

Illustration commission proposal

Prepared by: [Artist name and contact]

Prepared for: [Client name and contact]

Project: [Project name]

Proposal date and validity: [Date; expiry date]

Brief and deliverables

The purpose of this commission is [describe the intended use and audience].

Deliver [number of illustrations], at [dimensions], in [file formats and color profile].

Include [rough sketches / refined artwork / final files]. Exclude [source files, animation, additional adaptations or other exclusions].

Sketch stages and approvals

Stage 1: [thumbnail concepts and selection date].

Stage 2: [refined sketch, consolidated feedback and approval date].

Stage 3: [final artwork and delivery date].

Each stage includes [number] revision rounds. A new direction after approval is quoted as a change request.

Feedback is sent together by [named decision maker].

Creation fee and usage license

Creation fee: [Amount and currency].

License fee: [Amount and currency], separate from the creation work.

Permitted use: [editorial / advertising / packaging / other].

Media: [print / digital / specified channels].

Territory: [named countries or regions].

Term: [start date and duration]. Print run or impressions: [agreed limit].

Exclusivity: [non-exclusive / defined exclusive use].

Ownership, portfolio permission and sublicensing: [agreed terms].

No additional rights are implied. Renewals and new uses need written permission and a separate quote. Have any assignment reviewed.

Payment and timeline

Total: [Amount and currency]. Deposit: [Amount or percentage].

Milestone invoices: [dates or approvals]. Final payment due: [terms].

License begins: [condition, for example cleared final payment].

Delivery depends on receiving the brief, reference materials and timely approvals.

Acceptance

Client approval: [Name, signature and date].

Artist approval: [Name, signature and date].

This is a starting template, not legal advice. Review terms for your jurisdiction.