

USAGE / LICENSING FORM

Client / Company name _____

Address _____ NA _____ Phone _____ NA _____ email _____ NA _____

Total # photos _____ Photo (s) Description _____

Usage type advertising corporate editorial nonprofit

Product (s) annual report brochure magazine newsletter sales aid
 textbook billboard poster packaging television electronic

Rights Exclusive non-exclusive other rights _____

Term of license one-time 3 months 6 months 12 months

Distribution national regional local in-house international

First Usage

Publication title or site address _____ Number of images _____

How many times ad will repeat? _____ Press run or circulation _____

Print Placement _____ cover _____ inside _____ back cover

Web Placement _____ @ \$ _____ home _____ @ \$ _____ second level page
 _____ @ \$ _____ 3rd level page

Image size (relative to page) _____ @ \$ _____ 1/4 _____ @ \$ _____ 1/2 _____ @ \$ _____ 3/4
 _____ @ \$ _____ full page _____ @ \$ _____ double page

\$ _____ Total First Usage

Additional Usage

Publication title or site address _____ Number of images _____

How many times ad will repeat? _____ Press run or circulation _____

Print Placement _____ cover _____ inside _____ back cover

Web Placement _____ @ \$ _____ home _____ @ \$ _____ second level page
 _____ @ \$ _____ 3rd level page

Image size (relative to page) _____ @ \$ _____ 1/4 _____ @ \$ _____ 1/2 _____ @ \$ _____ 3/4
 _____ @ \$ _____ full page _____ @ \$ _____ double page

\$ _____ Total Second Usage

\$ _____ **All Usage Total** Can client provide photo credit? yes no

Photographer's Name _____

Correct Copyright Designation _____ © _____

Client Signature _____

ESTIMATE / CONFIRMATION

STUDIO NAME _____
DATE _____

Client / ASSIGNMENT DESCRIPTION _____

MEDIA USAGE / RIGHTS GRANTED / PERIOD OF USE _____

FEES

ASSIGNMENT FEE / USAGE _____
PRE/POST PRODUCTION _____
WEATHER DELAYS per day \$ _____
RUSH CHARGES/OVERTIME _____

PRODUCTION EXPENSES

Film _____
Lab Charges _____
Digital Capture _____ # of images _____
CD / DVD burn _____
FTP uploading _____
Proof/Contact print _____ ea. _____
Prints _____ ea. _____
Digital post-production (retouching) _____
Location Search _____
Airfare _____
Mileage / Trav _____ pr. mile _____
Lodging _____ nights _____
Meals _____
Assistants _____ number _____
Stylists _____
Set Construction _____
Props/wardrobe _____
Studio Equipment Rental _____
Talent / Casting _____
Special Insurance _____
Messenger / Delivery _____
Vehicle Rental _____
Miscellaneous _____

_____ **EXPENSES**

Estimate Total _____

Deposit _____

Terms: This estimate is valid for 30 days from the above date. Final billing will reflect actual, not estimated expenses, plus applicable taxes. Fees and expenses quoted in this estimate are for the original layout and description of service(s) only and for the uses specified. Advance required prior to production. Fees for licensing of additional available rights will be quoted upon request. **Rights licensed upon full payment of total billing.**

Client Confirmation

Date