



# CONFIRMATION OF SALE, COMMISSION OR SUBMISSION

Date: \_\_\_\_\_

From (contributor's name and address):  E-mail: Tel: _____ Fax: _____	Signature: _____
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To (name and address):  
\_\_\_\_\_

Job description:  
\_\_\_\_\_

Delivery date: \_\_\_\_\_

Material is commissioned/ordered/submitted for consideration\*

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<input type="checkbox"/> First British serial right	<input type="checkbox"/> Single use
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<input type="checkbox"/> First World serial right	<input type="checkbox"/> Electronic archive right (as part of original publication)
Other (describe fully): _____	

Payment\* (tick one box only):

to be agreed (on commission or prior to publication)

£     fee

£     per                     (time basis, eg per hour, per day)

£     per                     (published space basis, eg per page, per column centimetre)

£     per                     (number of words delivered/published\*)

plus expenses and/or other payments (specify fully): \_\_\_\_\_

Payment due\*:

on publication (but not more than 3 months after delivery)

immediately on receipt

within 30 days of invoice/delivery\* date

other (specify): \_\_\_\_\_

Special terms or arrangements (eg duration of electronic publication):  
\_\_\_\_\_

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\* indicate as necessary

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The listing overleaf is comprehensive but by no means exhaustive

<b>Serial right</b>	a licence to publish in a 'serial' publication - a newspaper, journal or magazine.
<b>First British serial right</b>	a licence to publish for the first time in any British serial publication.
<b>First EU serial right</b>	a licence to publish for the first time in any European Union serial publication.
<b>First US serial right</b>	a licence to publish for the first time in any United States serial publication.
<b>First World serial right</b>	a licence to publish for the first time in any serial publication in the world.
<b>Second serial right</b>	a licence to publish in a serial publication for the second time in a defined area.
<b>Syndication right</b>	a licence to re-sell copyright material in a defined area on behalf of the copyright owner. Income from syndication is conventionally split between the parties, with the author receiving at least 50 per cent of the gross income.
<b>Electronic archive right</b>	(as part of original publication) a licence to store material electronically for publisher's reference and archival purposes only, not including copyright or further publication without the author's permission.
<b>Electronic publication right</b>	a licence to publish in electronic form, this can include or comprise publication (eg as part of a commercial database) on floppy disc and/or CD-ROM (either as a 'serial' or one-off), or on the Internet or an Intranet. Except for Internet and Intranet use, any licence may be restricted to a defined geographical area.
<b>Internet publication right</b>	a licence to publish electronically on the Internet or World-Wide Web (WWW); this is always a world right.
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<b>Full copyright ('All rights')</b>	All media worldwide in perpetuity. IT SHOULD NEITHER BE SOUGHT NOR OFFERED.
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