





---

**MANGAGIRL1114  
COSPLAY COMMISSION**

**INFORMATION  
AND FORMS**

2021/2022

---


**PREPARED BY**  
YI JOZIE CORINNE CHURCH



# PROCESS OF COMMISSION

This is the process of how the commission will take place.

1. Approval of cosplay
  2. Non-refundable deposit
  3. Reference Photos and notes
  4. Payment of the Cosplay (1st installment)
  5. Work-In-Progress Photos
    - Half way through the Work-In Progress please send the 2nd Installment if it applies to you
    - I will send images of the following: fabric choices, the sewing process, and the final outfit. Throughout the process you'll get videos and images as I'm working such as LED props, the wig\*, and the shots of the details.
  7. Short video of me packing the item before shipping
  8. Shipment of the Cosplay <3
- A non-refundable deposit of \$50 USA or higher (depends on the tier) after I have approved the cosplay. Non-refundable deposits can go through my paypal under "Friends and Family".
  - All money must be paid before shipping the actual cosplay.
  - Rush orders may be done with an EXTRA CHARGE, however, I will not take orders if you are needing it before a specific con if there is less than a month unless it's in the BASIC tier.



**\*\*\*If you have a custom cosplay outfit made by me and you want to have it photographed by me, I will give you a discount! Please just let me know and show me the custom label on the outfit proving that its mine :D**

# RULES

Each of these tiers require the following:

- With the approval for the cosplay you must also send in the signed forms and have the non-refundable deposit (amount depends on what tier) paid for your slot. Otherwise your slot will go to someone else.
- I can do a 24hour hold on slot, however, if you do not make it in time you will be pushed down to the bottom of the list.
- All other payments may go through my paypal.
  - If you are late by 5 days on a payment (without my knowledge) you are subjected to a \$50.00 fee and all progress on your cosplay commission will be halted until further notice.
  - If at any time I see a charge back or the charge did not go through, I will contact you and there will be a \$25.00 fee (to cover the fees that were created).
- ALL money must be paid before shipping of the item (meaning I will not create the shipping label till all has been paid).
- As I make the cosplay I will send images of the following: fabric choices, the sewing process, and the final outfit. Throughout the process you'll get videos and images as I'm working, an example would be LED props, the wig\*, and shots of the details. This is to show that I am making progress on your cosplay and to also keep you updated. Some additional videos may also be uploaded on my instagram as well.
- Before shipping the cosplay, I will send you a short clip of me packing and boxing up your cosplay and tapping it up to prove the condition before shipping. If the items are damaged via through shipping that'll be a call/disclaimer to the postal service. Each cosplay will have a tracking number and insurance\* (if props are included).
- Rush orders may be done however, I will not take orders if you are needing it before a specific con if there is less than a month unless it's in the BASIC tier.

**\*\*\*If you have a custom cosplay outfit made by me and you want to have it photographed by me, I will give you a discount! Please just let me know and show me the custom label on the outfit proving that its mine :D**



# REFERENCE

Each of these tiers require the following:

- Once you have your slot (all forms signed and the non-refundable deposit paid) I will begin the process of the cosplay. One of the first step is the first payment installment (if that applies to you) and the reference photos. These can come from the official art book, other cosplayers (if there is something specific you like (I WILL NOT REMAKE ANOTHER'S COSPLAY)) or screenshots of the show.
- On the reference photos I will make notes for the records and send them to you for approval.
  - You must send me a thumb up or yes saying that those are good before I start on the cosplay and buying fabrics.
- Second you'll need to send me your measurements (having a friend and standing in front of a mirror is good to have/do when doing the measurements). A video will be sent to the email or messaging system so that you'll know how to make the measurements.
- Depending on what cosplay you are doing a tap form of your body may be needed or an outline of your hand for gloves. Again a video will be sent to the email or messaging system so that you'll know how to make the measurements.



\*\*\*If you have a custom cosplay outfit made by me and you want to have it photographed by me, I will give you a discount! Please just let me know and show me the custom label on the outfit proving that its mine :D

# SIGNATURE

By reading the following pages (1 through 4 of the osplay commission) you, \_\_\_\_\_, acknowledged that you are responsible for the following (listed above). If you do not follow the rules/terms you will be taken to small claims court once the deposit fee has been received.

Please sign below with your full name in cursive and date.

**SIGN HERE**

Date \_\_\_\_\_  
Signature \_\_\_\_\_



# CANCELLATION

Please understand I am under a strict time schedule:

IF YOU CANCEL YOUR COSPLAY **3 DAYS AFTER YOU HAVE BEEN APPROVED** AND HAVE RECEIVED YOUR SLOT YOU WILL NOT BE CHARGED A FEE. HOWEVER, I WILL KEEP THE NON-REFUNDABLE DEPOSIT FEE.

