



Stained Glass Commissions

A guide to the process

The commissioning of a piece of stained glass can sometimes seem daunting. It is often the only time that that a client may be commissioning an “artwork” so it can be hard to know how to proceed. This guide is to give you an idea of how the process works and what you can expect from me in the way of input and costs.

Stage 1

Making Contact – After your first initial email to ask for my services I will normally send a follow up email which asks a series of questions about what you have described or suggested. I may also include in this email images of past commissions that may be similar or have relevance to your ideas. I do not charge for this email.

Good questions to ask before getting in touch with me are;

- *Do you already have a design in mind?*
- *What Colours do you like?*
- *What colours or designs are present in the surroundings that might match, or clash?*
- *Are you thinking of Contemporary designs or traditional?*
- *Have you done a search online (google images is a good method) to see if you can find some suggestions? If you right click on an image you get an option to “save as” which allows you to save the image for emailing on to me.*

Stage 2

At this point we may arrange to have a meeting (either at the property or at my workshop near Silverton, Exeter) or you may ask me to produce drawings or variants of a design drawing to be emailed. In the case of making designs to be emailed *I do charge for this service at a rate of £35 per hour*. Time varies dependant on the complexity of the design and the amount of variants required.

However many people find it useful to have a meeting at this point to establish a rapport and discuss the design considerations such as style of design, location, glass colour & texture. Actual glass samples can be viewed and examples of previous designs shown. Sometimes a client will have a very clear specification for the commission, sometimes it will be more a case of evolving a design by reference to the client.

On domestic commissions it can be a quite a personal and involved choice and I aim to ensure that the finished piece reflects what the client feels is fitting and appropriate. If local I will normally charge a flat fee for a visit of between £40 and £60 pounds depending on travel time.

In terms of cost this design stage is difficult to price. If a client changes their mind frequently or requires an increasingly large number of redraws then the cost can easily rise steeply. I have had (albeit very limited) experience of the design process costing almost as much as making the glass itself! So my advice is to *take your time* in reviewing plans, discussing them perhaps with your partner or friend or even printing them out and placing them next to the window so you can get a feel for whether it works. The less work, and that includes emails, I need to do the lower the cost.

As mentioned previously for drawing produced I charge an Hourly rate of £35ph unless a flat rate is agreed.

Stage 3

Once the designs have been made and a final design agreed I can give a set cost for the making of the stained glass piece. I will bear in mind any cost guidance that may have already been given. The difference in a simple geometric design and a curved complex design may be 3 or 4 times. The cost of the different coloured glass varies hugely. From £8 an A4 sized piece up to £80 or £90! Generally pinks, reds and some yellows are the most expensive but there are also factors such as whether the glass is machine made or handmade. Specific textures or effects in or on the glass and also additional costs such as painting, acid etching, enamelling or silver staining of the glass as part of the design will all have higher cost. Whatever your budget I will make sure that I find the best balance of expectations and cost against quality.

Once a price has been agreed I will normally ask for a deposit of between 25 and 40 percent depending on size and cost of project before work begins of fabricating. This is normally paid via BACS internet banking payment.

Stage 4

Once the design and glass have been selected the glass panel(s) will be produced at the workshop and then either brought to the client, picked up by the client or brought to site and fitted. If possible I like the client to see the finished glasswork before it is installed to confirm that they are happy with the finished product. I am always happy for the client to come to the workshop to see the piece under construction or to visit at the end to confirm satisfaction. Often I will send images as it is being made to keep you up to date. Stained glass doesn't fade or change so it is best to get it right!

On delivery or receipt of the finished glass immediate full payment of the final amount will be required. Glass will not be handed over unless payment is made. Card payments can be made on location. Unfortunately handover of finished glass cannot be made to third parties without full payment. This approach is due to instances of clients damaging the glass in handling after delivery and then failing to complete the final payment.