



## COMMISSION REQUEST FORM

Thank you for your interest in a stained glass commission.  
Please complete the fillable form below to get started.

Date: \_\_\_\_\_

Name (first & last): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Shipping address:

What would you like to commission...

### Wings

Type and Branch of Service: \_\_\_\_\_

Glass Width: 42" 36" 32" Other \_\_\_\_\_

Personalization (name, callsign, command etc): \_\_\_\_\_

Background design (from the design guide): \_\_\_\_\_

Color preferences (from the design guide):

Frame:        yes    no (required for pieces 36" wide and larger)

Wood:    walnut    cherry    oak    other \_\_\_\_\_

Backlight:    yes    no (backing can be removed to hang against a window later)

### Other

Please provide a brief description of what you would like or amplifying information:

Requested delivery date: \_\_\_\_\_ Reason for rush: \_\_\_\_\_

Orders are filled in the order they are received. Rush orders are subject to a \$500 rush charge,  
Rush orders will only be accepted if the delivery timeline is realistic and achievable.

## AGREEMENT

1. **DESIGN CHANGES:** The information provided in this request will serve as the basis of your commission and will initiate the commission design process. Design changes may be made up until 7 days prior to the start of final design and construction. Final design will be confirmed prior to any formal design work or glass cutting begins.
2. **ARTISTIC LICENSE:** Glass colors and textures are subject to availability. I retain artistic license to substitute colors or textures with available colors or textures to ensure the piece adheres to the original design concept intent.
3. **DIMENSIONS:** Glass dimensions are for the visible area of the glass. A zinc structural frame surrounds the glass and adds approximately 1/2" - 5/8" to the dimensions of the visible area of the glass. Frame molding is approximately 1.5"-2" in width and thus adds 3"-4" to the total width and height to the dimensions of the visible area of the glass. Please take this into consideration when determining the size you are ordering.
4. **GLASS IMPERFECTIONS:** Art glass is made by hand with machine assistance, and may contain imperfections such as creases, small bubbles, color streaks etc. These are part of the handmade nature of the work you are commissioning. These imperfections do not compromise the integrity of the glass.
5. **DEPOSIT AND PAYMENT.** An initial non-refundable deposit of \$250 is required to formally reserve your order position in the queue, and to fund the initial design process. A 50% deposit is due prior to formal design and construction for all pieces that can be resold (pieces without a personalization or with generic personalizations such as "FLY NAVY" "USMC" "USN" etc) . Full payment is due prior to formal design and construction for all pieces that cannot be resold (pieces with personalizations such as names, callsigns, commands etc). The initial \$250 deposit will be applied to the total amount due. Prices do not include shipping and handling. Payment is preferred through VENMO to @scotthook12 , but other arrangement can be made if VENMO is not an option.
6. **RUSH ORDERS.** Orders required to be delivered before your sequential position in the queue are subject to a non-refundable \$500 rush charge. Not all rush orders can be accommodated due to competing rush orders, material availability, or an inadequate time window to perform the work.

Please contact Scott Hook directly with any questions  
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