



# Illustration Request Form

*Dear Author,*

*In this form, you will find detailed instructions on how to communicate your ideas to the artist.*

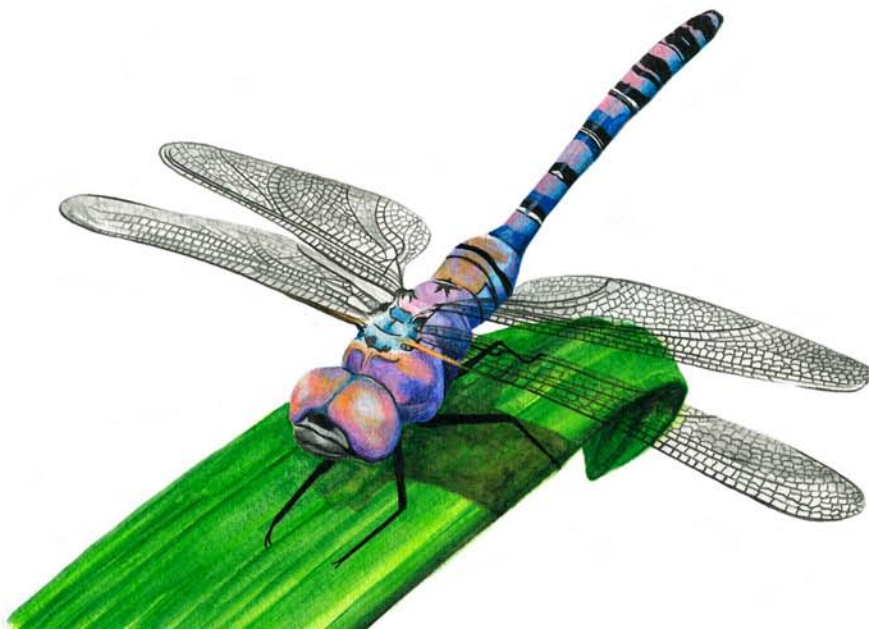
*As soon as you have filled out the package to the best of your ability, email it back to us at [www.unlimitedartstudios.com](http://www.unlimitedartstudios.com) or mail to:*

*ATTN: Creative Director  
Unlimited Art Studios  
1717 Lake Point Drive  
Apt #311  
Madison, WI 53713*

*As soon as your packet is received, an artist will call or email you within 1-2 business days to set up your initial consultation.*

*If you have any questions, comments, or concerns, please feel free to call 608-514-6247 to speak with an artist.*

*Thank you for your interest in Unlimited Art Studios!*





# Illustration Request Form

*Author Information:*

Name (First,Last) \_\_\_\_\_

Phone: \_(\_\_\_\_)\_\_\_\_\_

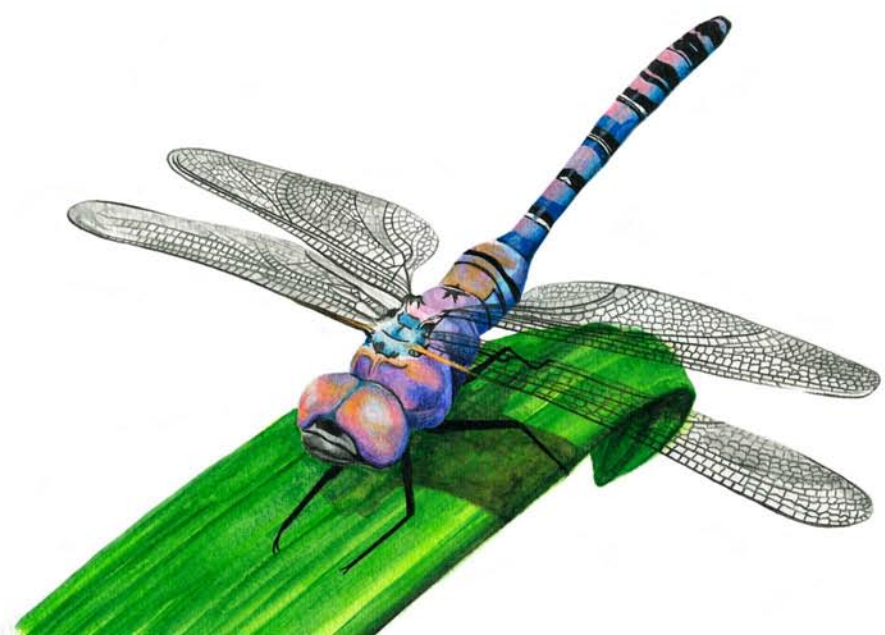
Best time to contact: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





# Illustration Request FAQ's



I need the same image repeated on the page. Do I have to pay for each repeated element?

No. If the image is exactly the same each time, there is no extra charge. See the example to the left- there are repeating snowflake figures of varied opacities in the background. Even though the artist has digitally altered each snowflake, they were derived from one original sketch.

I have no idea what I want on the page. How do I get started?

For an additional \$20.00 fee, an artist can design the page for you. Once the design is approved, you may be subject to additional fees if you want to change it.

How do I know if the photograph I'm submitting is copyrighted or not?

It's safe to assume that all photos, especially found online, are copyrighted. If possible, contact the photographer and ask for permission to use the image. You may be subject to usage fees by the photographer.

Do I get to keep the original sketches and paintings?

Yes. High resolution scanned copies will be permanently retained on file by Unlimited Art Studios, so if the originals get damaged, you may order prints.

Can I get copies of the sketches and paintings?

Yes. Fine art giclee prints on archival watercolor paper and canvas are available, as well as bookmarks, cards, etc. Call 608-514-6247 for more details.

The images I need are cartoons. Do I still need to submit photographs?

It depends on how lifelike you need them. Instead of photos, submit a similar design (i.e. cartoon) or rough sketch that you've created so the artist can elaborate on it. Any reference is helpful and greatly appreciated. It also saves time on design, since it cuts down on the amount of research we have to do. Providing detailed sketches/reference eliminates design fees, saving both time for us and money for you.

For additional questions, please call **608-514-6247** or email the Creative Director at [michael@unlimitedartstudios.com](mailto:michael@unlimitedartstudios.com) for a free consultation by one of our artists.



# Illustration Request Form

Please describe the scene in the box below with a quick sketch to help our artists visualize the page

The example form contains several sketches and handwritten notes:

- Top left: Snowflake sketches with note: "Snowflakes (b/w sketch colorized)".
- Top center: A large decorative letter 'P' with note: "First letter = fancy". Below it, wavy lines representing text with note: "rest of text = garamond".
- Top right: Vertical lines representing icicles with note: "B/w colorized sketch of icicles".
- Middle left: A rectangular frame containing a sketch of two children sledding and the text: "Full color watercolor of children sledding (see CD)".
- Middle right: More wavy lines for text and a note: "\*Snowflakes should be part of background, faded".
- Bottom right: More snowflake sketches with note: "\*background should be gradient (blue, fading lighter at bottom)".
- Bottom center: More snowflake sketches with note: "-snowflakes (b/w colorized, same)".

A large red diagonal stamp reading "EXAMPLE" is overlaid on the bottom left of the sketch area.

### Please indicate the following (prices are before taxes):

- Black and White Graphite Sketch (\$40.00 each)
  - 2 Colorized Black and White Graphite Sketch (\$50.00 each)
  - Full Page 8"x10" Charcoal Painting (\$100.00 each)
  - 1 Full Page, Color 8"x10" Watercolor Painting (\$150.00 each)
  - Full Page, Color 8"x10" Pastel Painting (\$150.00 each)
  - Full Page, Color 8"x10" Acrylic Painting (\$200.00 each)
  - Font Design (\$40.00). Indicate other font: Garamond
  - Full Page, Color, Hand Painted/Computer Generated Composite (\$150.00)
- \*Add an additional \$10.00 to each item per each image not provided by author (research fee)



\$250.00 **Total (before taxes)**

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- \_\_\_\_\_ Full Page 8"x10" Charcoal Painting (\$100.00 each)
- \_\_\_\_\_ Full Page, Color 8"x10" Watercolor Painting (\$150.00 each)
- \_\_\_\_\_ Full Page, Color 8"x10" Pastel Painting (\$150.00 each)
- \_\_\_\_\_ Full Page, Color 8"x10" Acrylic Painting (\$200.00 each)
- \_\_\_\_\_ Font Design (\$40.00). Indicate other font: \_\_\_\_\_
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**COVER**

**Please indicate the following (prices are before taxes):**

- \_\_\_\_\_ Full Page 9"x12" Charcoal Painting (\$150.00)
- \_\_\_\_\_ Full Page 9"x12" Pastel Painting (\$200.00)
- \_\_\_\_\_ Full Page, Color 9"x12" Watercolor Painting (\$200.00)
- \_\_\_\_\_ Full Page, Color 9"x12" Acrylic Painting (\$275.00)
- \_\_\_\_\_ Full Page, Color, Hand Painted/Computer Generated Composite (\$150.00)
- \_\_\_\_\_ *\*Add an additional \$10.00 to each item per each image not provided by author (research fee)*
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# Illustration Request Form Checklist

## *Are your images included?*

*You may submit images on a CD, thumb drive (which will be returned), or email to michael@unlimitedartstudios.com. Please ensure they are a high enough resolution to provide the artist with adequate detail to work from! (220dpi at the minimum, preferably 300dpi or higher). If no images are supplied, you will be subject to a \$10.00 research fee for each image that needs to be drawn.*

## *Have you sketched out each page?*

*Pages without detail are subject to a \$20.00 design fee.*

## *Is payment included?*

*Payment can be made out in the form of PAYPAL (see [www.unlimitedartstudios.com](http://www.unlimitedartstudios.com)), money order or check to:*

*Unlimited Art Studios  
1717 Lake Point Drive  
Apartment #311  
Madison, WI 53713*

*Payment plans are available, however the illustration process cannot begin without at least 30% down. Please call 608-514-6247 for more details. You will receive an invoice detailing your illustration(s) before and after payment has been received.*

## *Have you included a copy of your text?*

*You can either submit it by email to michael@unlimitedartstudios.com or include a copy when you send the Illustration Request Forms back.*

\_\_\_\_\_ *TOTAL (before taxes): use calculations from design forms. Add an additional \$20.00 for each page without a sketch/plan provided.*

\_\_\_\_\_  
AUTHOR

\_\_\_\_\_  
DATE

*I hereby certify that all images provided are my own or I have obtained them lawfully and have abided by all copyright laws. I certify that I will not hold Unlimited Art Studios liable for any complaints or legal actions pursued by the lawful owners of the images provided, and will take full responsibility for the images I provide. I understand that any illegally obtained copyrighted images may result in termination of the illustration process without the possibility of refund.*