



DIGITAL CREATIVE ASSET REQUEST FORM

Date of Request	
Requesting Organisation Name	
Contact Name	
Email Address	
Reason for Image Request (detail reason for request, where the asset will be used, project it will be used within etc)	
Types of Images Required (list all images/assets requested)	
Date Proposed	
<p>It is understood that ASW's digital creative assets will be shared under the following guidelines that must be adhered to at all times:</p> <ul style="list-style-type: none"> • All relevant photographer credits are applied to each image (where possible). • The individual image usage and credit requirements stipulated in the usage rights agreement for each image (unless with prior written permission from ASW and/or the creator of the asset). • ASW accepts no responsibility for any breach of copyright that is a result of sharing assets with another organisation or entity breaching the usage rights agreement attached to the asset. • Any conflict of interest (perceived or actual) identified must be promptly declared and resolved. • ASW owned creative assets supplied to you or your organisation must not be shared: <ul style="list-style-type: none"> - To third parties (unless prior written approval from ASW) - To commercial partners (unless prior written approval from ASW) - Where any sharing would result in a breach of copyright as outlined in the usage rights agreement for the assets shared. <p><u>Completion of this request is agreement of the above guidelines.</u></p>	
Organisation Representative Name	
Organisation Representative Signature	

AUSTRALIA'S
**SOUTH
 WEST** DREAM
 DEEPER

ASW Office Use Only	
Agreed price for creative asset/s	
ASW Approval Name	
ASW Approval Signature	
ASW Reason for Rejection – if issue advise CEO immediately	
Date creative assets shared	
Method of sharing ie. Dropbox, HIVO, email address	
Completed form to be sent to Admin and Finance – record date	