

*Put your name and contact information here.
Logo is good to use for a professional look, but make sure
your name, address, phone, email, and web site are clearly visible.*

D E L I V E R Y M E M O

Delivered to:

Date Delivered:

Delivered Items: *Quantity and media*

Delivered Via: *Messenger, USPS, Fed-Ex, FTP*

Delivered Files Associated with this Memo: *List specific file names and any other relevant information.*

PLEASE NOTE—Digital File Information:

This is where you should indicate the following:

- *color profile used*
- *importance of maintaining the embedded profile*
- *qualifier for where your responsibility ends in the reproduction process*
- *any other necessary specifics for professional file handling*

These files contain metadata for identifying and tracking purposes. Files without metadata are at increased risk of unauthorized use. To protect your interests, do not remove or alter the embedded metadata. *We recommend this statement be used on all your delivery memos and that you, at a minimum, embed your copyright and contact information in all files before delivery.*

Licensing Agreement for the delivered files: *Use precise language here—this is the actual license outlining the use the client is purchasing. Use the PLUS recommended terms and order for listing the licensing specifics.*

- **The Parties:** *Licensor (photographer) and licensee (client) and the end user (if different than the client).*
- **Media Permissions:** *The central element of the license description. An accurate description of the media in/on which you will permit your client to use the image, and the extent to which your client may use your image in that media. This should include: media, distribution, placement, size, versions, quantity, duration, region, language, exclusivity.*
- **Constraints:** *In addition to listing the Media Permissions, also describe any limitations that further constrain your clients right to use the image within the stated media.*
- **Requirements:** *State any requirements or obligations that are placed on your client under the license. Examples include a Credit Line Requirement and the Credit Line Text.*
- **Conditions:** *State any additional terms and conditions applying to the license. We suggest the use of the ASMP terms and conditions copied onto the back of your estimate or invoice documents, or included as an additional page in electronic versions of those documents.*
- **Image Information:** *Quantity and description.*
- **License Information:** *It is often helpful to note the Transaction Date, the client's purchase order number and other relevant information on your invoice.*

Make sure the licensing language used for a specific assignment is consistent on all forms.

Subject to the terms and conditions attached hereof.

Most delivery memos are now delivered electronically. It is suggested that you use a multiple-page PDF when delivering forms to your clients and utilize the last page for your boilerplate terms and conditions.