# Usage / Licensing Form

**Client / Company name**: ____________________________________________

**Address** ____________ **Phone** ____________ **email** ____________

**Total # photos**: ____________ **Photo(s) Description**: ____________________________________________

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**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

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### 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**

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### 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