Please read the following carefully as each tier has different policies:

## **BASIC**

- If you cancel 10 days prior to the deadline you are subjected to 70% of the total cost fee and I will keep the non-refundable deposit

## **INTERMEDIATE**

- If you cancel 10 days prior to the deadline you are subjected to 70% of the total cost fee and I will keep the non-refundable deposit
- If you cancel 15 days prior to the deadline you are subjected to a 50% of the total cost fee and I will keep the non-refundable deposit
- If you cancel 20 days prior to the deadline you are subjected to a 30% of the total cost fee and I will keep the non-refundable deposit.

## **ADVANCED**

- If you cancel 10 days prior to the deadline you are subjected to 90% of the total cost fee and I will keep the non-refundable deposit
- If you cancel 20 days prior to the deadline you are subjected to a 70% of the total cost fee and I will keep the non-refundable deposit
- If you cancel 45 days prior to the deadline you are subjected to a 60% of the total cost fee and I will keep the non-refundable deposit.
- If you cancel 65 days prior to the deadline you are subjected to a 50% of the total cost fee and I will keep the non-refundable deposit.

By signing below, you understand the cancellation fees. If you DO NOT follow them I WILL take LEGAL ACTION.

**SIGN HERE**

Date \_\_\_\_\_  
Signature \_\_\_\_\_

# CANCELLATION

Please understand I am under a strict time schedule:

IF YOU CANCEL YOUR COSPLAY WHILE IT IS BEING MADE YOU MUCH LET ME KNOW ASAP

Please read the following carefully this applies to all tiers:

- **\*\*\*IF YOU CANCEL THE COMMISSION 15 DAYS PRIOR TO THE DEADLINE YOU ARE SUBJECTED TO \$25.00 FEE AND TO PAY FIVE-EIGHTHS OF THE TOTAL COST (NOT INCLUDING THE DEPOSIT FEE).**
- If you cancel your commission 20 days prior to the deadline you are subjected to a \$25.00 fee and to pay half the total cost (not including the deposit fee)
- If you cancel before a month of the deadline then you are not subjected to any fee however, you must pay the 1st installment (if applicable) and I will keep the non-refundable deposit.

By signing below, you understand the cancellation fees. If you DO NOT follow them I WILL take LEGAL ACTION.

**SIGN HERE**

Date \_\_\_\_\_

Signature \_\_\_\_\_



# CLIENT FORM

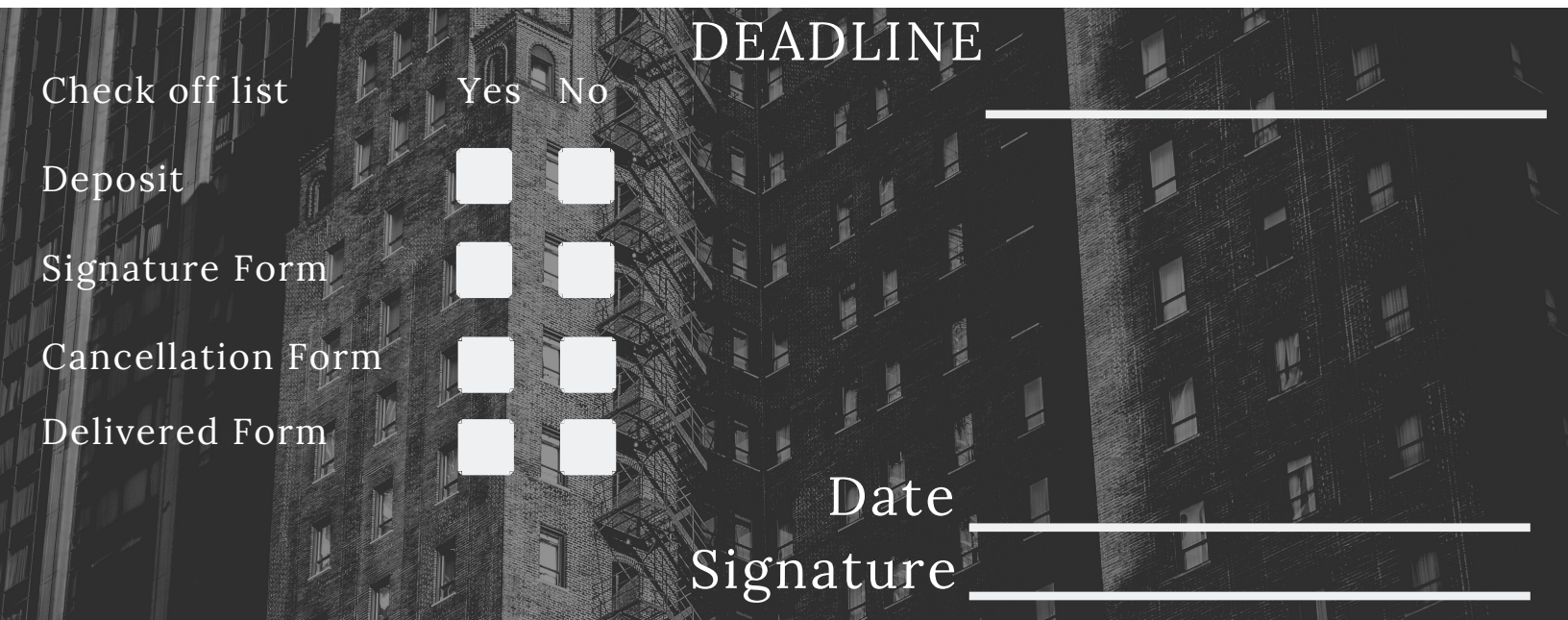
This will be on record for me. Screenshots will be taken during the progress so that I can reference back to our conversation.

