



MECHANICAL LICENSE FORM

This form cannot be processed without payment. Please make checks payable to SoundForth.

Thank you for your request for a mechanical license. Please fill out this form as completely as possible, sign, and **return to us along with your payment.** Please make checks payable to SoundForth. Please keep a copy for your records.

THIS FORM SERVES AS YOUR MECHANICAL LICENSE. Nothing further will be sent.

Please note that if your church is a member of CCLI you already have permission to use texts in your bulletin. A CCLI license does NOT give you permission to record or photocopy music.

Recording: The fee is the standard mechanical license rate of \$0.091 *per song per cassette/CD* for any cassettes/CDs that are sold, even "at cost" or for a donation. (For songs over 5 minutes, the rate is \$0.0175 per minute or fraction thereof* *per song per cassette/CD*.) In the event that the statutory rate increases, the mechanical royalties shall be increased proportionately with respect to recordings manufactured after the effective date of such new statutory rate.

Payment is normally made at the time of release of the cassette/CD. Upon release of the recording, licensee shall supply SoundForth with a complimentary copy of the recording for archival purposes.

Any subsequent reprinting of the recording shall be subject to the statutory fee at the time of reprinting. Payment shall be made at the time of reprinting.

Any listing of the piece (name of piece or lyrics) must include the title, composer/arranger, copyright date and **"Used by permission from SoundForth."** (Example of copyright line: © 2001 by SoundForth, Greenville, SC 29614. All rights reserved. Used by permission from SoundForth.) The copyright year is found at the bottom of the first page.

CONTACT NAME

E-MAIL ADDRESS

CHURCH/ORGANIZATION NAME

ADDRESS

PHONE NUMBER

FAX NUMBER

TITLE OF SONG TO BE RECORDED (please photocopy this form for additional songs)

COMPOSER

ARRANGER (if different)

COPYRIGHT DATE

ITEM NUMBER (six digits—usually found on the back cover)

TIME (minutes: seconds)

DATE OF RECORDING

DATE OF RELEASE

NUMBER OF COPIES MADE

AMOUNT OWED

SIGNATURE

DATE

RETURN TO: SoundForth
Attn: Permissions Coordinator
1700 Wade Hampton Blvd
Greenville, SC 29614
Phone: 800.258.7288
Fax: 864.770.1336
permissions@soundforth.com

*** Examples of rates over 5 minutes:
5:01 to 6:00 = \$.105 (6 x \$.0175 = \$.105)
6:01 to 7:00 = \$.1225 (7 x \$.0175 = \$.1225)
7:01 to 8:00 = \$.14 (8 x \$.0175 = \$.14)**