



ART RESEARCH SERVICES TO DESIGNERS & CONSULTANTS

SERVICES

- Research of artwork within guidelines set by client
 - Parameter examples:
 - Original, limited edition and/or open edition art
 - Project specific commissioned artwork
 - Budget
 - Size preferences, limitations, etc
 - Color scheme preferences
 - Style preferences
- Placement recommendations according to client-provided scaled floor plans, elevations, wall measurements and/or photographs of the space
- Professional digital presentation of artwork selections, within the guidelines specified, appropriate for viewing by your client
- Documentation of sources & ordering information for all artwork selections
 - Vendor/artist
 - Size(s) available
 - Substrate(s) available
 - Item #
 - Lead time
 - Price
- Processing of artwork orders
- Communication with artists and vendors re: artwork or commissions

GUIDELINES

- All communication will be between Forager and you, as Forager's client. Client is solely responsible for communication with their end user, unless otherwise agreed upon. All proposals are confidential until awarded. Services for projects upon which there are multiple bidders will be awarded on a first come, first served basis.
- Forager will gladly process artwork orders and make shipping arrangements on client's behalf, however, client is solely responsible for payment to artists & vendors.
- Forager will be available Monday- Friday, 9am -5pm Pacific time (subject to change to 9am-5pm in whatever time zone Forager finds herself in!). Emails or phone calls will be answered during that time. Requests received outside those hours will be attended to during the next office hours. Forager will provide notice to clients if/when there will be an extended period when office hours will not be available (vacations, illness & such).
- A minimum of 24 hours notice is preferred for project deadlines, though lead times may vary according to the size of the project. Deadlines should be made clear at the beginning of a project. If a quicker turn around is needed, Forager will do it's best to accommodate you, according to existing schedule and other projects. A rush fee may be incurred.
- All services listed above and all correspondence (emails, phone calls, faxes, etc) related to your project are billed at an hourly rate (rates are confidential, please email Lesley at lesley@artsyforager.com for rate information). Payment is due to Lesley Frenz via PayPal upon receipt of invoice.