

FAQ

Working process of Sonia Matas

Stages of work

1. Are you or your business interested in placing an order? (thank you!)
Then send me all the information about the project including deadline, details of the work and what you are using it for: soniamatas.com@gmail.com

Important: Tell me why you are interested in my work, why *me* for your idea and what you are looking for. If I also fall in love with your project we will enjoy it even more!

2. I'll reply in 24-48h, accepting or declining depending on my availability. If I have an opening I'll give you an **approximate budget**, an execution **date**, and I'll ask you for the **specific information** I need.
3. If the customer agrees I'll send the **final budget** with all the details and the Terms & Conditions document. This page and a half document solves any of the client's doubts and means an agreement by the author to assure the deadline and take charge of any setback on both sides. The **50% of the payment must be sent in advance** or 100% for requests below 300€. You can just ask for a sketch by the price of 30-100€(depending on the details required) and if you like it you just have to send the remaining amount of the payment.
4. The **first sketch** will be received on the agreed date showing the general composition, the situations and point of view of all the elements. You can request up to 2 changes without an extra charge during the sketch stage.
5. Should you request any **changes**, you will be sent an updated version.
6. If not, you'll receive the **final sketch** for you to give me the approval.
7. Next thing you'll receive will be the illustration along with the color palette and the lights to make sure everything is of your liking. (There is up to 2 free changes on the colors)

Important: Remember that the less time I spend making changes the more time I spend adding details -and love-. That's why the projects with more creative freedom have slightly better results.

8. Finally you'll receive **the finished artwork** in low resolution. The file in full size (JPEG, A4 at 300dpi or A3 at 150dpi) and the invoice will be sent once the remaining 50% of the payment has been received.
9. The exploitation rights will allow you to sell my artwork (as prints, t-shirts, mugs etc) or generate any economic profit with it (advertising, promotions, etc.) If you need these rights let me know so I prepare an agreement and add the extra charge to the invoice. If you don't sign the agreement I shall keep all the rights of the artwork.

I actually have the schedule almost filled until 2018, therefore I'm only taking big or very interesting projects that really inspire me.

¡Thank you everyone for all your support since 2008!