

# Hannah *Lee* Barganier

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[www.hannahlee.studio](http://www.hannahlee.studio)

[instagram.com/hannahlee.studio](https://www.instagram.com/hannahlee.studio)

[hannah@hannahlee.studio](mailto:hannah@hannahlee.studio)

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**Commissions Process**

2022

## Application

All consultations start with an application to ensure the project is the right fit for both Hannah and the client. Hannah accepts 3 commissions per quarter so every piece gets the proper amount of attention.

## *Initial Consultation*

Once the application has been reviewed, Hannah will reach out via email to schedule a consultation to discuss specifics, timeline, etc.

Depending on the scope, location and concept of the piece, the consultation will take place over phone/video chat or onsite at the final install location. Client is responsible for travel expenses for consultation for non-local installs.

The consultation is the time for the client to share their vision, key elements they want included, color, materials, size and more. This is the opportunity for the client to express all the elements they want out of the piece and for them to collaborate with Hannah.

Final pricing of the piece (excluding delivery and install\*) will be provided, in writing, within two business days of the consultation. Logistics such as timeline, installation tier\*, and payment will also be agreed upon at this time.

\*Final pricing for delivery and installation will be quoted in writing before the final approval.

## Contract

Hannah will provide her standard commissions contract for the client to review with the written quote. Work will not begin until the contract has been signed.

## *Deposits & Payments*

After the contract is signed a 50%, non refundable deposit is required to begin the preliminary sketches. The remaining balance is due once the client has reviewed the final piece, but before delivery of the piece. If the balance is not paid the client will not take possession of the piece. All commissions are final sale.

## Timeline

Depending on the complexity and size of the piece, commissions will take 4-6 weeks to complete, not including shipping time.

## *Preliminary Sketches*

After the consultation, and once the deposit has been received, Hannah will create digital sketches to determine the direction of the piece. She will then provide a video walkthrough to present the final 3-5 concepts for the piece. The client will have a week to review and choose a direction.

## Revisions

In addition to the review of preliminary sketches, Hannah will share 2 updates with the client to ensure a shared vision is taking shape. The client can provide feedback at this time if the client wishes.

## Approval

After the two updates, Hannah will then share the final piece for approval. If the client wishes to make changes at that point, Hannah will determine any additional fees for said changes. Once approved the item will be shipped within one week.

## Delivery & Installation

While every piece (commission or collection piece) is packaged with care, Hannah offers different tiers of delivery and install to cater to the budget, location and preference of her clients. Depending on the delivery tier the client selects, Hannah will determine the best method of packaging depending on the size, substrate, and materials of the piece.

### **White Glove (additional fee + cost of shipping and install)**

Hannah will coordinate all factors of the delivery and install including packaging, shipping, delivery, and be onsite at time of delivery to facilitate and organize installation.

### **Remote (additional fee + cost of shipping and install)**

The client can choose what steps they would like Hannah's support for. Hannah can coordinate all factors including packaging, shipping, delivery, and installation as well as be available via phone or video chat to oversee installation.

### **Economical (no fee, client responsible for all shipping and install costs)**

The client will handle all delivery and install logistics. Hannah will perform basic preparation for transportation before it is handed over to the shipper, after which point Hannah will release responsibility and liability of the condition of the piece. Hannah strongly advises the client to select an experienced and insured shipper to professionally package and deliver the piece.

## Questions?

Please don't hesitate to reach out if you have any questions regarding the commissions process.

**[hannah@hannahlee.studio](mailto:hannah@hannahlee.studio)**