



### LICENSE REQUEST FORM

**LICENSEE:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**COMPOSITION(S):**

	TITLE(S):	WRITER(S):	TIMING:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**RELEASE INFORMATION:**

Record Label: _____	Release Date: _____
Artist: _____	No. of CD's: _____
Project Title: _____	No. of Cassettes: _____
Record No.: _____	No. of Videos: _____

**PLEASE NOTE THAT THIS DOES NOT CONSTITUTE A MECHANICAL LICENSE AGREEMENT.  
THIS IS FOR INFORMATIONAL PURPOSES ONLY. LICENSES WILL BE PROCESSED AND ISSUED UPON RECEIPT.**

Will you be reprinting the lyrics of any or all of the compositions within the artwork of your recording? Yes  No

REQUESTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



## LICENSE REQUEST FORM INSTRUCTIONS

If you are duplicating from pre-recorded material or "sampling", you must obtain a **MASTER RECORDING LICENSE** directly from the record company that owns the master to the recording, as well as a mechanical license from Cal IV Entertainment.

Please provide the following for each song to be recorded on the attached form:

- 1) **Name and Address** of Individual or Company responsible for payment of royalties. Please include phone number, fax number and e-mail address where applicable. **NO P.O. BOXES PLEASE.**
- 2) **Exact Title** – When requesting "Selections From..." or "Medley" usage, please indicate **INDIVIDUAL SONG TITLES USED**, as well as the number of selections used. Each title must be licensed separately.
- 3) **Writer(s)** – Please include arranger's name if the original version of the song is in the Public Domain.

Please be sure to enter the information regarding **YOUR** recording, not for the artist who originally recorded the song.

- 4) **Configuration & Product Number** – Place the number you are assigning to your product on the line marked "Record No.". If you do not have a product number, place an "X" on the appropriate line.
- 5) **Timing** – The exact playing time of each selection.
- 6) **Release Date** – The month and year of release of your recording.
- 7) **Artist** – For your recording.
- 8) **Project Title** – For your recording.
- 9) **Record Label** – If applicable. If you do not have a record label, please write "Independent" on the appropriate line.
- 10) **No. of CD's / Cassettes / Videos** – For all custom projects: please indicate the number of units you will be manufacturing for each configuration. The license fee (which is due upon execution of the mechanical license agreement) will be calculated based on these figures.

### **RECORDINGS SHOULD NOT BE DISTRIBUTED UNTIL LICENSES HAVE BEEN RECEIVED, SIGNED AND RETURNED WITH PAYMENT.**

Please note that a Mechanical License Agreement is a license to **manufacture and distribute** your recording. It is not necessary to have the Mechanical License Agreement executed before you record your project.

Please **DO NOT** request licenses until you are positive that the selections are going to be included in the recording. **DO NOT** send pre-payment with your requests. You will be invoiced (billed) or licensed accordingly.

**ALL LYRIC CHANGES MUST BE APPROVED BY CAL IV ENTERTAINMENT.** If you intend to include the lyrics of any or all of the compositions within the artwork of your recording, you must also request **Lyric Reprint Permission** from Cal IV Entertainment.

### **ROYALTY INFORMATION:**

Effective January 1, 2006, the Compulsory Mechanical Royalty Rate is:

\$0.091 per song per unit for up to 5 minutes (5:00) of playing time.  
For songs over 5 minutes, the rate is based upon \$0.0175 per minute or fraction thereof.  
For example:

5:01 to 6:00 = \$0.099 (6 x \$0.0175 = \$0.105)  
6:01 to 7:00 = \$0.1155 (7 x \$0.0175 = \$0.1225)  
7:01 to 8:00 = \$0.132 (8 x \$0.0175 = \$0.14)

**PLEASE BE ADVISED THAT CAL IV ENTERTAINMENT HAS A MINIMUM LICENSING FEE OF \$25.00 PER SONG.**

If you have any questions in regards to the license application or royalty payment process, please contact a representative from the Licensing & Royalties Department of Cal IV Entertainment.