

## Red Cover Interior Feature Submission Form

**PLEASE NOTE: This form MUST accompany ALL submissions. Any illegible information will not be entered into our system. Please *circle* correct answer. Please fill out as many relevant fields as possible and supply as much information as you can **YOU MUST SIGN THE BOTTOM OF THIS FORM.****

<b>Photographer:</b>		<b>Date Photographed:</b>	
<b>HAS THIS SUBMISSION BEEN PRE-EDITED BY REDCOVER (CIRCLE APPROPRIATE)</b>			<b>YES / NO</b>
<b>Writers Details:</b> Please note the text must be a word document and can be emailed to <a href="mailto:megan.cassar@redcover.com">megan.cassar@redcover.com</a>			
<b>Writers Name:</b>			
<b>Phone/Fax:</b>		<b>Email:</b>	
1. Was the feature produced by the writer (i.e. did he/she find the house and arrange the shoot)?			<b>YES / NO</b>
2. Does the writer know the feature is being submitted to Red Cover?			<b>YES / NO</b>
3. Who asked the writer to write the text?		<b>WRITER / PHOTOGRAPHER /</b>	<b>MAGAZINE</b>
4. Does the writer own the copyright of their text?			<b>YES / NO</b>
4a. If <b>NO</b> to Q4: Should Red Cover now arrange an in-house journalist to write this? <small>***Please note the fee for this ranges between £250 -£300 and will be deducted from your first payment for feature***</small>			<b>YES / NO</b>
4b. If <b>YES</b> to Q4, Please indicate how you would like to split YOUR commission with the writer			
5. Is there anyone else to share this commission? Who? How Much?			
6. If commission is to be split on Single Image sales as well, please state how much			

Owners Details			
<b>Owners Name:</b>			
<b>Occupation:</b>		<b>Nationality:</b>	
<b>Town/Village:</b>		<b>Country:</b>	
<b>Is there any additional information about the owner we need to know? Are they an artist, shop owner, gallery owner?</b>			
Does the owner know the feature is being submitted to Red Cover?			<b>YES / NO</b>
Does the owner need to be notified prior to a sale?			<b>YES / NO</b>

Additional Information (if applicable)			
<small>*All reasonable efforts will be made to place credits where possible, but this is often beyond our control and we accept no responsibility for this*</small>			
<b>Architect (Name) :</b>		<b>Company Details:</b>	
<b>Interior Designer (Name):</b>		<b>Company Details:</b>	
<b>Designer (Name):</b>		<b>Company Details:</b>	
<b>Should anyone else be mentioned where possible</b> <small>(Please give details eg Name/Profession/Company etc)</small>			
<b>Phone:</b>		<b>Email:</b>	
<b>Are there any unique features or materials used in the Property i.e reclaimed glass bench tops, cork or rubber floors?</b>			
<b>Do you have a Property Release?</b>	<b>YES / NO</b>	<b>Do you have a Model Release?</b>	<b>YES / NO</b>
<b>*** Are there any Sales Restrictions?</b> Please give details and indicate if this applies to <u>ALL</u> usage or solely books/magazines etc.**			
<b>Do the restrictions also apply to single image sales?</b>			<b>YES / NO</b>

History of Sales (please attach extra page if necessary)					
Magazine	Country	Rights Sold	Publication Date	Any Exclusivity?	Comments

**I confirm that the above information is correct and that I own the copyright to the images.**

**SIGNED (Photographer):** .....

**DATE:**.....

**SIGNED (Writer):** .....

**DATE:**.....