## Custom Memory Boxes by Alexis Kaminsky

1447 Vassar NE Albuquerque NM 87106 <u>alexis@alexiskaminsky.com</u> 505-270-8019

Thank you for contacting me about a custom memory box for your animal companion.

## **Commission Process and Policies**

The following steps are designed to be sure that we're on the same page and that you're satisfied with your box:

- 1. The sketch: After I receive the information and pictures of your companion animal, I will provide a rough sketch of the proposed memory box. The sketch will give you an opportunity to review the planned memory box and how your pup will be portrayed. (I'm not the best in 2-D so it will be rough but informative enough to give you a sense of where I'm going with the sculpture.) If you're happy with the sketch, great. If you have reservations or any concerns, we will talk and I will revise the sketch as needed.
- 2. Sketch approval and down-payment: When you are satisfied with the planned box based on the sketch, a down-payment of \$200 (1/2 the cost) must be received and processed before beginning construction. Payment can be made with a personal or cashier's check or through PayPal. If you choose to use PayPal, you will be responsible for covering any transaction fees.
- 3. Pre-bisque approval: Once the sculpture has been built (but before it's been fired), I will provide you with pictures from various angles for you to review. This is another opportunity to give feedback on the piece. Once you are satisfied with where the piece is going, I request written confirmation (email is fine) to complete the piece. Then I will bisque and finish the memory box.
- 4. Final payment: When the piece has been completed, I will send you digital images of your memory box along with an invoice. Payment must be received prior to shipment.
- 5. Client responsibilities: a) approvals as described above and b) shipping, handling, insurance costs, and other fees (i.e., PayPal, taxes, tariffs).

If you are interested in ordering a memory box, please complete the form on the following page and email it to alexis@alexiskaminsky.com

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Name			
Address			
Phone			
Email			
	preferred mode of contact		
	phone	email	
About your compan	ion animal		
Name			
Breed(s)			
_		leight (at shoulder)	
Sex			
Notable features			
Habits, idiosyncrasie	S		
Favorite toys/games			
Memorable stories			
**Attach photos, stor	ies, anything that hel	ps me get to know your pup.**	
Where did you here a	about Memory Boxes	?	
Mrs Sizzle		Aztec Animal Hospital	
Teca Tu		Sheltered Art Show	
APBL		Other (please specify)	

Pet Loss.net

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Client information		70-0019	
NameAddress			
Phone Email			
		ode of contact	
	phone	email	
About your companio	on animal		
Name Breed(s)			
Weight	Height (at shoulder)		
Notable features			
Habits, idiosyncrasies			
Favorite toys/games			
Memorable stories			
**Attach photos, storie	es, anything that he	lps me get to know your pup.**	
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