



## Arrangement & Reproduction Request Form

Customer Information		
<b>Name:</b>		<b>Today's Date:</b>
<b>Member/Associate #:</b>	<b>Email:</b>	<b>Phone:</b>
<b>Quartet/Chorus/Group Name:</b>		
<b>Director's Name (Lead's Name, if a Quartet):</b>		
Song Information		
<b>Song Title:</b>		
<b>Composer(s)/Writer(s):</b>		
<b>Copyright Year (if known):</b>		
<b>Copyright Publisher(s):</b> <small>(Research <a href="http://www.ascap.com">www.ascap.com</a>, <a href="http://www.bmi.com">www.bmi.com</a>, <a href="http://www.sesac.com">www.sesac.com</a>, <a href="http://www.songfile.com">www.songfile.com</a>, sheet music, and/or other copyright-related resources for this information)</small>		
Arrangement Information		
<b>Arranger(s) Name(s):</b>		
<b>Voicing (please circle):</b> <b>TTBB (Low)</b> <b>SSAA (High)</b> <b>SATB (Mixed)</b>		
<b>Number of copies needed*:</b>		<small>*(One copy per singer is required by law)</small>
<b>If this arrangement is for Contest, Date of Competition:</b>		
Payment Information		
<small>(You will not be charged until clearance is in place and you are notified of the total amount due.)</small>		
<b>Bank Card #:</b>	<b>Exp. Date:</b>	<b>CVV/CVC #:</b>
<b>Billing Address:</b>		
<b>I plan to pay via:</b> <b>PayPal</b> <input type="checkbox"/> <b>Check/Money Order</b> <input type="checkbox"/>		<i>(Instructions will be sent to you with clearance)</i>
Disclaimer/Notice/Terms		
<small>Fees for arrangement music clearances vary by song and copyright holder (publisher). Some copyright holders also charge extra fees for additional voicings of an arrangement (TTBB, SSAA, SATB). You may email the Society Music Library (<a href="mailto:library@barbershop.org">library@barbershop.org</a>) anytime for an estimate on a particular song you would like to arrange. Processing time to clear an arrangement request is typically 30-60 days, but may take longer especially if medleys or multiple publishers are involved. Rush requests will be handled on a case-by-case basis and may incur additional fees. Only male voicing (TTBB) will only be cleared for an arrangement unless otherwise specified on your application. We will notify you if a requested song, voicing, territory, etc. cannot be cleared by the Society on your behalf. Should you cancel this order, a \$50.00 cancellation fee will be charged to you.</small>		
<small>The Barbershop Harmony Society as licensee will employ reasonable best efforts to secure the requested permissions on your behalf for the song arrangement indicated on this form. However, copyright owners by law maintain control of their works and have the right to set any fee, determine turnaround, and even reject the request outright. For this reason we cannot guarantee licensure in whole or in part for any arrangement and reproduction request, and we also cannot guarantee timing or even that we will receive a response from the copyright holder(s).</small>		
<small>Requests can generally only be processed for arrangements that will be used in the USA and/or Canada. For all other territories, contact <a href="mailto:library@barbershop.org">library@barbershop.org</a> for assistance and information, as copyright laws, restrictions, and processes are territory-specific.</small>		
<small>Your submission of this completed form to the Society for clearance processing indicates your understanding of the Disclaimer/Notice/Terms.</small>		
<small>Additional information and resources regarding copyright are available at our website, <a href="http://www.barbershop.org">www.barbershop.org</a>, <a href="http://www.copyright.gov">www.copyright.gov</a>, and other reputable copyright-related websites.</small>		
<small><i>Thank you for entrusting the Barbershop Harmony Society for your arrangement clearance needs!</i></small>		

**Barbershop Harmony Society | SPEBSQSA, Inc.**  
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