

STAINED GLASS STAGES IN COMMISSIONING



Stage 1 Design Brief and Sketch Design

Please try to indicate in words or a simple doodle your ideas, including the following:

- A) Shape of panel/s.
- B) Position of subjects.
- C) Relative scale to each other.
- D) Position of subjects in overall panel/s.
- E) Dimensions of area/s (orientation – portrait or landscape); site photos would be useful.

I will then provide a simple sketch design (not the finished design/cartoon) based on your requirements, for your approval to work into a finished design.

Payment will be required at this stage, around £50 for a basic design (although this may vary according to the brief).

Other information also required at stage 1:

- F) Method of glass work required: copper foil or leaded came (cemented).
- G) Timescale – when the work would be required.
- H) Budget available.
- I) Type of fixing likely to be used to install the glass (installation to be the responsibility of the owner, but useful for me to know how it maybe fixed or supported).

Stage 1 Design Brief and Sketch Design (contd)

J) Frame type required: wood moulding, brass channel; lead channel (relates to previous point).

K) Colour range and finish of glass required (plain, textured, opaque, clear, strength of colour).

If special colour matching requirements are needed, I suggest supplying a sample (or name if available) of material to which I can match colours (conservation grade glasses come in colour ranges which are more expensive so will affect a quote).

Stage 2 Final design and costing

Prepare glass design/cartoon for approval (copyright of design retained by artist).

Establish type and quantity of materials to be used.

Draw up full quotation of costs for client approval.

Stage 3 Glass cutting and assembly.

It is a standard requirement for the client to pay a percentage of the fee in advance of stage 3 (to assist with purchase of materials involved) which amounts to approximately 40% of the total estimate provided at stage 2.

Delivery will be charged according to individual requirements.