

Stock Photo Usage Rights & Clearance Form

Project Information

Project Name

Project Manager / Requester

Date

Stock Photo Details

Photo Title / Description

Photographer / Source

Stock Photo Website/Agency

License Type (Standard, Extended, etc.)

License Reference / Number

Intended Usage

Usage Description (where/how photo will be used)

Distribution (Print, Web, Social Media, etc.)

Audience/Reach (Internal, Public, etc.)

Duration of Use

Clearance Confirmation

Date of License Purchase

Purchased By

File Uploaded / Archived By

Additional Notes / Restrictions

Signature (Requester)

Date

Signature (Approver)

Date