

Piuwpa's Commissions: **Terms of Service** (GO to: piuwpacomms.carrd.co)

I. General

1. By purchasing or trading my services you agree with my Terms of Service.
2. I reserve the right to decline a commission request for any reason at any time.
3. I retain the rights to alter or change my rules at any time. It won't influence orders under old terms.
4. You understand that the price is flexible and will change depending on what is requested.
5. You understand that my art pieces are digital only and there is no shipping included.

II. Payment and Refunds

1. Payments are made in USD via **Ko-fi** (LINK to: ko-fi.com/piuwpa) or **Buy Me a Coffee** (LINK to: buymeacoffee.com/Piuwpa). Alternatively, payment could be made through PayPal Invoices to which the client's email address will be requested.¹
2. I request full payment upfront. You may, however, pay after the initial sketch.
3. Full refunds are only available if **I have not started your order** or if I cannot begin for any personal reason.
4. Partial refund will be based on how far I got on your piece. **No refunds** will be given after the commission is finished.
5. Initial sketch does not count into the refund process and it is technically free. However, keep in mind that my sketches or thumbnails are messy.
6. By commissioning you're proving to be following Buy Me a Coffee's and PayPal's Terms of Service as well.
7. In addition to the last, you're also proving that you do have the permission to request a commission. Please clarify to me any misunderstanding before taking actions.
8. It is the client's job to request refunds and/or ask to send the payment after the initial sketch as I, the artist, will assume the client read through the terms.

¹ PayPal payments will only be available if money can not be sent through Ko-fi or Buy Me a Coffee for any reason. It is an option that I, the artist, will take if needed. The client is free to choose between the first two options given.

III. Process and Changes

Please check the **commission form** for the details needed to be provided.

(LINK to: piuwpacomms.carrd.co/#commform)

1. Asking for a commission grants you a slot. The slot will remain active for 30 days and will automatically cancel if I have not received a payment. **I will be working on your order only if it is paid.**
2. If the commission is private, commercial or monthly, it must be stated beforehand.
3. Please, provide clear character reference sheets, photos, moodboards and so on. Character descriptions are accepted, but require extra steps, so **understand it will affect the price.**
4. The client will be added to my Trello Queue (LINK to: trello.com/b/pprQNGna/sopas-art-queue). All information and general updates are there, **check it before asking any questions regarding progress and delays.**
5. Queue list reflects work order, but I might alternate between pieces sometimes for creative purposes.
6. Try to keep major changes on the initial sketch and/or clean up. Major changes in later stages such as anatomy, poses or expressions will be charged. Small tweaks like small color switches and markings or my own mistakes are free, but be mindful of limits. Therefore, no major changes once the piece is done.
7. **Deadlines must be communicated beforehand.** Please understand that it affects the price or the request will be refused. Four days are the minimum.
8. The final render will be shared through Google Drive, it will be up for a week or more, please download the file. If preferred, provide an email address so I can send the piece to you.

IV. Usage and Image Rights

1. I retain copyright over the commissioned pieces. For character designs only over the base concept.
2. You have permission to print out the purchased artwork for personal use only as well to reupload with valid links to my social media or @ tags. Please, do not only write down my username. You're allowed to upload the piece to **Toyhou.se**, please credit me as Sopa in "On-site Artist."
3. You are allowed to use the drawing as an avatar, cover image, wallpaper, you name it; as long as proper credit is given.

4. You may not use the commissioned artwork for commercial purposes unless agreed beforehand. **Please expect a steep cost.** This also applies to pieces that are meant to be used as brand artwork. It can be discussed **after** the commission is finished, but extra cost will be requested depending on the case.
5. You can make small changes to your commissioned piece as long as you do not claim it as your own work or make profit out of it.
6. **You may not** use my art for Cryptocurrency nor to feed *Artificial Intelligence* (A.I) with it. Client will be blacklisted.
7. You allow me to use the artwork as self-promotion; to upload it to my social media, portafolio and commission examples, unless the commission is private.

V. Other

1. Please, respect my schedule and my free time. I'm a full-time university student.
2. I will not share my personal contact information with clients.
3. Daily spam asking for updates will result in the commission to be refunded and the client blacklisted. You may, however, ask for as many updates you like as long as it is in between a considerable frame of time. **I send updates the day I work on orders.**
4. My turnaround is normally **a week to three months.** It variates and depends on many external factors. After this time I will be contacting and updating you. Please listen to what I have to say.

VI. Content Guidelines

I'M WILLING TO DRAW:

- Original Characters (OCs)
- Fan Characters
- Any animal/creature
- Humans, humanoids, anthros

ASK FIRST:

- Nudity/Suggestive art (Moderate)
- Anything not listed here

I'M NOT WILLING TO DRAW

- Pornography (NSFW)
- Extreme gore/death
- Offensive imagery or hate speech
- Politics, controversial topics
- Any kind of fetishes