

Submission Form
"Do it Once, Do it Right"

Name _____
Phone _____
Date _____

User ID Number _____
Email _____
Quantity Submitted _____

1 Prepare Images

RECOMMENDED CHECK LIST

- 48-55 MB file size
any size OK for headshots or editorial
- TIF
this is what we prefer
- JPEG
max quality/min. compression
from original TIFF or RAW file

REQUIRED • rejected if incorrect

- 8 bits per channel (24 bit RGB)
- Adobe 98 color space

- crisp & sharp • do not sharpen
- clean dust-free
- good color • but not over saturated
- in digital form • no slides

2 Prepare Captions & Keywords

RECOMMENDED

- use KeywordCompiler.com
- include 10-20 keywords
- we'll keyword if there are none

REQUIRED (rejected if incorrect)

- in digital form
- Excel, Filemaker, tab-delimited or
- in file info/IPTC

3 Assemble on Delivery Media

RECOMMENDED

- Mac compatible
- for timely editorial,
- ask us about direct upload
- for same day availability

REQUIRED • rejected if incorrect

- submit on CD, DVD or hard drive
- note CD's, DVD's will not be returned
- write user ID and email on CD or DVD

4 Select Web Site

one submission per web site • make a separate submission for each web site • indicate the rights-managed web site:

- StockEditorial.com • appropriate for textbooks and magazines
- StockHeadshots.com • headshots/portraits only, nothing else
- StockPanoramics.com • only panoramics, vertical or horizontal
- StockRM.com • for commercial or advertising use

5 Submit To

Creator's Circle Submissions
c/o Stock Media Corporation
1123 Broadway, Suite 1006
New York, NY 10010

if by FedEx
phone: (212) 463-8300

6 Track Submission

submission tracking online is being implemented as of this printing

I confirm that these are my images, submitted according to the terms of our written agreement. I control all the rights necessary for licensing these submitted images.

Signed _____