



Custom Design Request Form

Date: _____

Name: _____

Contact phone: _____ (is texting ok? Y___ N ___)

Description of piece: _____

Client supplied materials: _____

Materials to be ordered: _____

Estimated labour (in hours): _____

Estimated timeline: _____

Estimated total cost: _____

- Design sketches to be provided for final approval before commencement of work.
- Preference is given to gold over silver at this time. No other metals or materials will be considered.
- If the cost of making your piece will be more than quoted we will contact you to confirm before proceeding with any work. If you decline the additional charges we will return any materials you have left with us and not proceed with the creation of your piece.
- Deposit of 50% the total quoted cost is required before commencement of work. Deposit is non-refundable even in the event you choose to terminate the project.
- Once you have approved the final design for your custom piece we will begin work and the remaining balance must be paid for the item to be handed over to you.
- Refunds and/or exchanges are not offered for custom jewellery. All sales are final.
- We will phone you when your jewellery is ready to be picked up. If you come in before receiving a phone call your item may not yet be available for pick up.
- Please inspect your jewellery carefully at pick up to ensure the piece is acceptable. Once you have paid and taken your item we can not be responsible for damage that may occur after leaving the studio. If you are unsatisfied with the piece please let us know right away so we can make it right.



Custom Design Request Form

I authorize the creation of custom jewellery based on the information above and pending final approval of the design to be provided to me when complete. I agree to pay for all materials and labour as quoted above. I understand that custom jewellery is a final sale.

Signature: _____

Name (printed): _____

Design Sketches

Signature: _____

Name (printed): _____

Deposit paid: _____

Date: _____