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Deposit \_\_\_\_\_  
Cosplay. Tier \_\_\_\_\_

Social Medias \_\_\_\_\_  
\_\_\_\_\_

## Notes

\_\_\_\_\_  
\_\_\_\_\_



## DEADLINE

Check off list Yes No \_\_\_\_\_

Deposit

Signature Form

Cancellation Form

Delivered Form

Date \_\_\_\_\_  
Signature \_\_\_\_\_

# BASIC COSPLAY COMMISSION

\$75.00 to \$100.00 USA

For a basic cosplay outfit such as Arriety (dress with pockets), Nana Shimura (A single body suit with cape), Kida (swimmer top and bottoms) you are looking at roughly \$75 USA to \$100 USA with 1 included prop (such as the pin that Arriety uses, the belt buckle for Nana Shimura, or the little necklace for Kida). A good example of a basic cosplay is the micro cosplays I have done.

\*The non-refundable deposit fee is \$50 USA via through Koi-fi

\*\*There is no payment plan for a cosplay made in this tier unless you contact me personally.

For a cosplay of this size you can look at a 2 week turn around to make, shipping not included, after you have paid the money.





# INTERMEDIATE COSPLAY COMMISSION

\$200.00 to \$500.00 USA

For an intermediate cosplay outfit such as Spider Cat Gwen (complex sew, dyed, and special pattern hand-painted), Mew Ichigo (just the outfit with no lace and necklace accessory and gloves), or Princess Kraehe (made skirt covered in feathers and custom top in feathers) you are looking at roughly \$200 USA to \$500 USA w/o accessories which would be your choice. A good example of an intermediate cosplay is Mew Ichigo from Tokyo Mew Mew (w/out lace, pearls, and light up accessories) OR Spider Cat Gwen full set (no mask).

\*The non-refundable deposit fee is \$100 USA via through Koi-fi

\*\*A payment plan can be set up: the non-refundable deposit with 2 payment installs. 1st installment a week after I have approved the commission, the 2nd before I have shipped the cosplay to you.

For a cosplay of this size you can look at a 1 month turn around to make, shipping not included, after you have paid the money.



# ADVANCED COSPLAY COMMISSION

\$700.00 USA and UP

For an advanced cosplay outfit such as Mew Ichigo (w/lace, pearls, and the light up props (\$700 USA)), Anastasia (w/glitter tulle, pearls, custom embroidery, LEDs, Gems, and more (\$1,500 USA)), Milotic (w/swimable fabric and the hand painted tail (\$900 USA)) or Monster Hunter Mizutsune (w/hand painted patterns and a prop (\$800)). This tier can go to as high as needed with accessories that goes with the outfit. Any special effects for props or anything that is not stated within the initial conversation will be subjected to fees and may take longer than expected to finish.

\*The non-refundable deposit fee is \$300 USA via through Koi-fi

\*\*A payment plan can be set up: the non-refundable deposit with 3 payment installs. 1 installment a week after I have approved the commission, the 2nd when the commission is roughly half way through, the 3rd must be paid before I ship the cosplay out.

For a cosplay of this size you can look at a 3 month turn around to make, shipping not included, after you have paid the money.

