V020221

**CURWEN PRINT STUDY CENTRE TERMS & CONDITIONS FOR ARTIST PRINTS FOR SALE ON CPSC WEBSITE**

* Artists may submit up to 6 prints at any one time to offer for sale on the CPSC website shop. All submissions must be emailed to: [shop@curwenprintstudy.co.uk](mailto:shop@curwenprintstudy.co.uk)
* All work submitted must be hand pulled prints.
* Not all prints submitted may be accepted, CPSC reserves the right to select.
* CPSC will email Artists to confirm their work is accepted and added to the website for sale.
* CPSC will charge 30% commission of total sale price, invoice will be due for payment after receipt of payment for sale by the Artist.
* Please use the Submission Form to submit work for sale, one form to be completed for each print. Please rename each form with your name and the print title **and keep it as a Word document, pdf forms will not be accepted**. Please type all the details on the form so they can be copied and pasted, handwritten details will not be able to be accepted. Information for prints will be input as it appears on the form. Send your completed form to us via email.
* Both image and information must be submitted separately for each print.
* Digital images sent to CPSC must be of good quality to show a good representation of the print. Low quality images will not be used. CPSC will not be able to edit images. All images submitted must ideally be sized 800px wide at 72dpi and saved as a jpg. All image files to be named to include the name of the artist and print title.
* CPSC is not responsible for copyright / representation of any images added to the website for sale. CSPC will not watermark images. If Artists require this they should do so prior to emailing their images.
* Prints will be offered for sale on the website for a minimum of 2 months.
* Prints offered for sale on the CPSC website shop will be updated/changed on or soon after the 1st of each month.
* All prints must be sold for the price stated on the CPSC website.
* CPSC will ask potential purchasers to email CPSC at [shop@curwenprintstudy.co.uk](mailto:shop@curwenprintstudy.co.uk) with a purchase request which will be directed to the Artist concerned who will liaise directly with the buyer with all aspects of the purchase.
* CPSC will email an invoice for commission at 30% of the sale. The invoice will be sent when emailing Artists potential purchaser details. Payment will be due when the artist receives payment for a sold print. If a sale fails to complete the invoice will be cancelled, and the print remain on the website for the agreed time.
* CPSC will not assume a print is sold until informed by the Artist. Artists will be responsible for informing CPSC of successful sales and instructing that prints are no longer available and should be removed from the website shop.
* On receiving information of a completed sale CPSC will aim to remove the print from the website within 5 days.
* After CPSC has uploaded Artists prints for sale and information on the website any changes to information or image requested by the Artist within the 2 month period will be charged a £5.00 per admin fee. Any errors in information input by CPSC which differ to the submission form will be amended free of charge.
* On completion of the course all CPSC Certificate Course Artists may add up to 6 prints for sale without sale commission. These prints will be on the CPSC website for 2 months. After this time any prints offered for sale on the CPSC website and sold will incur the usual 30% commission fee. All other Terms & Conditions apply as stated above.
* These Terms and Conditions will remain in place unless CPSC informs you of any changes which require a new agreement.

Please sign and date below to agree to the above Terms & Conditions:

SIGNED: NAME:

DATE: