

# Image Request Form

## GENERAL INFORMATION

Date of Request: \_\_\_\_\_ **DATE NEEDED**  
 Requested by: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Company Phone: \_\_\_\_\_

## REASON FOR REQUEST

- For Viewing on Screen or Initial Concept (JPEG)
- For Use in Catalog
- For Use in Advertisement
- For Manufacturing of Licensed Product
- Description of Product: \_\_\_\_\_  
 \_\_\_\_\_
- Other: \_\_\_\_\_

## ADDITIONAL REQUIREMENTS

- Include Laser Print-Outs
- Include Printed Samples
- Include Mock-Ups
- Color Correct
- Save for MAC       Save for PC
- Email to: \_\_\_\_\_
- Other: \_\_\_\_\_

STOCK #	ARTIST	TITLE	SIZE	RESOLUTION

## AUTHORIZED BY

## COMPLETION

\_\_\_\_\_

Date of Request: \_\_\_\_\_

Requested by: \_\_\_\_\_