



# Reproduction Request Form

## SECTION 1 - LICENSEE DETAILS

<b>Company / Organisation</b>		<b>Office Use Only</b> Reference Layout Submitted Invoice issued Licence issued
<b>Contact Person</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Email address</b>		
<b>Purpose of product</b>	<input type="checkbox"/> Commercial <input type="checkbox"/> Academic* <input type="checkbox"/> Cultural Not-For-Profit** *Academic books must be written by an established academic, be peer reviewed, with a maximum print run of 3,000 **Cultural rates apply to marketing or promotion activities of museums or not-for-profit cultural organisations	

### Instructions:

In **Section 2** please select the appropriate medium for the proposed reproduction and provide the relevant details requested. Complete the form by listing the image(s) you wish to use in **Section 3** and by signing the declaration in **Section 4**.

## SECTION 2 - MEDIUM SELECTION

<b>MEDIUM A - PUBLICATION</b>	
Title and ISBN or ISSN number	
Paper or hardback	
Print run	
Date of publishing (DD/MM/YY)	
Publisher	
Retail Sales Price	
Distribution Territory	<input type="checkbox"/> IRELAND & European Economic Area <input type="checkbox"/> WORLDWIDE
Language(s)	
Is there a digital version such as an e-Book ? If so please estimate number of downloads	

<b>MEDIUM B - TV/FILM</b>	
What is the programme / film about ? In what way will the image(s) be used ?	
Will close-ups / details be used?	<input type="checkbox"/> YES* <input type="checkbox"/> NO   (*artworks must be shown in their entirety directly before or after a close-up)
Broadcast territory	<input type="checkbox"/> IRELAND <input type="checkbox"/> IRELAND & European Economic Area <input type="checkbox"/> WORLDWIDE
Language(s)	
How long will the image(s) be on screen?	
Planned date of first screening	

Rights required (TV only)	<input type="checkbox"/> Standard TV <input type="checkbox"/> Video on demand (VOD) <input type="checkbox"/> Catch Up VOD <input type="checkbox"/> Non-Standard TV
Duration of use (TV only)	<input type="checkbox"/> FIVE YEARS <input type="checkbox"/> IN PERPETUITY

<b>MEDIUM C - INTERNET</b>	
How will the image(s) be used ? (home page or internal page)	
Estimated time of use (months)	
Planned date of use (DD/MM/YY)	
Website address (if applicable)	
Is there a cost to access the website ? (if so please provide details)	

<b>MEDIUM D - MISCELLANEOUS</b>	If your usage is not covered in sections A,B or C please provide details of the nature of the proposed reproduction and <b>dimensions</b> .
<b>Dimensions (if applicable)</b>	

### SECTION 3 - LIST OF IMAGES

No.	ARTIST NAME	TITLE OF WORK AND YEAR	PLACEMENT Publication: Front cover/back cover, spine or Inside Internet: Home page or Internal	SOURCE FOR THE HIGH RESOLUTION IMAGE
1				
2				
3				
4				
5				
6				

### SECTION 4 - TERMS AND CONDITIONS

1. Artworks must be reproduced faithfully using high resolution images or high quality photographic materials.
2. Artworks may not be cropped or otherwise altered. IVARO must approve DETAILS in advance.
3. IVARO will provide a credit line which **must** accompany the artwork. This credit line must appear as close as possible to the artwork where possible or be listed in the place reserved for acknowledgements.
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Signed by applicant: \_\_\_\_\_

Date: \_\_\_\_\_