

Creator's Circle 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)
- JPEG  
(Max quality/Min. compression  
from original TIFF or RAW file)
- good histogram (smooth, gap-free)

REQUIRED (rejected if incorrect)

- 8 bits per channel (24 bit RGB)
- Adobe 98 color space
- crisp & sharp (but not over sharpened)
- 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 \_\_\_\_\_