International Translation Request Form for LifeWay Church Resources Title

To apply for a non-exclusive translation license for any LifeWay Church Resources product, please print a blank form and fill it out for each title that you want to translate and mail to:

CRD International Licensing
LifeWay Christian Resources, MSN 175
One LifeWay Plaza
Nashville, TN 37234-0175

A $100 non-refundable processing fee is required for each requested. Please include the $100 processing fee with your request made payable to LifeWay Christian Resources of the SBC.

REQUEST FOR PERMISSION TO TRANSLATE AND PUBLISH LIFEWAY CHURCH RESOURCES PRODUCTS

I. Language of translation _____

II. Title of product to be translated and published: _____
_____
_____
ISBN (book) or ISSN (periodical): _____

III. Name of organization requesting permission: _____
_____
_____

IV. Contact person: _____
Address of contact person:
_____
_____
_____
Telephone number of contact person: _____
FAX number (if available) of contact person: _____
E-mail address of contact person: _____
TAX ID (identification) number: _____

V. Portion of publication to be used (please check one):

_____ All (excluding art & music*), or
_____ Part. If part, please explain which portion of the title you intend to publish, including page numbers:
_____
_____
_____
_____

* Note: Requests will be granted for text only and will not include art, video, audio, photographs, or music.

VI. Statement of how this title will be adapted to the culture:
_____

_____
_____

VII. Statement of necessary adaptation of content to the culture:

_____
_____
_____
_____

VIII. Issues that impact this license:

A. You will pay royalties based on your total print quantity. How many copies will you print? _____
B. What price will you charge for each unit printed? _____
C. What is your geographical area of distribution? _____ _____
D. In what format(s) do you want to receive the content? Check one or more:
   __ PDF
   __ text only (.txt)
   __ rich text format (.rtf)
   __ other: _____

IX. General License Terms:

A. Royalties and Fees:
   1. In consideration of the rights acquired by LICENSEE, LICENSEE shall pay:
      (1). Licensing Fee of $100.00 per title with this request.
      (2). 10% Royalty on all copies printed.
   2. LICENSEE shall account to and pay to LICENSOR royalties due in U.S. currency on all copies printed except for copies sold to the LICENSOR. One-fourth of this amount is due 30 days after the product is printed with remaining three-fourths to be paid on a schedule set up by LifeWay. A statement should be sent with the payment indicating the title of the work, the number of copies sold and the amount of royalties due. Payment will be made to LifeWay Christian Resources, Attention: CRD International, MSN 163, One LifeWay Plaza, Nashville, TN 37234-0163.

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made faithfully and accurately, and no substantial alterations shall be made in the text without the written consent of the LICENSOR.

E. Neither this agreement nor any right hereunder may be assigned by LICENSEE.

F. Within one year from the date of license signing, the LICENSEE will furnish a translated manuscript for approval by LICENSOR or reasonable explanation as to the progress and near release of the work. Failure to achieve satisfactory progress within the year will render this license void.

G. LICENSEE agrees to print the approved translation within six months of manuscript approval by LICENSOR. Failure to publish within the six-month period, or if the work becomes unavailable, the rights shall revert to the LICENSOR and this license shall be considered null and void, except that the LICENSOR may retain any advance payments made by the LICENSEE. Any other royalties due and owing will be immediately paid by the LICENSEE. LICENSEE shall notify LICENSOR within thirty (30) days when the work shall no longer be available from the LICENSEE.

H. LICENSEE agrees to furnish LICENSOR four (4) free printed copies of each of the completed translations plus one (1) electronic copy of the publication in .txt and PDF formats within sixty (60) days of publication.

I. The LICENSEE will be granted a licensed print production quantity of what is mutually agreed upon in this license.
NOTE: At the time of manuscript approval LICENSOR will notify LICENSEE of quantity to be purchased and license will be amended to reflect any change in quantity.

J. Area of distribution will be restricted as stated in “Licensed Territory” in the license.

K. The LICENSOR may purchase copies at the total unit cost (see note).
NOTE: Each cost item included in the calculation of "total unit cost" is to be listed with its related cost. All costs are negotiable except "ongoing editorial expenses" which are not to be added to the total unit cost charged the LICENSOR. The LICENSOR will pay costs on all books thus ordered.

L. The LICENSEE will provide to the LICENSOR the following product information as soon as possible after this license is signed:
1. Title
2. Local retail price (in U.S. Dollars equivalent)
3. Projected availability date (when copies could be sent to LifeWay)
4. Cost to LifeWay Christian Resources (total unit cost)
5. Name and address of a retail book store or outlet to which foreign inquiries may be referred.

M. (If MasterLife is being requested) Copies of the original MasterLife (copyright 1983) will be made available only through a certified leader who has been trained in a MasterLife Workshop or who has completed MasterLife I & II under a certified leader. The 1996 version of MasterLife does not require certification.

X. Are the aforementioned terms agreeable to you? _____ YES _____ NO

(If you are with the International Mission Board, please complete step XI, otherwise mail form and processing fee check made out to LifeWay Christian Resources to CRD International Licensing at the address shown below.)

XI. Request cleared by International Mission Board Regional Team Leader:

Approval signature: _____
Title: _____
Date: _____

Mail request to International Mission Board for approval by Randy Pegues, Office of Overseas Operations.
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Approval signature: _____
Date: _____

The International Mission Board will forward request to LifeWay Christian Resources for approval:

CRD International Licensing
LifeWay Christian Resources, MSN 175
One LifeWay Plaza
Nashville, Tennessee 37234-0175