

# Licensing with Rawlins Law Firm

R|L|F

## RAWLINS LAW FIRM

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[copyright@rawlins-law.com](mailto:copyright@rawlins-law.com)

[www.rawlins-law.com](http://www.rawlins-law.com)

# Four Steps

Step 1: Complete RLF Request Form

Step 2: Complete RLF Engagement Form

Step 3: Return forms to RLF

Step 4: Sign License and Pay License Fee

Step 5: Pay RLF Fee

\*note, these steps are general, and due to the inconsistent nature of copyrights the order and procedure may vary from client-to-client

# Step 1: Complete RLF Request Form

## Complete RLF's Licensing Request Form

I. Organization Info

II. Arranged Songs Info

Title, Composer, Publisher

III. Synchronization and Mechanical License Info

Indicate if your organization will make CDs or DVDs of a performance

IV. Songs from a CD/DVD

enter information here if you will play a CD/DVD during the show

V. Payment Info

VI. Signature and Date

# Step 2: Complete the RLF Engagement Agreement Form

The RLF Engagement Agreement form sets forth the terms of licensing services and appoints Keith Rawlins and RLF as your agent to procure licenses

# Step 3: Return Forms to RLF

- Once the forms are completed, please return them to RLF at [copyright@rawlins-law.com](mailto:copyright@rawlins-law.com)
- Keith Rawlins will contact you as soon as possible with any questions

# Step 4: Sign and Pay License

- RLF will procure the license and contact you when the license and license fee are ready for signature and payment
- Read and sign the license
- Make a check payable to the Publisher
- Return signed license and check to RLF  
In some circumstances you may need to send licensing materials directly to the publisher

# Step 5: Pay RLF Fee

- Rawlins Law Firm will send you an invoice for the licensing service fees
- Please pay the invoice promptly
- Rawlins Law Firm reserves the right to halt or discontinue services if fees are not timely paid
- Any free defense agreement is void for clients with unpaid fees