



## ***GREG OLSEN ART LICENSING GUIDELINES AND PROCEDURES***

**1. Fill out the accompanying Licensing Request Form consisting of:**

- a. Your contact information
- b. The images you desire to license
- c. A description of your product. Depending on the complexity and uniqueness of your product Greg Olsen Art reserves the right to request samples, mock-ups, drawings, etc.
- d. Estimated production and release date of your product (maximum of one year) See #8
- e. A brief marketing strategy (retail outlets, tradeshow, direct mail, etc.)
- f. Distribution area (general geographical areas)
- g. Quantity to be produced

**2. Fax or mail this form to:** 208-888-2596;fax  
Greg Olsen Art  
125 W. Taylor St. Suite #100  
Meridian, ID 83642

**3. You will receive a confirmation of this request form by fax from Greg Olsen Art. Greg Olsen Art will review the image availability and suitability of your suggested product and will respond to your request.**

**4. If your request is approved we will then discuss with you appropriate usage fees and or royalties.**

**5. If both parties agree to proceed:**

- a. A \$50 “good faith” deposit will be applied to any usage fees or royalties due as outlined in the contract.
- b. A contract and duplicate will be sent to you to carefully read.
- c. Sign both copies of the contract and return them to Greg Olsen Art.
- d. Upon receipt of your signed contract, Greg Olsen Art will return a copy of the contract signed by both parties and provide you with the digital image files licensed for your project.

**6. These digital files allow you to proceed with production and development of your project. If you receive a digital file on a disk it MUST be returned upon completion of your project. Failure to do so will result in an additional \$50 charge.**

**7. If the production and release date of your product fall within one year of the contractual date your contract will remain in force. If your production and release date are going to extend beyond a year it is your responsibility to renegotiate the contract with Greg Olsen Art BEFORE the one-year deadline expires.**

**8. Upon completion of your project, Greg Olsen Art requests a sample of your product (the number which was agreed upon in your individual contract).**

Thank you for your interest in Greg’s artwork. We hope the spirit of his images will enhance your products and complement your project. We wish you every success in your endeavors.

