**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 Delay per day $ ______
- Rush Charges


**PRODUCTION EXPENSES**

- Film
- Lab Charges
- Digital Capture
- CD / DVD burn / Flash Drive
- FTP uploading
- Proof/Contact prints ______ ea.
- Prints ______ ea.
- Digital post-production (retouching)
- Location Search
- Location Permit
- Airfare
- Mileage / Travel ______ pr. mile
- Lodging ______ nights
- Meals
- Assistants ______ number
- Stylists
- Set Construction
- Props/wardrobe
- Studio Rental
- Equipment Rental
- Talent / Casting
- Messenger / Delivery
- Vehicle Rental
- Miscellaneous


**ESTIMATES**

- 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.

Client Confirmation ___________________________ Date ___________________________

Rights licensed upon full payment of total billing.