Cindy Berglund Illustration & Design
Caricatures by Cindy
Pawtraiture™ by Cindy

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Web/E-Form 10/2025

Visit my website to see more samples:
www.cindyberglund.com

Caricature/Portrait/Pawtraiture™ Project Purchase Order Form

Order caricatures, portraits and Pawtraiture™ animal portraits using this form.
Please complete this form and send it to the above address.

Qty	Description	Size	Color	Unit Price	Total Price
	Single Caricature	apprx.16"x20"	Charcoal Black & White	$ 50	
	Double Caricature	apprx.16"x20"	Charcoal Black & White	$ 90	
	Multi Caricature		Charcoal Black & White	(call for price)*	
	One Subject Portrait**	8"x10"	Charcoal Black & White	starting at $ 395	
	One Subject Portrait**	11"x14"	Charcoal Black & White	starting at $ 495	
	One Subject Portrait**	16"x20"	Charcoal Black & White	starting at $ 695	
	One Subject Portrait**	8"x10"	Pastel Color Painting	starting at $ 595	
	One Subject Portrait**	11"x14"	Pastel Color Painting	starting at $ 795	
	One Subject Portrait**	16"x20"	Pastel Color Painting	starting at $ 1195	
	Two Subjects Portrait	11"x14" or 16"x20"	Charcoal or Pastel	(call for price)	
	Three Subjects Portrait	11"x14" or 16"x20"	Charcoal or Pastel	(call for price)	
	Multi Subject Portrait	11"x14" or 16"x20"	Charcoal or Pastel	(call for price)	
	Accent Color (per subject)			$45+	
	Promo Code (write in next box)	Code:			
	Custom Order****			(call for price)	

For credit card orders, please include the name as it appears on the credit card and the billing address if different from shipping address. Orders delivered to a PO Box require Priority Mail delivery service. Include a phone number or email address in the event there's a need to contact you about your order.

**Price for Head & Shoulders portrait (call for Full Image prices: including body and/or background)

***Gift Certificates can be ordered in any amount. Use Custom Order line. Please call for details.

****For Custom Orders, please fill in order form to specify size requested, charcoal or pastel, plus quoted price and quantity in the columns on the form which apply to your request. Also attach a note describing your request.

Shipping & Processing

Total Purchase	Regular Delivery
up to $25.00	$5.95
$25.01-$40.00	$7.95
$40.01-$60.00	$8.95
$60.01-$80.00	$10.95
$80.01-$100.00	$12.95
$100.01-$150.00	$16.95
$150.01-$300.00	$24.95
$300.01 or more	$34.95

Subtotal A
Shipping & Processing
Subtotal B (use this total for calculating sales tax)
Minnesota Residents add 8.375% tax
TOTAL

Method of Payment

☐ Check/Money order ☐ Visa
☐ MasterCard ☐ Discover ☐ Cash (Do not mail cash)
☐ AmEx ☐ Gift Cert#_____ If order total is greater than gift certificate value, please include the additional method of payment for balance.

Credit Card ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐/☐☐ Expiration Date ☐☐☐☐ Security Code _____ Authorized Signature

Custom Orders:

Please provide a note describing any special information about your request.
Use a seperate page if neccessary.
PriceQuote is based on information provided and photos supplied.

Additional Portrait Information:

Subject or ***Pet's Name** (#1)
*Pet's Birthday
*Type of pet (dog, cat, horse, etc.):
*Pet's breed (if applicable):
Subject or ***Pet's Name** (#2)
*Pet's Birthday
*Type of pet (dog, cat, horse, etc.):
*Pet's breed (if applicable):

(Please also clearly identify subjects to be drawn in photos provided)

Ordered by: **(please provide your name, address and phone or mark SAME AS ABOVE)**

Name (please print)_____
Address_____ Apt. No._____
City_____ State _____ Zip_____
Daytime Phone ( )_____ Evening Phone ( )_____
E-mail address (optional)_____

Ship to: **(please provide your name, address and phone) (If Gift please provide recipient's name, address and phone)**

Name (please print)_____
Address_____ Apt. No._____
City_____ State _____ Zip_____
Daytime Phone ( )_____ Evening Phone ( )_____
E-mail address (optional)_____

C I N D Y
B E R G L U N D

I L L U S T R A T I O N
&
D E S I G N

C A R I C A T U R E S
BY
C I N D Y

P A W T R A I T U R E™
BY
C I N D Y

5275 E. LAKE BEACH CT.
SHOREVIEW, MN 55126

PHONE: 651-490-5141
CELL: 612-791-7634
cindyberglund@comcast.net
www.cindyberglund.com

Dear Friend:

Thank you for your order for a caricature, portrait or animal portrait from **Cindy Berglund Illustration & Design**, home of **Caricatures by Cindy** and **Pawtraiture™ by Cindy**!

The following will provide you with some general o rdering information.
With your order, **please include the following:**

1. The completed Project Purchase Order Form *(on the back of this form or separate e-mail attachment.)*

2. Your name, address, telephone number(s), and e-mail address (if available)
(Fill out this information in the space provided on the Project Purchase Order Form)

3. Photos of the individuals or animals to be drawn .
(E-mail photos are acceptable. For print photos sent to me, I return all provided print photos by mail)

For People Portraits:
The photo you most like of the person and wish me to draw.
If you wish me to combine some elements from various pictures,
(for example, the person has a very nice photo you wish me to use, but now wears a new style of eyeglasses)
please indicate on a note attached to the back of the photos which photo contain which elements you wish me to use.)

For Pawtraiture™ Pet Portraits:
Photo or photos of your pet. If you have a favorite photo, please indicate this.
If you are unsure what photo is best, send several photos.
(This will often help me to better see the features of your animal.)

For Caricatures:
Smiling photos, and a 3/4 angle (Face slightly turned, but not a profile) are preferable, or a combination of photos with these elements
(a good 3/4 angle non-smiling photo and a different smiling photo, for instance, could be combined by me when I do the sketch).
Several different photos are often helpful for me to get a good sense of what the person looks like. If person's photos shows different hair style or glasses or any other visual aspect that has changed about them, please indicate which hair style, glasses, etc. on the photos are your choice you would like pictured in the caricature.

5. **For Caricatures Only:**
A note describing the theme or favorite activity you would like included with each person or sketch (in a multi-person sketch, the people can have the same theme or separate themes).
(Please provide a separate note with theme information. Caricatures can also be done as a head & shoulders style with no theme, if preferred. Please indicate in a note.)

6. **Payment:**
A check or money order for the amount for the portrait or caricature order made out to **Cindy Berglund** or **Caricatures by Cindy**, or for credit card payments, all current credit card information filled out in the space provided on Purchase Form.

(*For credit card orders, please include the name as it appears on the credit card and the billing address if different from shipping address.*
Orders delivered to a PO Box require Priority Mail delivery service.
Include a phone number or email address in the event there's a need to contact you about your order.)

Please use price sheet on the P roject Purchase Order Form to determine cost of various products available, or call for a quote.

Payment Terms: **(For Portrait orders)** A retainer of 50% of the order balance is due to begin a portrait. The balance of the order amount (Full payment) is due upon completion of artwork prior to shipping or pick up of completed art.

7. **Gift Certificates:**
For gift certificates, include your actual gift certificate, and include gift certificate number on the Purchase Order Form in the space provided. Deduct the value of the gift certificate from your total, and include payment for any balance owing on your order once you include your gift certificate and deduct it from the total owed.

8. Please allow **4-8 weeks** for your caricature order. For charcoal portraits, allow **6-12 weeks**. For pastel portrait paintings, allow **2-5 months**.
If you are trying to get the order back by a certain date, please mention it in your note and I will do my best to meet your deadline. *(P.S. the Holidays get a little busier, so allow a little extra time, approximately one additional week)*

Sincerely,

Cindy Berglund
Cindy Berglund Illustration & Design