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Please include the following information in your permissions request as well as a photocopy or description of the material you want to use, a description of the context in which you want to use said material and the name and address of the company. **Please complete all fields. Failure to do so will delay your request. Return the form in WORD format to permissions@hachettechildrens.co.uk**

**Your Reference:**

**Our Reference:**

**Section A**

Name of Requestor:

Contact telephone number:

Email address:

Publisher:

Address:

Invoicing address if different from above:

**Section B**

**OUR BOOK**

Title:

Author:

Illustrator:

ISBN:

Imprint (Orchard Books/Hodder Children’s/Wayland/Franklin Watts/Little, Brown Books for Young Readers/Orion Children’s Books):

Number of words (if prose),

Number of lines (if poetry)

 Number of lines in original poem:

Number of illustrations:

title and page number in the original:

If the requested material is a cover or published within an anthology, please include in your request a photocopy of the copyright page and cover.

**Section C Use requested**

**Our material is to be used in:**

**PUBLICATION**

Title:

Author

Illustrator:

Publisher:

Territory for distribution:

Languages:

Format/s:

Print run:

RRP:

Date of publication:

**WEBSITE**

Title

URL where material would appear:

Context in which material would appear:

Number of visitors per month:

If password protected:

Territory of distribution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of users\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All electronic uses (including, but not limited to software applications ‘Apps’:

**Audio Rights**

Format:

Number:

Price:

**DRAMATISATION/PERFORMANCE**

Amateur/professional performance:

Information about the company:

Number of performances:

Date of performances

Venue:

Venue capacity:

Ticket prices:

Description of the performance in which you want to use our material:

**Straight Reading Rights**

Title of the production/event:

Production company:

Amateur/professional reading:

Description of usage including number of times used:

Context in which the material is going to be used:

Synopsys:

Territory for distribution:

Date of broadcast: