

Using a Release Form

In obtaining permission to use materials owned by others it is important employ the use of a written Release Form. This gives you legal written permission to use photos of dolls or other items that are owned by others, photographs taken by others, and music, artwork, catalogs, etc. that are owned or copyrighted by others.

To assist you in this process sample release forms are included here for you to customize for your use. Font in red shows examples of how these forms may be filled out.

Release Form

Date **January 1, 2010**

Company Name **Fabulous Doll Company**

Contact Person **Susie Q**

Title

Photo **XX** / Catalog____/Document____/ Biography____/ Copyright material____/

Description Size____ Price____

Photographs of dolls from this year's line

MARKS: please describe:

In consideration of good will, I hereby give **Doll Researcher (your name here)**
_____ and their publisher the right to use ; photograph(s) /
illustration(s)/previously copy righted materials / for publication, reproduction, and /or lectures
or slide presentations.

Signature _____

Susie Q

Name as it should appear in photo credit line

Photos courtesy of the Fabulous Doll Company _____

Address

City, State, Zip

Phone email

_____ I do not wish my name to be published

Your Name and contact info here

Name

Address

Ph/email

Release Form

Date **January 1, 2010**

Company Name **N/A**

Contact Person **Jane Doe**

Title **N/A**

Photo ___/ Catalog ___/ Document ___/ Biography ___/ Copyright material ___/

Description

Doll- AM 390, 22 " in original clothes

MARKS: please describe: incised A 390 M on back of head

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_____ and their publisher the right to use ; photograph(s) /
illustration(s)/previously copy righted materials / for publication, reproduction, and /or lectures
or slide presentations.

Signature _____ *Jane*

Doe _____

Name as it should appear in photo credit line _____

Address **jane doe's house**

City, State, Zip **anywhere land**

Phone email 555-555-5555

__XX__ I do not wish my name to be published

Your Name and contact info here

Name

Address

Ph/email