready to frame.  
**Note:** Pastel paintings should always be framed under glass to protect the image.
- Oil paintings normally take 6 to 8 weeks to complete and dry. The artist will try to accommodate rush orders if possible. No oil painting orders for Christmas delivery will be accepted after November 1st.
- The artist reserves the right to photograph the portrait for future publicity purposes.
- Portrait prices do not include framing. Fine art deserves proper framing, and depends on your taste and where the painting is to hang. We strongly advise using a professional framer who can recommend a frame that will show the painting off to the best advantage for your situation.

## Shipping

Prices listed above do not include shipping charges. Your portrait will be sent via UPS ground or best carrier. Requests for express delivery will require additional charges. Please indicate the preferred "Ship To" address, if you are having your portrait shipped somewhere other than your billing address.

## Customer Agreement

The customer hereby acknowledges that they have read and agree to all terms and conditions herein.

**Customer signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you have any questions or would like more information, please contact us at [admin@romeroartstudio.com](mailto:admin@romeroartstudio.com).